

CUMNOR PARISH COUNCIL

Minutes of the Meeting of the Neighbourhood Development Plan Steering Group held in the United Reformed Church Hall, Leys Road, Cumnor on Monday 16 January 2017 at 7.30pm

Present: Kathy Davies, Neil Grady, Trevor Halls (Cumnor Parish Council (CPC)), Ted Mott, Fiona Newton (CPC), Tim Pottle, Judy Roberts (CPC) and Tina Brock, (CPC) Clerk.

01/17 Apologies for Absence. Julie Van Onselen.

02/17 Declarations of Interests. None.

03/17 Welcome. Introductions were made.

04/17 Update on Work/Progress to date. CPC resolved to set up a Neighbourhood Development Plan Steering Group in April 2016. Council members of the group attended several meetings and Neighbourhood Planning events.

The first public meeting to gauge interest was held on 7 September 2016 attended by approximately 25 members of the public. Will Sparling, Planning Officer, VWHDC and Fiona Mullins Community First Oxfordshire attended and informed the meeting of what a Neighbourhood Plan (NP) can and cannot do, what funding was available and answered questions. During this meeting attendees worked in groups to write down what was important and should be included in the NP ie retain the ethos and character of the parish, affordable housing, transport, green spaces, drainage, heritage, environment.

A further meeting was held on 12 November 2016 attended by approximately 120 members of the public. Fiona Mullins, Community First Oxfordshire attended to assist Councillors in introducing the NP and answering questions. During this meeting the public were invited to supply contact details and areas of interest if they wished to be involved in some way.

The Area Designation of the Cumnor Neighbourhood Plan, which is the parish boundary, was approved by VWHDC on 12 January 2017. As Cumnor is a larger village funding of £10,000 is available towards producing a NP and awarded once the budget and project plan has been received by VWDC. CPC has allocated £5,000 towards the producing of the NP.

05/17 Election of Chairman. Tim Pottle agreed to Chair the next few meetings but was unable to commit to chairing all meetings.

06/17 Nomination of Roles were agreed.

- i. Vice-Chairman. Trevor Halls.
- ii. Secretary. Deferred.
- iii. Treasure. Deferred.
- iv. Project Manager. Fiona Newton.

07/17 Terms of Reference. Deferred.

08/17 Working Parties. Trevor Halls produced a draft roadmap (annex 1) which the group discussed at length. The group agreed to take a theme each and draft a two page document outlining what the working party for that theme would need to do.

Theme	Member(s)
A – Building a healthy and sustainable community (Housing)	Trevor Halls
B – Supporting economic prosperity (Employment, retail, leisure, community)	Neil Grady and Ted Mott
C – Transport, accessibility, communication	Judy Roberts
D – Protecting and enhancing the environment (local distinctiveness, historic sites, natural resources, sustainability)	Kathy Davies
E – Community engagement	Ted Mott and Fiona Newton
F – Project management and team building	Ted Mott and Fiona Newton

Drafts to be circulated by 4 February 2017.

- 09/17 Website.** The Chairman and Fiona Newton would work on a website.
- 10/17 Fund Raising.** Deferred.
- 11/17 Questionnaire.** Deferred.
- 12/17 Date of next meeting.** The next meeting would take place on Monday 13 February 2017 at 7.30pm in the United Reformed Church Hall, Leys Road, Cumnor.

The meeting closed at 9.35pm.

Signed..... Date.....2017