

Appleton with Eaton Neighbourhood Plan Steering Group Meeting

Minutes

When: Monday, 3rd October 2016 @ 7:30pm

Venue: The Plough Restaurant

Present: Mr John Adams, Mrs Susan Blomerus (secretary), Mrs Mary Carey, Mr Tim Davis, Mr Richard Dick, Mrs Jane Dymock, Mrs Kerrie Gaughan, Mrs Liz Gilkes, Mr Daniel Little, Mr James Mansfield, Mr Roger Mitty, Dr Mark Richards, Mrs Annwen Rowe, Mrs Claire Salmon, Mrs Anna Yalci

NP41 Apologies for absence: Mrs Elen Andrews

NP42 Declarations of interest: None

NP43 Signing of minutes: The minutes from the 5th September 2016 was signed as a true record.

NP44 Matters arising from the previous meeting and not appearing elsewhere on the agenda:

Scoping Survey:

Claire Salmon informed the steering group that villagers delivering their surveys to the village shop mentioned that they felt that it was futile that the village was developing a Neighbourhood Plan as it will make no difference and their views will not be taken into account.

The steering group agreed that post survey publicity is very important so villagers can see the outcome of the survey. It was agreed to put up information about the outcome in the phone box near the village shop, as well as information explaining clearly what a Neighbourhood Plan is along with the Neighbourhood Plan Scarecrow.

NP45 Scoping Survey: Not all surveys have been received, the subgroup currently has approximately 50% of completed surveys. The next job of the survey team will be to collate the data from the survey. The subgroup has produced a grid with common themes in certain areas with a space for miscellaneous issues. An electronic form will be emailed to each survey group member who will have a stack of surveys to add information onto the form. John Adams will then collate all the information on to one form. Any issue that is outside the scope of a Neighbourhood Plan needs to be brought to the parish council's attention. This will be completed by the next steering group meeting. Claire Salmon will add to the survey box in the village shop that the 9th October is the final date for villagers to submit their survey. James Mansfield thanked John Adams and Mark Richards for all their hard work.

NP46 Grant application progress: Now that the project plan has been completed Susan Blomerus, Annwen Rowe and Jane Dymock will have a meeting to discuss a budget for the grant application.

NP47 Project Plan: Kerrie Gaughan circulated a 1st draft project plan for all group members to consider. The plan will be emailed to all group members and comments can be sent to Kerrie with the secretary copied to the email. The end date of the Neighbourhood Plan was agreed to

be June 2018. The secretary will send the project plan to Fiona Mullins, Community First Oxfordshire, for comments. It was suggested that each group have a look at the project plan and pick out jobs that their group needs to be complete.

NP48 Report back from subgroups:

1. **Evidence Group:** Annewen Rowe has now joined the group. The group has a draft Sustainability Appraisal (SA), which is very extensive. Once completed it needs to go out for consultation. The group members are sending information to Fiona Mullins (Community First Oxfordshire) and she is updating the master copy. Another meeting will take place with Fiona Mullins on the 14th November 2016 to finalise the SA document. The group will also identify existing policies that the VOWH DC has to avoid redoing work. It is hopeful that the SA report will be completed by December 2016 and will then go out for consultation. James Mansfield will ring Fiona Mullins to ask for more information regarding the Housing Needs Survey. The draft SA report is in Neighbourhood Plan Dropbox.
2. **Survey Group:** Covered in item number NP45
3. **Communication and Events Group:** The merger of the Communication and Events Group has not yet been completed. A meeting will be held in the near future to resolve this. The group members moving to the Evidence Group will need to inform Liz Gilkes and the Secretary. It was agreed that the Neighbourhood Plan Scarecrow will be displayed outside the village shop with a note saying, 'Thank you for completing the survey, the results will be displayed here soon.' It was proposed to have a larger dedicated event after Christmas, this can be done in conjunction with SA screening period. The group mentioned that they need the Survey and Evidence Groups to communicate with them so they know that is going on so they can promote what is happening. It was agreed that after a Survey and Evidence Subgroups meeting the group can put together a short paragraph regarding what the group has been doing or a particular milestone that has been achieved to send to Events/communication Group to promote the Neighbourhood Plan. There was concern that the villagers will feel desensitised by the information overload of the Neighbourhood Plan. James Mansfield will contact Fiona Mullins (CFO) for advice on communicating with the public. Mark Richards thanked all Steering Group members who for helped to deliver and collect surveys.

NP49 Date of next meeting: 7th November 2016 @ 7:30pm in The Plough Restaurant. In January the meetings will be the fourth Monday of the month. Richard Dick and Roger Mitty gave their apologies as they won't be able to attend November's meeting.

Meeting closed at 8:54pm