

EYNESHAM NEIGHBOURHOOD PLAN STEERING GROUP

Minutes for meeting held at 7.30 pm, 24th February 2015 at the Pavilion, Eynsham Playing Field

Present: Jane Baldwin, Sue Chapman, Les Day (Siemens), Christine Dowling, John Dowling, Richard Higgins, Charles Mathew, Mike Nightingale, Posy Parrinder, Steve Parrinder, Anne L Ryan, Dennis Stukenbroeker, Jane Thompson, Angie Titchen, Mary Fletcher.

Apologies: Richard Andrews, Eleanor Chance, Peter Emery, Vincent Goodstadt, Marshall Leopold, Joan Stonham, Tim Jordan, George Smith, Pauline Ulijaszek, Nicky Chambers, John Hauxwell.

Chair: Posy Parrinder

1. DECLARATIONS OF ANY PERSONAL CONFLICTS OF INTEREST: None

2. PUBLIC PARTICIPATION: agreed that this could be allowed throughout the meeting.

3. MINUTES OF THE MEETING OF 10 DECEMBER 2014

The omission of Richard Higgins from the apologies was noted otherwise approved as an accurate record.

4. MATTERS ARISING:

Nicky Chambers had stepped down from the Leadership Group and the SG owing to family matters and the Finance Officer post was now vacant.

5. NOLAN- 7 Principles of public life and the NPSG- (Nolan principles previously circulated/Good Councillors Guide)

Dennis Stukenbroeker gave an update on the current position of EPC. The question as to whether the Nolan Principles should apply to non-parish councillors on the NP Steering Group had been referred to WODC and Keith Butler (Democratic Services) would be discussing the matter with other regional Heads at a forum this month. It was noted that public perception and confidence were important and that awareness of the declaration of interests and the penalty for the breach it carried made for caution and selflessness. However it was also recognised that adhering to the Nolan principles with interests declared posed difficulties as representatives from key stakeholders like Siemens, the 2 schools and the doctors' practice would be debarred from discussing their business making the rationale of the group impracticable. It might be possible to draw up a constitution where everyone who made up the core of the NPSG completed the disclosures and operated by the EPC rules. In the interim while awaiting a response from WODC it was agreed that the NPSG should abide by the spirit of Nolan.

6. LEADERSHIP GROUP (LG) AND TASK GROUPS (TGs)

There was discussion as to whether the LG and the TGs should be open to the public or could operate in private with minutes published on the website. It was noted that the TGs and LG might need to meet privately in order to make more rapid progress and have a greater element of flexibility. The TGs should however be working groups not decision-making ones and further consideration would be needed on questions of openness of the groups and the possible need for Terms of References to help understand any project overlaps. It was proposed that TGs and LG meet in private, that they have no decision making powers but will report back to the full Steering Group. The proposal was seconded and passed by a majority of 10 to 1 with 1 abstention.

7. LEADERSHIP GROUP MEMBERSHIP

Changes to the LG group were ratified. The post of Interim Finance Officer needed to be filled as a matter of urgency and the NPSG were urged to publicise the post.

Interim Chair Posy Parrinder

Interim Deputy Chair- Marshall Leopold

Interim Convenor/Secretary on rotation

Interim Finance Officer- VACANT

Interim Outreach development officer for Community engagement- Sue Chapman

Interim Outreach development officer for the Commercial and Business sector engagement –Marshall Leopold

Interim Public Relations/IT/Media Manager – VACANT proposed to approach John Hauxwell (and Simon Davies?)

Liason officer with WODC – Jane Baldwin for EPC - Mike Nightingale kindly agreed to step aside.

TASK GROUPS

Housing needs George Smith, Posy Parrinder & Pauline Ulijaszek

Design brief for developers – Mike Nightingale, Jane Thomson

Heritage and Historic Environment – Eleanor Chance, Steve Parrinder, Jane Baldwin, Tim Jordan

Environment and “Green” issues- to include sustainability –Eleanor Chance and Angie Titchen & Sharon Williams

Education, Families and Children – Andy Hamilton, Bartholomew School Council (students), Ian Moore

Health care provision and social care Older Residents and those with special needs
VACANT (suggestion to approach Sue Johnson new EPC Councillor)

Roads, transport and other infrastructure, including flooding and sewers – Les Day, Marshall Leopold, Richard Higgins, Jane Baldwin.

Business and Commerce – Marshall Leopold, Les Day, John Dowling, Christine Dowling, and George Smith

Community Engagement Sue Chapman, Eleanor Chance, Richard Andrews, Angie Titchen, Jane Baldwin.

It was suggested that we might add a Gravel Task Group after the Launch depending on the issues raised. Charles Mathew offered his support.

8. LG ACTIONS:

Some expenses were already being incurred (printing/mileage etc). Nicky Chambers had submitted a budget for initial funding and EPC had set aside some funds for this early stage and would approve on-going costs if they were put in writing.

