



## MINUTES OF MEETING

19:00 Thursday 28 May 2015

**Attendees :** John Lloyd (chair), Pam Berridge, Olly Church, Vic Clements, Sarah Day, David Jenkins, Frank Jones, Maggie Minchinton-Smith, Mike Ross, Lindsey Skelt, Jane Young, Tom McCulloch (ORCC)

Three members of the public were also in attendance.

### 1. Introduction

Tom McCulloch from the Oxford Rural Community Council (ORCC) was introduced to Steering Group members.

### 2. Apologies for absence

Andrew Cannell, Sarah Day, Les Minchinton-Smith were unable to attend the session.

### 3. Approval of Minutes

The Minutes for the previous full Steering Group meeting on 23 April were approved.

### 4. Matters Arising from Last Meeting

The logo used in previously NP communications is being replaced by a line image of the Memorial Hall. Pam suggested that the <Memorial Hall> text in the bottom left hand corner be replaced by <Shrivenham> since the NP deals with the Village rather than the Building. This will be used in future communications.

### 5. Representations from members of the public

This was the first time that members of the public came to a Steering Group meeting as observers; they were welcomed and encouraged to pass on their experience to others. Community engagement is an essential part of the NP process.

### 6. Chairman's Announcements

As the Drayton NP package of documentation indicates, a record must be kept of all documentation used to prepare the NP as well as all community engagement events and activities. This material represents supporting evidence when the NP is presented for examination. Jane and John have started to keep a log but once the VOWH Area Designation application has been processed, this practice will have to become systematic.

The classification of Shrivenham in Local Planning taxonomy has also been established since the last meeting. Mike had researched the national Office of National Statistics site which indicates that Shrivenham would be classified as <Rural> and a <Village>, while John found that the VOWH Local Plan describes Shrivenham as a <Larger Village> in the <Local Service Centre> category.

### 7. Oxford Rural Community Council (ORCC) overview

Tom McCulloch from the ORCC was invited to the Steering Group meeting to talk about the ORCC's involvement in other NPs and what the Council can offer in terms of consultancy and advice.

The Council is a rural development charity which helps communities to manage areas such as affordable housing, village transport, Parish Halls. Community Infrastructure Levy (CIL) spend. The ORCC has been acting as a NP consultancy and has supported 12 NP projects since 2012, including communities such as Stanford in the Vale. Their assistance can range from full consultancy support (i.e. project planning, design of surveys, consultation on key documents, definition of Policy statements, sustainability) to the



provision of bespoke services based on specific needs and they have developed a close working relationship with VOWH, attending regular meetings with VOWH staff in relation to NP projects.

Tom said that a NP can combine both Development Planning requirements (spatial plans, land use) and the kind of Community Led Plan (CLP) issues handled in Shrivenham's 2009 Village Plan and he suggested that the 2015 NP initiative would be an opportunity for Shrivenham to incorporate "a rejuvenated 2009 CLP" into the NP.

The VOWH Local Plan Part 1 – which is publicly accessible on the web - is awaiting formal examination and ratification and that may be delayed now to year end. NPs must conform to the relevant Local Plan so the Steering Group members must be familiar with the relevant key sections of the VOWH Plan. It was decided that it would be useful to try to arrange for the VOWH's David Potter and Clare Roberts as well as Tom to give a presentation on key sections of the VOWH Local Plan at the next Steering Group meeting and handle Steering Group questions. Tom indicated that where a NP progresses to completion ahead of the relevant Local Plan ratification a proviso statement would be added to indicate that subsequent changes in the Local Plan may result in the amendment of NP Policies to ensure conformance.

Community engagement is crucial in the process and "more is better" so public consultation events, actively gathering opinions, running surveys etc should be a central part of the NP project strategy from the start, alongside forming a good working relationship with the VOWH. From a practical perspective Tom advised using one Plan as a template for the structure of Shrivenham's NP (currently the Drayton model is being favoured).

Tom is familiar with the land development situation in Shrivenham, and he advised the Steering Group to be clear in the NP about what the community wants to achieve in areas such as design of housing, transport, type of housing, connectivity planning for roads, methods of diffusing the effect of more traffic, the use of funds generated by development to realize Community Plan proposals.

There was a brief discussion about windfall income and the current situation on the Colton Road site, where there is no sign of activity at this point. Frank pointed out that the significant development earmarked for East Swindon would inevitably place stresses on the facilities and infrastructure of Shrivenham without the opportunity to benefit from monies due to county boundaries. The requirement to retain a green buffer between Shrivenham, Bourton and Swindon is being strongly supported.

