

**Minutes of the Eleventh Meeting of the Ewelme Neighbourhood Plan Working Party 25th September 2017
at 8pm at the Watercress Beds**

Chair: Geoff Watts

Secretary: Shirley Meyer

Present: Sarah Maine, Ellie Clements, Neil Blake, Chris Jenkins, David Solomon, Sue Cooper, David Cooper, Roger Moore, Gemma Benoliel

Apologies: Andy Green, Andy Evans, Mary Taylor-Lane

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.

4. Treasurer's Report:

- Treasurer's report attached as Appendix 1.
- NB praised the effort put in by Penny Cooper.
- All expenditure is under control, with approximately £3800 left in budget
- NB felt that RR would probably look favourably on the further granting of funds if necessary.

5. Questionnaire

Comments from the chairman.... we are 'nominally' half way through the process. We are on track budget wise and NB is well on top of the situation. He and PC have a good working relationship and all is as forecast and planned. The relationship with EPC is strong and working well. EPC are very supportive and active within the NP. SODC are 'delighted' with ENP progress, particularly in our speed of working, cohesion of materials and ability to work as a team.

The Questionnaire consultation period is about to come to an end and although responses are lower than expected, we still have a good turnout (there is still almost a week to go). Publicity, open days, surgeries, banner, leaflet drops, posters and word of mouth have ensured that our message has got across. More importantly we have managed to engage with the community.

DS has given a really thoughtful presentation on Shared Access – of which SODC were very impressed, and although not completely under the remit of NP is something we will follow up.

We are on track according to the overall Plan, if not slightly ahead.

Our next steps are to analyse the data from the Questionnaire and make this publicly available. We will then be in a position to start working on our Draft Plan, and begin the process of drafting policies.

There are several key stages that need completing before we are in possession of a Draft Plan and these will be dealt with in the coming months – namely research on Sustainability/Flood Plan/Biodiversity/Land Classes/Character Assessment/Design Guides/Vision Objectives/SEA etc as well as defining our Village Envelope.

Current position:

- A final push this week, knocking on doors and offering help with surveys. There was a good level of interest in the stand at the Horticultural Show and GW relayed the opinion that posters and banners around the village had been highly informative. No one could fail to know the NP was happening!!
- As of 25th Sept. there have been approximately 140 replies both online and on paper.
- Committee members have encountered a feeling of apathy in some quarters, with some people thinking they will not make a difference and some not being interested at all.
- The surgeries had been poorly attended, even the one in front of the shop – although this was expected.
- The final date for completion is coming up on Saturday 30th Sept., although any slightly late entries will be allowed.

Post Questionnaire:

- Data will be shared to inform the public how the village has responded. They will not be expected to analyse data.
- Data will be made available as a series of charts and diagrams in a printed document. GW showed us an example.
- The question was asked about how the data is best made available to the wider public. NB suggested having it in narrative form alongside the diagrams.
- At the next meeting GW will provide all committee members with a data booklet and discussion will follow.
- Arranging an information/ consultation day in the Village Hall was considered essential once the draft policies are written.

6. Strategic Environmental Assessment (SEA) Requirements: RR is sending GW the documents to explain why (and how) Ewelme doesn't need to do this.

7. Communication/EPC: GW reported on Sam Gillman's email before the Horticultural Show and his concerns about data security. GW is keen on clarity and that the EPC should know what is going on at all stages. GW feels that communication is good and all is up to date.

8. Specific Developments :

- The committee noted that Richard and Kellie Davey would shortly be putting in a planning application for the land behind Britwell Rd.
- GW had received an email from developer Frank Dixon, which was discussed.

There was much discussion about various planning issues, criteria, age demographics and how to draw a “build line” (a term SODC prefer not to use). The term “village envelope” is preferred and is defined as **“the boundaries on a map, usually set out in the local development plan, beyond which the local planning authority proposes that a village should not be allowed to extend.”**

SC pointed out that the NP is only ONE part of the planning process alongside many others e.g. household services such as Thames Water etc.

