



## MINUTES OF 23<sup>rd</sup> STEERING GROUP PLANNING MEETING

Monday 16<sup>th</sup> April 7.00-9.00

**Attending:** Pam Berridge ( PB) chair, Penny Hockley (PH), David Jenkins (DJ), Maggie M Smith (MMS), Bjorn Watson (BW), Julia Jones - notes (JJ) Vic Clements (VC) **Referenced:** Jeremy Flawn (Vale)

**Documents:** Version : DRAFT 1

### 1. Apologies for Absence

Lindsey Skelt (LS)

### 2. Update

2.1 PB stated that JF had advised that the NP is almost completed. PB stated there is still room for more information and pictures.

2.2 JF with PB went through all the information with a fine tooth comb.. Ref Land Utilisation, agreed that for Shrivenham it is best not to identify areas that could be built upon. JF advised that a Green Space Policy is not worth pursuing unless we could get agreement from all landowners. His advice was to produce a map of the parish highlighting the existing green space buffer which is preventing coalescence between Shrivenham and eg Watchfield.

2.3 Advised by JF to print out between 15 to 20 copies for 6 week assessment. PB requested that SG members do not forward the NP until she has agreed. The draft number and date and time of amendments will be put in the footer to ensure that the most up to date versions are used.

### 3. Identification of tasks

3.1 PB to go through Landscape assessment and take out the different types. Linking Character Assessment with Vales' design guides and zones.

3.2 Advised by JF to have a few vital documents as annexes and put all the others as agencies on the website.

3.3 PB asked for a vote of thanks to be given to Les and Maggie Minchington-Smith for allowing SG to use their server until the document is complete and gone to referendum.

3.4 PH go through all abbreviations and create a comprehensive Glossary of Terms.

3.5 MS to go through document to find anything that might be relevant for bibliography to match with references using the Harvard System.

3.6 VC will proof read the document.

3.7 LMS will produce appropriate photos from his bank as identified in the document.

3.8 BJ to produce some text o Housing and on the housing needs assessment.

3.9 All members undertook to complete their tasks by next Monday. At that time PB will sent the 'final draft document' to JL for comment and them arrange a meeting to discuss AOB.

### 4. Annexes & Appendices

PB will produce a list of Annexes and Appendices for circulation and agreement by the committee . There should be a list of all evidence-based events including engagement with public at 2016 fête Design Day, Housing Needs Survey and Getting About Without a Car with web addresses so parishioners can read them for themselves.

### 5. AOB

PB to complete section on School and JJ to send to Liz Jenkins for approval.

### 6. Next Meeting

To be arranged if possible with Jeremy Flawn to give SG feedback on second draft of NP.