

Minutes of the tenth Meeting of the Ewelme Neighbourhood Plan Working Party 14th August 2017 at 8pm at the Watercress Beds

Chair: Geoff Watts

Secretary: Shirley Meyer (not present)

Present: Sarah Maine, Andy Evans, Ellie Clements, Mary Taylor-Lane, Neil Blake, Chris Jenkins, David Solomon, Sue Cooper, David Cooper

Apologies: Andy Green

NB. For the sake of brevity, participants will be referred to by their initials in these minutes.

Further abbreviations:

- NP (SG) Neighbourhood Plan (Steering Group)
- EPC Ewelme Parish Council
- SODC South Oxfordshire District Council
- SC Steering Committee

1. GW welcomed those present: no new introductions were necessary.

2. Conflict of interest: none were declared.

3. Minutes of the previous meeting were agreed however a couple of matters arose:

- Matter of the RAF distribution discussed - again –NB requested that that we need to be able to identify when we have received a response from the RAF. Decided NB will take 50 paper copies to Nicky (liaison officer) and write RAF in the corner of each. When they are returned we will be able to identify them. NB will write a covering note to instruct Nicky and ask her to write a note in the RAF newsletter delivered to the houses in the parish to say that questionnaires are available to be filled out.

4. Treasurer's Report:

- Treasurer's report attached as Appendix 1.
- NB requested invoices from the PC for the hire of the Watercress Bed Centre.
- Approximately £4,000 left (once invoices received) of £5,000 kitty.
- NB stressed that invoices need to be received so that the Treasurer's Report can be accurate in future and can keep track of spending.

5. Questionnaire Summary – immediate thoughts/feedback

- Some feedback from villagers already to say that the questionnaire (paper and online) looks very smart and professional.

- **SMe** to email full mailing list with an update to say that the questionnaire has been made live. This will capture any outlying farms that may not have received paper copies.

6. Upcoming events

General

MTL has allocated the slots for members hosting the listed events and will circulate a revised list.

Flyers

- Disappointed that the Ewelme News Article composed by SM was not included in the August issue. **SM** will email Peter Lemaire and insist it to be included in the September issue of the Ewelme News.
- **GW** will print the article on A5 and have them available to hand out at surgeries in the Village Store and at the horticultural show.

Banners

- First banner has been put up by the pond.
- Second banner will be put up on the watercress bed fence following Horticultural Show.
- Posters shown – all very pleased with how they look – these will be displayed early September. One of the posters has been borrowed to have at the surgeries at the Village Store and one by CJ.

Surgeries

- Asked to let shop employees know who we are and what we are there for when individuals turn up to do surgeries.
- SM asked that we do not occupy inside seating area if customers are wanting to use it.
- Discussed individuals who might not be able to get to the surgeries (e.g. elderly) and how we can make sure that they get any help they might need to complete the questionnaire. **NB** to contact Dee Rosier (Almshouse warden) and ask her how we could (or if she could) assist the elderly.

Horticultural Show

- **GB** will provide tent.
- Proposed a '**£50 PRIZE DRAW**' sign to have at the horticultural show to entice people over to the display – **GW** will print this.
- Can reuse posters and move banner from village centre for the show.
- Will move everything from horticultural show to the open day on the 2nd September.
- NB suggested we could have a QR code to allow people to scan this with their phone and have access to the questionnaire online immediately. This way, if they have not completed a questionnaire already (and they don't want to do a paper copy) they can do it at the show on a mobile device and enter the prize draw!

Strategic Environmental Assessment (SEA)

- Handout provided by GW – attached as Appendix 2 **ALL** to read and discuss in more detail at next meeting.
- SEA is part of NP requirement by EU law.
- Do not HAVE to do an SEA, however, you need to have a very good reason why you haven't included one if chosen not to (Berinsfield didn't and their NP was rejected).
- **GW** will try to see if we can find out what Tetsworth did.

7. Shared Space Presentation – David Solomon

- See presentation attached as Appendix 3.
- Highlighted that situation on The Street is potentially borderline at the moment in terms of issues with traffic volumes and shared space at the moment.
- Consider 'Home Zone' or 'Quiet Lane' designated areas – Home Zone areas are probably not suitable as they tend to be used in areas such as housing estates or cul-de-sacs.
- DS recommended reading 'Traffic in Villages' – produced by Dorset AONB.
- If The Street is made a Quiet Lane, this could be used to urge the necessity for lower speed limits – can be used to control or influence planning. This has been done in other villages.
- No action at present needed, but NP to advise EPC on findings and recommendations.

