



MINUTES OF MEETING

19:00 Thursday 23 April 2015

Attendees : John Lloyd (chair), Pam Berridge, Andrew Cannell, Olly Church, Vic Clements, David Jenkins, Mike Ross, Lindsey Skelt, Susan Truesdale, Jane Young

1. Introduction

This was the second meeting of the Steering Group, and there was a brief further round of introductions.

2. Apologies for absence

Sarah Day, Frank Jones, Bjorn Watson, Chris Nixon, Les and Maggie Minchinton-Smith were unable to attend.

3. Approval of Minutes

The Minutes for the previous 9 April meeting were approved, but there was a question about the relationship between a NP and the VOWH Local Plan (Parts 1 & 2) which Clare Roberts had talked about on 9 April and whether a local NP could only become statutory on adoption of a District Local Plan.

It was agreed that the Steering Group would want to receive regular updates on the progress of the VOWH Local Plan.

4. Matters Arising from Last Meeting

Since the 9 April session, John said that external consultancy advisors from the Oxfordshire Rural Community Council (ORCC) have been identified: Tom McCulloch, Fiona Mullins. Although ORCC assistance is chargeable, they should be able to provide help in areas such as community websites, surveys, and their work on NPs for neighbouring communities which are more advanced in the process, i.e. Stanford in the Vale (although NP examples such as Haddenham, Bucks, might be more relevant to Shrivenham).

It's hoped that Tom & Fiona will be able to attend the next Steering Group meeting.

5. Parish Council Responsibilities

Sarah Day would like to draw up a Terms of Reference statement to clarify the relationship between the Parish Council and the Steering Group; the Parish Council will be producing a draft shortly for consideration.

This topic generated a question around governance arising from a statement in the Oxfordshire NP Toolkit document; John will ask David Potter about whether it's necessary to set up a set of governance parameters for a Steering Group organisation, as is the case for a Community Forum one.

6. Appoint a Chair & Single Point of Contact for the Steering Group

Since the Steering Group Chair role does not necessarily need to be a Parish Council member, John placed the formal appointment of the Chair on the Meeting Agenda for discussion.

It was agreed that John would continue to act as Chair (proposed by David J./seconded by Vic) and Olly Church was named as Vice Chair (proposed by Susan/seconded by Lindsey). All agreed.

David Potter had indicated that a Single Point of Contact role would be advisable for all contact with external consultants & advisory parties and John confirmed he will take up this role (but not covering the relationship with the Defence Academy, which was covered by Olly's specific Workstream)

For the time being John will cover the Chair/SPOC and Communications areas, but this could generate heavy activity in future and in that case he will ask for assistance if necessary.



7. Working Structure 2nd Draft (including Working Group Leads)

The revised 0.2 draft diagram for the makeup of the Steering Group was reviewed and agreed with one modification to reflect the additional Deputy Chair role.

Community Life under Pam will absorb two key facilities - the Doctor's surgery and school - so it may be necessary to find people who can particularly represent these areas when forming this Workstream team.

There was a brief discussion about the Oxfordshire NP Toolkit's mention of a quorum of 21 requirement. It's thought that this only applies to Community Forum structures, but John will check this out with David Potter.

8. Working Group Objectives - discussion

This section of the meeting was taken up by a review of the state of play with the different Workstreams (which have already started to interact, given the various interdependencies between them).

