

## EYNSHAM NEIGHBOURHOOD PLAN STEERING GROUP

### Minutes for meeting held at 7.30 pm, 10<sup>th</sup> December 2014 at the Bartholomew Room.

**Present:** Mr Les Day (Siemens), Sue Chapman, Christine Dowling, John Dowling, Richard Andrews, George Smith, Andy Hamilton, Eleanor Chance, Steve Parrinder, Mike Nightingale, Nicky Chambers, Jim Arbuckle, Posy Parrinder, Marshall Leopold, Gordon Beach, Peter Emery, Charles Mathew, Andrew Partlett, Robin Saunders, Tim Jordan, Joan Stoneham, Dennis Stukenbroeker, Matthew Rhodes, Geoff Mason, Ros Kent, Jane Baldwin, Angie Titchen

Apologies: Jane Thompson, Vincent Goodstadt, Dr Stevenson, Richard Higgins.

Chair: Marshall Leopold

**1.Welcome:** Marshall welcomed new attendees and contributors to date and said he looked forward to new attendees contributing in the future. He set out the purpose of the meeting as a business meeting and not a discussion about Vision or Strategy. This purpose was essential, first, to agree the roles, groups and tasks required for the creation of a Neighbourhood Plan (NP) and, second, to invite volunteers to take on interim appointments and roles until a firm and broad base that properly represents the Community as a whole has been established. Interim volunteers may choose to be replaced at any time. Marshall stressed that a very broad base was essential for delivering the NP and should be greater than any personal or sectional interests.

**2.Agreement on Declarations of Interest:** Based on the Nolan principles in the context of public actions, we agreed that each contributor should declare any personal interest that is relevant and which could create conflict when seeking to influence others. We acknowledged that personal interests were a good thing, as they would give us energy and drive, and that declaring them would ensure the integrity and open-handedness of everything we do. We agreed that this declaration of interests would be embodied in our principles of action. Marshall will arrange a link to relevant materials on our website for all to read and consider.

**3.Approve Minutes for 21st October & 10th November:** These minutes were approved.

**4.Report on Master Class - Neighbourhood Plan format, structure and content:** Posy Parrinder set out key messages from the Master Class. A NP can only deal with issues relating to development and local land use; it can be very powerful in influencing and shaping planning approvals and; a number of stages which involve the Community all the way through have to be undertaken. She presented two papers relevant to these messages: (1) the statutory basic conditions that have to be met for a NP to become a legal document within the WODC Local Plan and (2) a roadmap of the stages our community will have to go through to develop the plan before a community referendum on the plan is carried out. These 2 papers will be put on the website. Full copies of the Roadmap are available from Posy ( email - [posyparrinder@hotmail.com](mailto:posyparrinder@hotmail.com)). A copy will be put in the library, in due course, and is available online at [www.locality.org.uk](http://www.locality.org.uk) It was established that there is a mechanism for the authorities to check that we are on the right track through these stages and are meeting the basic conditions.

Urgent action was needed to take advantage of Government bridging grants of up to £7,000 for getting started. These are available to NP groups up to March 2015, e.g., for fliers, website, training, cost of evidence gathering. If successful, the money has to be spent or contracted by the end of March 2015. In addition, up to £1,000 could be available from the Parish Precept. It was suggested that we could incur minimal costs to start and save funding proposals for later stages, e.g., buying in expertise like pro-bono planners (on Locality site). It was agreed later in the meeting that preparation of funding proposals would be undertaken by the newly appointed interim Leadership Team.

Marshall summarised three key things to be done: (1) each of us should take time to establish what our own vision for the NP plan is for the next 5, 10, 15, 20 years; (2) we should find out what others' visions are for these timescales and; (3) we should work with others to capture all the visions, find the common threads and vote on a clear statement of what we all want now and in the future. If we don't do this, then the community will be imposed upon by other people's agendas. As growth has to happen, the NP will help the community to manage and influence it.