AOB:

- Chris Jenkins updated the group about the situation in Eyres Close.
 - John Howell (local MP) visiting Eyres Close tomorrow (15th August 2017) to look at the works – CJ took one of the posters to advertise the NP.
 - If possible NP should push for this area to become one of our green open spaces and protect it from further development.

Date of the next meeting: Monday 25th September at the Watercress Centre at 8pm.

SMe to book.

Homework:

- **Individuals to action highlighted points in minutes...please look for your initials!**

Appendix 1 – Treasurer's report dated

Treasurer's report

We are expecting the £5000 grant to be paid in and the £3000 interim working provision from the PC to be "repaid". The Parish Clerk will let me know when relevant items cross her books, or need supporting documentation so we keep in sync.

No invoices have been submitted for hall hire from October last year, the questionnaire printing costs have not been invoiced, banners have not been invoiced and Survey Monkey is as yet not invoiced.

Sensible adjustments were made to the earlier projected budget, and once these anticipated costs have come in I will issue an up-to-date current account statement.

There appear to be no surprises on the horizon.

Other matters

The residential data analysis by GW is very helpful, but highlights the significant percentage of potential respondents in RAF Benson. Precisely how the RAF questionnaires should be handled has not been made clear. Despite having been discussed privately by Rachael Riach and the Chairman, and debated in committee, the minutes do not reveal if questionnaires will be distributed to the RAF, how many and whether they should be separated from those received from the rest of the parish.

Appendix 2 – SEA handout

Q: What is an SEA?

A: SEA is a mechanism for considering and communicating the likely significant effects of a draft Plan, and reasonable alternatives, with a view to avoiding and mitigating negative environmental effects and maximising the positives.

Q: How do I know if my plan will require an SEA?

A: Not every plan needs an SEA. To determine whether the neighbourhood plan requires an SEA it is necessary to screen the plan to determine whether it is likely to result in significant environmental effects.

Q: Who undertakes the screening?

A: This can either be the local authority or the qualifying body (i.e. parish/town council or neighbourhood forum). It is recommended that the qualifying body discuss this with the local authority early on to establish responsibility for this process. As part of this screening process it will be necessary to consult the SEA consultation bodies (Historic England, Natural England and the Environment Agency) to get their opinion on whether or not the plan is likely to result in significant environmental effects and therefore whether an SEA is required;

Q: What are the outcomes of the screening process?

A: There are two outcomes: either the plan is not likely to result in any significant environmental effects and an SEA is not required, or the plan is deemed to be likely to result in significant environmental effects and that SEA is required.

Q; When should the neighbourhood plan be screened?

A: The neighbourhood plan should be screened as soon as there is sufficient information available to consider whether the proposed content of the plan or its likely intent (e.g. will it allocate development sites or not?) are likely to lead to significant effects. Screen your plan prior to pre-submission consultation;

Q: Do I need to screen my plan more than once?

A: Keep the plan under review and screen again should the plan change in scope significantly;

Q; What is the relationship between the SEA findings and the neighbourhood plan?

A: The SEA does not sit in isolation from your neighbourhood plan- the findings of the SEA might mean that amendments need to be made to the plan. Similarly the SEA environmental report may need to be updated as your neighbourhood plan evolves following consultation. Ensure your programme is flexible enough to deal with this relationship.

Q; When do I publish the SEA environmental report?

A: The planning policy guidance is clear that the environmental report should be published alongside your pre-submission plan.

Q: Who should the neighbourhood planning group consult with?

A: For the scoping stage (scoping is the process of agreeing the scope and level of detail of the information to go in an SEA environmental report), the consultation bodies (Natural England, Environment Agency and English Heritage) should be contacted (as a minimum). Note that this is a five week consultation period. For the SEA environmental report, you should consult with the consultation bodies but also with those you are contacting in regard to the draft neighbourhood plan. It is also recommended that you formally consult neighbouring parish and town councils; landowners and community organisations that will be affected by your neighbourhood plan; and any other organisations that you have been working with or who may have an interest in your neighbourhood plan.

Q: Where can I get further guidance?

A: AECOM on behalf of Locality, have produced 'Screening neighbourhood plans for strategic environmental assessment- A toolkit for neighbourhood planners'. This guide provides advice on how to conclude whether an SEA is required for a neighbourhood plan and the next steps a group should take once this determination has been made. The guidance also includes top tips to avoid pitfalls. You can access this toolkit by clicking [here](#). The Government Planning Practice Guidance website contains useful advice on neighbourhood plans and SEAs. You can access this [here](#).

Appendix 3 – Shared Space Presentation