## **8. Drayton Neighbourhood Plan**

Sarah Day has encouraged the Steering Group to consider this Plan as a good template for Shrivenham's NP and everyone has taken a look at it. It has the benefit of being published as a relatively short core document, supported by a number of annex documents holding much of the evidential documentation.

The Drayton NP publishes 72 Policy Statements, and it includes an interesting rating and ranking scorecard for potential development sites around Drayton. Mention of the latter prompted a discussion when Tom McCulloch queried the impact of publishing this exercise in the NP. He said that the Stanford in the Vale NP states simply that the community does not want any further development; if Drayton has openly evaluated all their possible surrounding sites in terms of Most and Least Acceptable locations, is there a risk that this information would only serve to encourage other developers to step forward with new proposals?

The Steering Group favours a chapter-based structure for Shrivenham's NP because this will enable each of the Working Groups to create their sections more easily.

## **9. Regular Project Team WG Update**

Outstanding Actions from two previous sessions were reviewed. Completed Items are shown in the table at the foot of these Minutes.

On the question of centralized documentation handling for the Shrivenham NP, it was decided that a website solution seems to be the most promising and Les Minchinton-Smith was asked to demonstrate



this to the Steering Group at the next meeting. As documents start to accumulate everyone agreed on the importance of using standardized file names, making sure that documents carry a date and author's name, etc.

All the Working Groups with the exception of Transport have provided initial Vision and Objectives texts by email; Jane volunteered to collate these separate documents into a single one for easy reference.

## 10. Regular Working Group Updates

The Working Groups provided a detailed update on their recent activities, summarized below :

- Community Life (Pam) : the main focus of activity has been on forming the team, which now has a good spread of representation across the village. The team is set to meet next week. It was confirmed that Churches and Doctor's Surgery will fall in this Working Group ;
- Commercial Activity (David) : David has been continuing to build up his list of contacts, focusing at the moment on farms, heads of playgroups and pubs & restaurants before moving on to recreational clubs and people working from home. He will be preparing some kind of Survey for the contacts on the inventory of businesses he has compiled to date.

David pointed out the need to book a stall at the Village Fête quickly, in order to promote the NP and engage with the community. Closer to the date the Steering Group will have to decide how to make best use of this key community event.

- Defence Academy (Ollly) : the focus here has been to set up a working relationship with the new station commander, and another meeting has been set for next week. Ollly explained that the Defence Academy is operating with a long term strategy plan running out to 2030 and possible changes in areas such as military housing needs would impact Shrivenham so this must feed into Shrivenham's NP.
- Environment Design & Quality (Vic) : the team has been working with the Character Assessment Toolkit and trying to characterize different areas of the village in terms of style, and plan to back this up with a photographic survey in coming weeks. They have also been in contact with Nikki & David Moore who can provide technical expertise as architects and lighting consultants. After reviewing the VOWH Local Plan documentation it's clear that it won't be possible to impose a particular design style via the NP, but it will be possible to indicate preferred attributes in areas such as material build and some general elements of sustainability. There is also an important distinction to be made relating to National Building Regulation requirements, which exist separately and independently of Local Planning.
- Level of Housing (Mike) : apart from continuing to build up the team, the main activity here has been to start to identify all the relevant existing studies and local planning documentation and start to identify baseline state.

Two specific expert studies are proposed : one to determine the optimal design of a Greenway link connecting the Memorial Hall area to Pennyhooks Lane and beyond, and another to review options for converting the existing school estate for housing and/or commercial use. These studies would be funded from the financial budget available for NP preparation and the proposals will be sent to John Lloyd as Chair for consideration.

Mike would like to organize a Site Ranking & Rating exercise using the model set out in the Drayton NP and Saturday 4 July was pencilled in as a possible date for this session.

No update was received on Transport and Getting Around, as Andrew was unable to attend the meeting.

## 11. Finance



John explained that the Budget assignment for Shrevenham's NP must still be approved by the VOWH but he has started to create a list of likely expenditure items and work to put together an initial budget plan is underway.

On this point, all WG Leads were encouraged to think about calls upon the budget likely to emanate from their respective working areas.

## 12. Any Other Business

Mike said that Susan has started drafting early introductory material text, based on the Drayton and Haddenham NP's. He will come back to the Steering Group with an overall Vision/Theme/Objectives statement.

## 13. Next Meeting

John put forward a proposal for regular sessions while the Shrevenham NP moves through this preparatory phase :

- WG meetings on the third Monday of the month, which means the next session would be **15 June**.
- Steering Group meetings on the last Thursday of the month. Next session will be **25 June**.

