



## MINUTES OF STEERING GROUP PLANNING MEETING

30<sup>th</sup> June 2016, 2016 7.00-9.00

Version : DRAFT 2

**Attendees :** Pam Berridge ( PB) chair, Penny Hockley (PH), David Jenkins (DJ), Les Minchinton-Smith (LMS), Maggie Minchinton-Smith (MMS), Bjorn Watson (BW), Julia Jones - notes (JJ)

1. **Apologies for Absence**

Apologies received from Vic Clements.

2. **Introduction and resume of current situation**

PB explained that the NP was being resurrected now that the area of designation had been agreed with the MoD and confirmed by VOWH and invited those present briefly to introduce themselves. It was agreed that this would be a planning meeting of the Steering Group and that the summer period would be preparation and recruitment of volunteers so that work could start in earnest in September.

3. **Confirmation of Area Designation.**

PB explained that the designated area was the parish boundary less the non residential areas of the Defence Academy. PH confirmed she had a copy of the confirmed designation which she would forward to PB and LMS who would review it.

4. **Confirmation of revised Terms of Reference and Parish Council mandate**

There have been a number of changes to these documents that have not yet been finalised. It is hoped that final documents will be approved at the next PC meeting. BW undertook to oversee this and inform PB of outcome.

5. **To approve minutes of the previous Steering Group (SG) meeting**

Minutes of Previous Meeting: PB proposed, DJ seconded and it was agreed that the minutes of the previous Steering Group meeting should be accepted.

6. **Consideration and update of environmental analysis.**

The previously circulated environmental analysis was discussed and a number of amendments made. (Annex A).

7. **Work allocation and naming of working groups**

Committee reviewed working group requirements and a basis of allocation was agreed. A draft format is attached as Annex B. A number of additional enthusiastic volunteers will be needed to get the NP done before the end of the year. Some specific skills were also identified. PB to follow up and make further proposals at next meeting.

8. **Identification of skills needs**

The SG will actively recruit someone to act as minutes secretary. In addition other needs identified for the working groups at this time are: an infrastructure engineer, a landscape architect, a traffic engineer, a range of who are in business within the village, and a range of people with disabilities and/or experience of dealing with the needs of the disabled and elderly. A Graphic Designer will also be needed to help produce the NP.

9. **Methods of public engagement.**

Public Engagement: It was agreed to take a Pitch at Shrivenham Fete. DJ agreed to organise.

10. **Dropbox and its reorganisation.**

LMS agreed to move all previously generated material into an archive file to avoid confusion, he also agreed to manage the website.



**11. Publication of information**

Any documents, images etc to be filed on private Dropbox should be submitted to LMS. Any items for general public release to be cleared with PB beforehand

**12. Confirmation of date and time of next meeting**

To be arranged by JJ. Subsequently confirmed as Monday 1<sup>st</sup> August at 7pm in the Barrington Room.

**A. SUMMARY : NEWLY IDENTIFIED AND IN PROGRESS ACTIONS**

	Action	Who	By When	Status
1	Confirm and publish area designation map.	PH LMS, PB	Next meeting	
2	Obtain final approved Terms of Reference and Mandate	BW	Next Meeting	
3	David to look into possibility of a gazebo site at the front of the Memorial Hall on Fete day	DJ	Next Meeting	
4	Everyone to come up with ideas for Fete day activities	All	Next meeting	
5	Everyone inform PB of availability for manning stall at fete and recruit additional volunteers	All	Next meeting	
6	Produce rota for fete	PB	26/8/16	
7	Identify changes required for Shrivenham website Home Page, and design of underlying screen(s) for exterior facing comms	LMS	Next Meeting	
8	Set up Dropbox account and website passwords and circulate details	LMS	End of the week	Completed
9	Recruit volunteers by word of mouth and through PC circulation list	PB/ All	Next meeting	
10	Elect Deputy Chairman	PB/ All	Next meeting	
11	Produce draft budget	PB/ JJ	Next meeting	
10	Consider nature of presentation/engagement with the public at the fete.	All	Next Meeting	



ENVIRONMENTAL ANALYSIS

<p><b>Political</b></p> <ul style="list-style-type: none"> <li>P1 A420 No improvement</li> <li>P2 Lack 5 year land supply</li> <li>P3 Localism</li> <li>P4 Local Plan</li> <li>P5 NPPF</li> <li>P6 SHMAA</li> <li>P7 Changes in Defence Strategy</li> <li>P8 Risk of change in Government</li> <li>P9 Relevance of OCC funding for Public Transport</li> <li>P10 Rubbish Recycling</li> <li>P11 Poor Road Maintenance</li> <li>P12 Lack of cycling routes</li> <li>P13 funding of Highway maintenance</li> <li>P14 Brexit – impact on construction and industry</li> </ul>	<p><b>Environmental</b></p> <ul style="list-style-type: none"> <li>E1 A420 noise and air pollution</li> <li>E2 SSSI</li> <li>E3 Increase housing/population in village</li> <li>E4 Threat of windfall developments</li> <li>E5 Increase in commuters</li> <li>E6 Reliance on car for accessing village amenities</li> <li>E7 Increased waste</li> <li>E8 Clean water run off</li> <li>E9 Foul waste (drainage)</li> <li>E10 Poor state of roads</li> <li>E11 Increase in dogs</li> <li>E12 Reduction in recreational walks</li> <li>E13 Impact of car use and development covenant restrictions on parking in other areas</li> <li>E14 Tree planting and landscaping for ambience and wildlife.</li> </ul>
<p><b>Socioeconomic</b></p> <ul style="list-style-type: none"> <li>S1 A420</li> <li>S2 Eastern Expansion</li> <li>S3 Aging Population</li> <li>S4 High population of Ex-military</li> <li>S5 Poor job prospects in local area</li> <li>S6 Reliance of local villages on facilities (service centre)</li> <li>S7 Lack of starter accommodation</li> <li>S8 High proportion of buy to let.</li> <li>S9 Large transient population (DA)</li> <li>S10 Lack of elderly accommodation.</li> <li>S11 Education</li> <li>S12 Increasing preschool childcare needs</li> <li>S13 Disability access</li> <li>S14 Sporting facilities for adults</li> </ul>	<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>T1 High speed internet</li> <li>T2 Mobile phone coverage needs improvement</li> <li>T3 Inability to widen many existing roads within village</li> <li>T4 Lack of pavements and opportunities for new ones.</li> <li>T5 Increased use of mobility scooters</li> <li>T6 Overhead cables</li> <li>T7 Electrical Capacity</li> <li>T8 Telephone exchange</li> <li>T9 Drainage – foul and clean water run off.</li> <li>T10 Water supply and demand</li> </ul>