

ACTION NOTES FROM NEIGHBOURHOOD PLAN STEERING GROUP MEETING TUESDAY 9TH FEBRUARY 7.30PM AT THE ABINGDON ARMS

Those Present: Nicki Ward (The Abingdon Arms), Caroline Gordon-Duff, Nick Crowley, Sian Jeffrey, Cllr John Walsh (District Councillor), Ginette Camps-Walsh (Parish Council)

Apologies: Ann Henman, Geoff Henman, Clare Marsh, Jo Ovens, John Ovens, Luke Brown (SODC/Vale Neighbourhood Planning Officer)

Beckley School has also been invited to send a representative.

This was a preliminary meeting to make some decisions to move the project forward. It was agreed that elections for Chairman and any other posts would be held at the March meeting when it is hoped more members would be able to attend.

Ginette had a discussion with Luke about the process before the meeting. He or a colleague hope to attend the meeting in March.

SODC has several web pages on Neighbourhood Plans. Here are the links for those who would like more information –

Overview - <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans>

Toolkit - <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans/neighbourhood-planning>

Only 2 Neighbourhood Plans in SODC have been completed are both are much bigger and more complex than Beckley and Stowood. The smaller is Woodcote and it may be useful to look at it - http://www.southoxon.gov.uk/sites/default/files/2014-05-23%20Woodcote%20Neighbourhood%20Plan_0.pdf

1. Designated Plan Area

It is important to designate an official area for the Plan, as an application needs to be made by the Parish Council to SODC for this area and it effectively starts the Neighbourhood Planning process. Here is a booklet on this –

http://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/How_to_designate_a_neighbourhood_area2.pdf

The other local Parishes have been followed up after the meeting on 28th January and asked if they would like to work together, but have yet to respond. Luke advised that it was possible to change the 'Designated Area' at a later date. It was advised that we should not wait as their decision processes may take some time. There are two possible ways to collaborate – each to develop their own plan, but collaborate on issues of mutual interest – traffic, Green Belt etc or full collaboration where issues specific to a particular village are dealt with in separate chapters. (see 2. Funding)

The designated area is normally the Parish although in large towns it can be a smaller area and in small villages shared facilities outside the Parish can be included. Inclusion of Wheatley Park School and Stanton St John village shop were discussed, but it was agreed that it was not necessary to include these and permission would need to be sought to do this. Beckley School will automatically be included.

It was also decided that the agreement of the other members should be sought via this e-mail.

ACTION: ALL NOT IN ATTENDANCE

TO GIVE YOUR VIEWS/AGREEMENT ON
BECKLEY & STOWOOD PARISH BEING THE
DESIGNATED AREA

The next step is to fill in a form and take this to the Parish Council to make a formal application – form -

<http://www.southoxon.gov.uk/sites/default/files/7%20NP%20Area%20Designation%20Application%20Form%202015.pdf>

The example application from Brightwell cum Sotwell (a smaller village) included a 15 report -

http://www.southoxon.gov.uk/sites/default/files/2015-01-27FullApp_Redacted.pdf

ACTION: Ginette

TO CLARIFY WITH **LUKE** EXACTLY WHAT
ADDITIONAL INFORMATION (IF ANY) IS
REQUIRED OTHER THAN THE FORM

2. Funding

Luke advised in a conversation with Ginette before the meeting that there is automatic funding from SODC of £5,000 paid to the Parish Council. The Parish Council needs to send SODC a letter requesting this. (From SODC web site - *“Before we can provide you with your grant, we will need to see and approve your project plan for developing your neighbourhood plan.”*)

ACTION: Ginette

TO CLARIFY WITH **LUKE** EXACTLY WHAT
IS REQUIRED TO CLAIM THE GRANT

There is additional funding of £8,000 available for specific aspects of the project e.g. employing specialist consultants etc

In addition there is also up to £10,000 of Lottery funding for specific projects within the Plan.

