



MINUTES OF 2nd STEERING GROUP PLANNING MEETING

1st August 2016, 2016 7.00-9.00

Version : DRAFT 1

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

1. Apologies for Absence

None

2. Approve Draft Minutes

Draft minutes from previous meeting were approved.
(JJ) will send these to (LMS) to be put on website and Dropbox.

3. Matters Arising from previous meeting.

Environmental analysis has been updated. (PB)
Shrivenham Fete to recruit members for Working Groups.

4. Election of Vice Chairman

Vic Clements is Vice Chairman. Proposed by (PH) and seconded by (JJ).

5. Consideration of draft Budget

(PB) has contacted William Sparling NP Senior Planning Policy Officer at the Vale. He informed her that the amount of money available is likely to be less than the £10,000 originally proposed as there is less money available overall this financial year. PB is waiting for a form in relation to grant for NP and confirmation of amount of money.

6. Methods of Public Engagement

It was agreed that some meaningful data should be sought at the fete regarding Traffic and getting about. This will be developed by a small working sub group. In addition areas for specific events were proposed including a 'Design Day', A 'Retirement Homes consultation and an 'Affordable Housing' presentation aimed at the under 30's. Further engagement will also be needed regarding roads, traffic, cycling , pavements and parking.

7. Proposed timetable for meetings

Following dates for Steering Group Meetings: 25th August, 8th September, 6th October, 3rd November, 1st December and 15th December 7.00pm to 9.00pm in Parish Council Offices.

8. Update on Shrivenham NP website.

(LMS) has renewed the domain and updated the website. All Steering Group members have been informed of password for members area.

9.Fete organisation and arrangements for activities

Proposed working group (PB), (PH) (DJ) and (VC) to meet on Monday 8th August and Friday 12th August to identify promotion for the fete.

10. Update on working groups and recruitment of volunteers.

11. AOB

(AH) to complete a Transport Report.
(BW) Modifications of Local Plan to be sent to PB circulate to committee.
Important to take into account issues of extra houses to be built.

SHRIVENHAM NEIGHBOURHOOD PLAN (NP) STEERING GROUP



(VC) Reminded the SG of the importance of quickly arriving at an agreed purpose and scope for the Neighbourhood Plan. So much time was wasted last time around discussing this, looking at other NPs and never really agreeing amongst ourselves what it was SG was supposed to do and how it would do it. A major question was and still is does SG identify and allocate land for further development over and above that of the strategic site to the North of the village in anticipation of the Vale increasing the housing allocation in Part 2 of the Local Plan. If this is to be done the parish Council will need to amend their mandate and TOR.

12 Confirmation of date and time of next meeting.

25th August 7.00pm

| | Action | Who | By When | Status |
|----|--|---------------|-------------------------|-----------|
| 1 | Confirm and publish area designation map. | PH LMS, PB | Next meeting | Completed |
| 2 | Obtain final approved Terms of Reference and Mandate | BW | Next Meeting | Completed |
| 3 | David to look into possibility of a gazebo site at the front of the Memorial Hall on Fete day | DJ | Next Meeting | Agreed |
| 4 | Everyone to come up with ideas for Fete day activities for consideration by fete subgroup | 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 | Next meeting | |
| 7 | Identify changes required for Shrivenham website Home Page, and design of underlying screen(s) for exterior facing comms | LMS | Next Meeting | Completed |
| 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 as well as at fete. | PB/ All | Next meeting | |
| 10 | Elect Deputy Chairman | PB/ All | Next meeting | Completed |
| 11 | Produce draft budget | PB/ JJ | Next meeting | |
| 12 | Produce Form of words regarding what an NP can do and circulate by email. | VC | Next meeting | |
| 13 | Produce recruitment sign up sheets and poster | PB | Next Meeting | |
| 14 | Produce questionnaire and maps for transport data | PB | Next Meeting | |
| 15 | Set up gazebo etc on the day | DJ and TS | 27 th August | |