**5. Appointment of interim Leadership Team (can be confirmed/added to/replaced as public involvement grows) tasked with outlining the Project Plan, immediate budget/funding issues and arranging wider community involvement:** Marshall explained that we need volunteers to lead the wider movement in addition to specific Task Group leaders. These would be both temporary and interim appointments to give the Team momentum, but also to reassure volunteers that stepping forward now would not condemn them to 2 years hard labour without parole! This principle was agreed, as well as the interim Leadership Team being able to make ad hoc appointments, pending formal ratification by a full Group meeting, so that the business of the full Group can be furthered. Any such appointments will be notified to our stakeholders.

- a) **Interim Chair - "Public Face" and leads the team in the interim** – Sue Chapman proposed Posy Parrinder and John Dowling proposed Marshall Leopold. As Marshall was unable to accept this appointment due to work commitments, Posy Parrinder was appointed.
- b) **Interim Deputy Chair- could be one of 5, 6, 7 or 8** – Posy proposed Marshall and he accepted.
- 0) **Interim Convenor/Secretary- liaises with members, galvanises activity to result in a meeting and enables others to achieve their function (NB Minute Secretary to rotate. He/she will provide the minutes for the Convener/Secretary to circulate with Agenda)** No-one volunteered, so we agreed to rotate the job of finding a date and meeting room and making an agenda in agreement with the Chair. Angie Titchen offered to do it for the next meeting.
- c) **Interim Finance Officer- investigates costs & sources of funding** – Nicky Chambers offered to take on this role.
- d) **Interim Outreach development officer for Community engagement- including arranging events/workshops** – Sue Chapman was proposed by Marshall and she accepted.
- a) **Interim Outreach development officer for the Commercial and Business sector engagement** – John Dowling and Marshall volunteered and they agreed that Marshall would take on this role supported by John Dowling and Christine Dowling in the Business and Commerce Task Group (below).

- g) **Interim Public Relations/IT/Media Manager** – as there was no-one present with these skills, it was agreed that Tim Jordan would ask Paddy Coulter who has media experience if he would be willing. The Interim Leadership Team would take responsibility to plug this gap.
- h) **Interim Liason officer with WODC** – Mike Nightingale agreed to take on this role.

**6. Setting up of Task Groups and their interim Leaders- looking at type and sources of evidence we need and questions we need to ask all stakeholders and the community:** The following Task Groups and volunteers were agreed. Further volunteers are extremely welcome. Each group will identify and approach further group members as necessary.

- a) **Housing needs (both community sought and 3<sup>rd</sup> party imposed) and impact** – George Smith
- o) Design brief for **developers** – Mike Nightingale
- a) Heritage and Historic Environment – Eleanor Chance, Steve Parrinder, Jane Baldwin
- b) **Environment and “Green” issues- to include sustainability** – Nicky Chambers, Ros Kent, Eleanor Chance and Angie Titchen
- c) **Education, Families and Children** – Andy Hamilton, Bartholomew School Council (students), Primary school representative
- o) **Health care provision and social care** – Dr Stevenson, and Rachel Burford will be approached by Posy and Richard Caswell by Marshall Leopold.
- d) **Roads, transport and other infrastructure, including flooding and sewers** – Les Day, Marshall Leopold and Jane Baldwin. Nigel Brady (done traffic surveys) will be approached by Tim Jordan.
- e) **Business and Commerce** – John Dowling, Christine Dowling, Marshall Leopold and George Smith
- a) **Older Residents and those with special needs** – Angie suggested that this group could be combined with (f) above – this was agreed.
- b) **Voluntary groups, clubs** – Joan Stoneham
- f) **Others** – Both Richard Andrews and Angie Titchen proposed that there should be a **Community Engagement** group to formulate and co-ordinate the community engagement programme. This was agreed. Group members are Sue Chapman, as Interim Outreach development officer for Community engagement, Eleanor Chance, Richard Andrews and Angie Titchen.

7. **Next steps** include: planning for Task Group meetings; gathering and co-ordinating factual information (where we are now, what already known from Councils, Authorities, Demographics especially young people, Environmental Agency (flood map online) and; agreeing time frame for wider public involvement etc

8. Any **other urgent business:** There was a discussion about the Gladman letter stating that they wish to be involved/consulted over the NP.

9. **Date and venue of next Meeting:** Wider meeting on December 16<sup>th</sup> to receive input from Vincent Goodstadt – time 7.00pm at the Bartholomew Room. The Leadership Team to meet in January tbc (Angie).