### A. SUMMARY OF NEW AND IN PROGRESS ACTIONS

	Action	Who	By When	Status
1	It would be helpful to contact the Drayton NP Team to pick up tips/hear about the pitfalls etc. and John L. will be following up with a contact	John	In progress	John is in contact with Drayton and hoping to set up a meeting with them.
2	Amend the Memorial Hall logo file to replace <Memorial Hall> text with <Shrevenham>	Les Minchinton-Smith	Next Meeting	
3	Arrange for David Potter, Claire Roberts and Tom McCulloch to attend the next Steering Group meeting to take everyone through key points in the Local Plan part 1 submission, and handle questions.	John L	Next Meeting	
4	Present the closed user website solution for documentation handling to the Steering Group	Les Minchinton-Smith	Next Meeting	
5	Collate the initial Vision and Objective texts from Working Groups into a single document for easy reference	Jane	Next Meeting	Transport WG set to follow.
6	Book a Village Fete stall for the NP	David	Next Meeting	
7	Mike will be submitting proposals for external study provision to John and all WG Heads are encouraged to think about likely calls on the NP Financial Budget from their respective areas.	WG Heads	June-July	

### B. ACTIONS COMPLETED SINCE LAST MEETING

# SHRIVENHAM NEIGHBOURHOOD PLAN (NP) STEERING GROUP



## a) Full Steering Group meeting actions completed

	Action	Who	Notes
1	Ask Clare Roberts to provide status update on VOWH Local Plan Part 1 (and check out the question of NP dependency on Local Plan approval).	John L.	
2	Parish Council will draft a Terms of Reference statement to define the relationship between the Council and the Steering Group, for review by the Steering Group	Parish Council	
3	Ask David Potter whether a NP Steering Group has to set up governance parameters, as per the obligations on a Community Forum, and also confirm that the quorum of 21 requirement only applies to the Community Forum model.	John L.	
4	Amend the 0.2 draft of the Steering Group structure to include the new Deputy Chair role.	John L.	
5	Based on the Haddon NP, draft a Vision and Objectives statement for Shrivenham and circulate to Steering Group members for consideration.	Mike	
6	Send out a pro forma template to all Workstream Leads to help identify Requirements, needs etc in a consistent format.	John L.	
7	Arrange to leave copies of the NP Flier in the Post Office & pubs	David	
8	Suggest alternative images for the NP Logo which are more immediately identifiable as Shrivenham and send to John for consideration	Everyone	

## b) 18 May working session actions completed

	Action	Who	Notes
1	The Drayton NP format is the one favoured by the PC because it is concise, focused and passed through its independent examination easily. Everyone to read through, both for contents and format:  <a href="http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans/drayton-neighbourhood-">http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans/drayton-neighbourhood-</a>	All	
3	A number of baseline documents were identified which will provide evidential input into these early stages of information gathering. It would be good to process these by the Next Meeting if possible :  - The 2009 Village Plan document & the 2014 Survey summary	All	
4	The Housing Survey , Older Housing & 2011 New Homes Survey would be relevant for Mike's Housing Team.	Mike	
5	There may be additional useful data to take from the individual questionnaires submitted for the 2014 Survey.  Jane will take a look at the questionnaires held in the Parish Office to evaluate a) whether there's any useful info not provided in the Survey Summary and b) how easy it would be to extract that info from the individual Survey returns	Jane	Provided some additional data found in the File. If necessary it would be possible to extract selected question information from 100% of questionnaires.

# SHRIVENHAM NEIGHBOURHOOD PLAN (NP) STEERING GROUP



6	<p>Sarah mentioned some output from Design Day 2012 which may be relevant.</p> <p>She will look out the materials and distribute to the Group.</p>	Sarah	
7	<p>It would be useful to have the official definition of &lt;Village&gt; since VOWH classifies Shrivenham as a &lt;Large Village&gt;.</p> <p>a) Mike will follow up to research this. b) John will follow up with the VOWH Planning dept. on the classifications/definition used by them.</p>	Mike John L	
8	<p>It's likely the Housing WG will want to run a workshop with all SG members around July to score up development sites.</p> <p>Pencil this into the timeline Plan for a July event.</p>	Jane	
9	<p>Is there a good way to handle NP documentation centrally without distributing documents to an email distribution list?</p> <p>Investigate options for centralized handling of information both via tools such as Dropbox and/or permissioned areas of website. Solutions must assume basic level User knowledge of IT.</p>	Frank/Les	
10	<p>Following the discussion on high level + Working Group objectives :</p> <p>All Working Groups to produce a summary of the Objectives for their respective areas, and distribute to the wider SG</p>	All WG Heads	
11	<p>On methods of working :</p> <p>All Working Groups to produce a single page A4 summary of the team's progress for a round the table update at the Next Meeting</p>	All WG Heads	
12	<p>Everyone is asked to try to attend the Parish Assembly session. The Village NP is on the Agenda and it's an opportunity to put faces to names.</p>	All	