There was concern about the term Affordable housing...does it mean cheaper houses which are more densely packed?

SM to speak to Rachel Wallis about her situation.

The Committee began to put together a list of questions to ask RR about planning issues.

AOB:

- SODC are interested in the ideas contained within the Our Street presentation and could possibly influence a transport policy. It was thought that it should be brought before the EPC.

Date of the next meeting: Thursday 12th October at the Watercress Centre at 8pm.

SMe to book hall

Homework:

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

Appendix 1 - Treasurer's Report

| | A | B | C | D | E | F |
|----|--------------------|---|--|---------------|------------|---------|
| 1 | NEIGHBOURHOOD PLAN | | ACCOUNTS | | | |
| 2 | 2017 | | item | | FUNDS HELD | BALANCE |
| 3 | | | | | by PC | |
| 4 | 25-Sep-17 | | <i>brought forward</i> | | | £0.00 |
| 5 | Date | | Item | reference | IN(-)OUT | |
| 6 | | | | | | 0.00 |
| 7 | 19-Oct-19 | | Initial meeting Village Hall hire paid by EPC | INV 895 | -40.00 | -40.00 |
| 8 | 01-May-17 | | Interim grant from Ewelme Parish Council repayable | S137 | 3000.00 | 2960.00 |
| 9 | 01-May-17 | | Higgs printing 600 flyers #1 invoice #2383 | RFP001 | -54.00 | 2906.00 |
| 10 | 29-Jun-17 | | PK printing 250 flyers #2 DIRECT BILLING | 1010502 | -54.68 | 2851.32 |
| 11 | 30-Jun-17 | | Survey Monkey software licence to be billed later by GW | RFP002 | -116.00 | 2735.32 |
| 12 | 25-Jul-17 | | Grant received from SODC | S38A | 5000.00 | 7735.32 |
| 13 | 25-Jul-17 | | Interim grant from EPC repaid | S137 | -3000.00 | 4735.32 |
| 14 | 31-Jul-17 | | Higgs stationery | E21 000236035 | -3.33 | 4731.99 |
| 15 | 31-Jul-17 | | Higgs Questionnaire x 500 print run + 1 A2 print | E21 000236035 | -420.63 | 4311.36 |
| 16 | 31-Jul-17 | | PK printing 250 flyers DIRECT BILLING | 101576 | -38.72 | 4272.64 |
| 17 | 16-Aug-17 | | Jenkins web hosting paid personally to Vidahost 24/3/17 | 915297 | -34.80 | 4237.84 |
| 18 | 16-Aug-17 | | PK printing 350 flyers #3 DIRECT BILLING | 1010617 | -44.98 | 4192.86 |
| 19 | 17-Aug-17 | | Jenkins web registration paid personally to Vidahost 24/3/17 | 903318 | -11.99 | 4180.87 |
| 20 | 17-Aug-17 | | Watercress Centre hire 7 meetings x £15 to 14 Aug | 000285 | -120.00 | 4060.87 |
| 21 | 02-Sep-17 | | Village Hall hire Saturday 2 Sept all day | 0943 | -100.00 | 3960.87 |
| 22 | 10-Sep-17 | | Higgs shop posters x2 | 002403 | -60.00 | 3900.87 |
| 23 | 13-Sep-17 | | PK printing 315 flyers #4 DIRECT BILLING | 1010669 | -58.96 | 3841.91 |
| 24 | | | | | | 3841.91 |
| 25 | | | | | | 3841.91 |
| 26 | | | | | | 3841.91 |
| 27 | | | | | | 3841.91 |
| 28 | TBD | | Corex boards ??, banners £60? | | | 3841.91 |
| 29 | | | | | | 3841.91 |
| 30 | | | | | | 3841.91 |
| 31 | | | | | | 3841.91 |
| 32 | | | all costs exclude VAT (reclaimed by Parish Council) | | | |
| 33 | | | | ESTIMATED | COMMITTED | PAID |
| 34 | | | | | | |