- Transport and Getting Around (Andrew): team now comprises Andrew's wife and looking to recruit another person. Had contacted the parish council transport representative, Ian Jones. Currently trawling through NP materials to see what would be in scope for this Workstream;
- Community Life (Pam): similarly, doing research to determine coverage (Recreation, Memorial Hall, facilities for family units and adolescents) and making reference to the recent Survey for key points relevant to this Workstream;
- Environment & Design Quality (Vic, Lindsey): have been studying the Character Assessment Toolkit which covers look and build of the environment, design issues, appearance, landscape and community surroundings. They've done a "mental walkabout" around the Parish to think about the current Conservation Area, older properties etc and are preparing to produce a plan of the different parts of the Shrivenham area, open spaces, cycling routes etc using available pro formas.
- Commercial Activity (David) : has been drawing up a list of formal businesses in the Parish (shops, bank, farms etc) and pointed out that beyond this category of commercial activity there's a significant number of people in Shrivenham who operate domestic business from home. It will be more difficult to identify and quantify this activity but publications such as the Parish News and a conversation with the Post Office should be useful. David confirmed that the Shrivenham 100 Business Park is out of scope.
- Level of Housing (Mike, Susan): referring to the Haddenham NP documents, they have drafted some initial Objectives and started to think about Baseline information and Future View (Local Plan dependency, demographics, possibility of identifying land as potential future sites). Housing also inevitably references the Defence Academy and Lindsey suggested that an earlier map drawn up by Bjorn Watson and Sarah Day might be a useful reference, as it grades the then-available accommodation.
- Defence Academy (Olly): has been in contact with the new Station Commander and set up communication channels there, with a view to discussing future planning for the Academy as well as feeding back items of interest coming out of the developing NP.

As per the Oxfordshire Council Toolkit – and the actual Haddenham NP document demonstrates – a NP Steering Group must establish overall high level Objectives, Vision for the Community etc which will then inform the views taken by the respective Workstreams for their relevant areas.

Mike pointed out that the Haddenham NP Vision & Objectives statements sounded very relevant to Shrivenham and he volunteered to draft an appropriate set of statements for circulation to the Steering Group.

There are also proformas available for helping Workstreams to identify requirements, needs etc to put this information into a format which will be consistent across the Steering Group. John will send something out along these lines to all Working Group Leads.



9. Project Schedule 2nd Draft

This was not reviewed in detail but the initial draft timeline established by Jane is based on the process maps set out in the Oxfordshire and VOWH toolkits. It shows the Parish Council signing-off on the completed Plan at the end of the year which would then be submitted to the VOWH for examination and an eventual Referendum would therefore fall in Q1 2016.

10. Communications/Publicity

Various initial communications have gone out to inform the community that the NP initiative is underway. In addition to the Flier which has been distributed by email to different distribution list groupings including the Defence Academy and posted on Notice Boards and the Shrivenham website, a boxful of hard copy versions will be left in the Post Office and the pubs by David. And there will be an opportunity for a “walk and talk” around the Recreation Ground on 4 May and distribute more copies.

Regarding the NP Logo: the logo appearing on initial NP/Steering Group materials is the one used for the 2009 Village Plan initiative. Pam Berridge suggested that it would be more appropriate to use a photo or drawing which would be a more immediately recognizable image of Shrivenham such as the Church gate or the Memorial Hall and everyone will think about appropriate images and send to John for consideration.

11. Any Other Business

John and David Potter will be away in the coming week.

12. Next Meeting

The next meeting is set for **Thursday 28 May at 19:00**.

Tom McCulloch and Fiona Mullins from the ORCC will be invited to attend, to explain the contribution which their organisation can make.

A. SUMMARY OF NEW AND IN PROGRESS ACTIONS

	Action	Who	By When	Status
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.	Next Meeting	
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	Next Meeting	
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	John L.	Next Meeting	
4	Amend the 0.2 draft of the Steering Group structure to include the new Deputy Chair role.	John L.	Next Meeting	
5	Based on the Haddenham NP, draft a Vision and Objectives statement for Shrivenham and circulate to Steering Group members for consideration.	Mike	Next Meeting	
6	Send out a pro forma template to all Workstream Leads to help identify Requirements, needs etc in a consistent format.	John L.	Next Meeting	
7	Arrange to leave copies of the NP Flier in the Post Office & pubs	David	Start of May	
8	Suggest alternative images for the NP Logo which are more immediately identifiable as Shrivenham and send to John for consideration	Everyone	Next Meeting	



B. ACTIONS COMPLETED SINCE LAST MEETING

	Action	Who
1	Contact Oxfordshire Rural Community Council about community websites & funding opportunities.	John L.
2	Accommodate a SPOC role which will handle communications with David, and assign the responsibility	John L.
3	Draw up a 1 st draft project schedule based on the VOWH model indicating Milestone Events etc.	Jane Y