Luke advised that it is probably sensible to reserve additional grants for any specialist work which may need to be done e.g. ‘Character Assessment’ specialist technical reports – lighting, topography etc

The decision has yet to be made about grant levels for Parishes developing Plan together. Currently they would only get one grant, so it is probably better to collaborate.

3. Establish Group – Chairman and Project Manager

Ginette discussed the role of a Chairman and Project Manager with Luke. In some Steering Groups these roles are separate – the Project Manager to oversee the project and the Chairman to chair meetings. In discussion it was decided to appoint a chairman at the March Meeting to oversee the whole project and chair meetings, while individual members of the Group will take on responsibility for particular parts of the project.

Nominations for Chairman are welcomed. Nominations to date – Ann Henman, Ginette Camps-Walsh – others?

Other officers are to be discussed and agreed at the March meeting.

4. Issues to be Covered by the Plan

Issues identified at the January meeting were –

- Preservation of the Green Belt

- Traffic
- Buses
- Schools
- Where to build
- Design
- Flooding and drainage
- Keeping the pub
- Businesses
- Sustainability
- Social housing, affordable housing
- Mixed housing – housing for those who wish to downsize and remain in the village

Further issues were raised –

- Car parking for the school – parents park in the pub car park when events are organised leaving no room for customers, cars parked in Church Street and High Street may mean that the school bus can't get through
- School buses and buses
- Car park RSPB
- Flooding – from the field above the village pond and down Otmoor Lane, ditches
- Design and planning – backland development, ensuring adequate car parking in new houses, design in keeping with the village, development in the unmade road leading from Woodperry Road
- Protecting views from the village – Woodperry Road, Otmoor – from High Street, Otmoor Lane, Church Street, Common Road, Stowood

5. Process

It was agreed that a detailed Parish map was required. Luke said he could supply this.

ACTION: Luke

More detailed maps and plans will be required to identify particular sites etc from SODC via Luke

Earlier work will be need to be identified that has been carried out in the village e.g. housing needs survey, demographic information, environmental surveys etc

ACTION: All

Larger scale reports on traffic, SODC Local Plans etc will be provided by SODC via Luke as and when needed

Local associations and groups we may wish to involve need to be identified e.g. RSPB

ACTION: Ann & All

It is suggested in the leaflet on designated areas that a survey of the Parish is conducted possibly starting with a walkabout. It was agreed that this would be a good idea and incorporated in the process.

Nicki has expertise in designing surveys, which will be an important part of the process, to find out what people think. She stressed that questions need to be well defined and pre-coded as far as possible otherwise analysis is impossible.

Green Belt review - Luke had advised that we need to make a good case for the area near Wick Farm to remain in the Green Belt, so other potential sites are chosen in preference.

Historical and environmental information will be required in the Plan. Caroline has expertise in history and local history and her family has lived in the village for many generations.

6. Next Meeting

Please could everyone either fill in the Doodle poll or let Ginette know their availability ASAP for March, as we want to have as many members of the Steering group present as possible. Link to poll for March – <http://doodle.com/poll/z2ep9ufegzk3mghk>

Or suggested dates for those who don't wish to use Doodle - 7.30pm – Abingdon Arms

March

- Tues 1st
- Wed 2nd
- Tues 8th
- Wed 9th
- Thurs 10th
- Wed 16th
- Thurs 17th
- Tues 22nd
- Wed 23rd
- Thurs 24th
- Tues 29th
- Wed 30th
- Thurs 31st

(I've avoided Mondays as The Abingdon Arms is closed and Nicki is not available.)

Ginette will suggest further dates for April and May and put up a poll and suggest dates via e-mail.

ACTION: Ginette

7. Venue

It has been suggested that we may wish to hold some meetings in private as we may wish to discuss more difficult issues. The Ovens have kindly offered to host future meetings. Please could everyone let Ginette know if they wish to hold the next meeting at the Abingdon Arms or in private.

ACTION ALL

G Camps-Walsh 10.2.16