9. DRAFT PROJECT PLAN (PREVIOUSLY CIRCULATED) Posy Parrinder was thanked for the hard work in producing the Project Plan and Community Engagement Strategy which were to be sent to Astrid Harvey at WODC.

10. DRAFT COMMUNITY ENGAGEMENT STRATEG

It was noted that the Community Engagement Strategy did not yet have a detailed plan for more targeted outreach (harder to reach groups etc). It was also noted that there was no provision/strategy as yet for interviewing/consulting with key stakeholders – businesses, local groups etc and that that this would produce additional very useful data/be a useful engagement tool.

11. PUBLIC LAUNCH OF NP

The final version of the hand bill was approved. It will be ready for collection from the printers on Friday and bundling & distribution was arranged for the coming weekend. A lot of help would be required to set up (from 1.30 pm, Friday) and staff the stalls for the Launch (small hall) during the opening hours – it was hoped that as many of the group as possible would be able to offer a few hours. A plan of the layout of the hall was circulated which would be ‘carousel’ style for the stalls with an ‘ideas wall’ at the end which should collect the responses to broad questions like “What do you like..., What don’t you like... Your big idea for the village... “. There would also be a display on Neighbourhood Planning and how to get involved with the process. The importance of making the room welcoming to encourage public participation was noted a guide/protocols for TGs was being prepared (Angie Titchen) on how to behave/respond to the public in an impartial way and the need for ‘open’ questions. It was noted that although Task Groups had already been set up the ‘issues’ were not fixed and different/additional groups might be needed after the community engagement event. Les Day from Siemens offered to source flipcharts for TGs to use. Other examples of Neighbourhood Plans would be sourced (WODC). It was agreed that Eynsham Market should be approached to provide refreshments from the kitchen. Boxes for collection of the responses to the handbill questions were to be put in strategic places around the village.

The next Eynsham News- deadline is 13 March and it was hoped to include an article.

12. EYNESHAM FUTURES ONLINE & IT

The NPSG recorded their thanks to Joan Stonham for her invaluable assistance in getting the website set up – securing the domain and providing initial content. Joan had stepped down owing to many other commitments but it was hoped that John Hauxwell might be able to take on some of this role. A client brief for the website was needed but it was agreed that this should not be prepared until after the Vision which will inform the website.

13. WODC MEETING

Posy, Jane and Dennis are to meet with Astrid Harvey WODC Community Planning Officer on 6 March and would be submitting the draft Project Plan and Community Engagement Strategy along with a list of questions. Issues for discussion with WODC included likely costs of a plan and funding sources, when an SEA might be needed, the amount of support WODC might provide, whether the final draft LP will clarify the number of homes needed in Eynsham when it is published in mid-March. Help was also requested for identifying landownership including OCC land in and around the village and the most likely areas on which to be challenged and by whom. It was hoped that WODC might also supply maps and other visual materials for the Eynsham NP Public Launch – maps of public footpaths, sewers, proposed sites in the WODC SHLAA, sites and monuments, footpaths etc.

14. FUNDING: REPORT OF INTERIM FINANCE OFFICER

EPC had agreed to cover NPSG for out of pocket expenses and had asked for an outline budget for the April meeting of EPC. It was intended that an application for £8k would be made to Locality for the NP.

15. NPSG REGULAR MONTHLY MEETING DAY

It was agreed to meet monthly on the second Wednesday of the month to maintain momentum and enable public to get involved.

16. INSET AT EVERY NPSG MEETING:

It was agreed that there should be an element of inset at the monthly NPSG meetings where appropriate to inform and maintain momentum and interest. Offers had already been received from Bike safe - Larry Poole and from Tiddington NP group other suggestions included Businesses and their needs - Les Day & Siemens/Affordable housing- Cottsway/ History & heritage- Jane B, Steve P/ Transport & other Infrastructure/ Health needs- Dr Stephenson/ Fishponds- Verity Hughes/ Wychwood Project- Sharon Williams/ Schools & their future- OCC, Andrew H, Ian M/ Developers View- Pye, Gladman, Vanderbilt/ Families' needs- Childrens Centre/ Millenium Wood- Eynsham Society/ Eco-towns- John H, Ros K/ Solar Farm- Barnard Gate/Natural Burial Nature Reserves- Angie T/ Western Development Plan 1970s-George S/ Other suggestions would be welcomed.

17. Any other business

“A homes for Britain travelling exhibition” (Cottsway Housing a sponsor) was taking place in Witney on 6th March.

It was noted that a Fruitlands application 15/00597/TPO under the recent Tree Preservation Order had been submitted and included plans of which trees were to be retained around the perimeter of the site. The vast majority of trees in the middle of the site were marked red. Pye was applying for consent to cut them down. It was noted that this was a matter for individuals to make personal representations to WODC.