

Minutes of the fourth Meeting of the Ewelme Neighbourhood Plan Working Party

20th March 2017

Chair: Geoff Watts

Secretary: Shirley Meyer

Present: David and Yvonne Solomon, Andy Green, Andy Evans, Sarah Maine, Chris Jenkins, Carol Sawbridge, Sally Stockings, Andy Climpson, Gemma Benoliel, Neil Blake, Mary Taylor-Lane, Ellie Clements

Apologies: Rev. Jonathan Meyer, Sue and David Cooper, Linda Chilcott, John Gardner, Chips and Sue Gell

1. **Introductions** were heard from Sally Stockings, a local farmer; Andy Climpson, a member of the PC; and Carol Sawbridge of the Ewelme Society.

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

2. Minutes of the previous meeting were approved.

3. Role of the Ewelme Parish Council: it was established that they meet once a month on the 2nd Wednesday. The Parish Clerk works for about 10 hours per week and can be contacted mainly on a Monday.

There was discussion about the role of the PC and the NP interaction with it. **AC** informed the NP that the NP Steering Committee have to ensure that issues get onto the PC agenda in a timely manner – at least three days prior to each PC meeting – for approval and/or discussion. It was suggested that this become a standing order on every PC meeting agenda. It also means that the process may be slowed up occasionally, depending of the relative timing of meetings.

4. Review of the Website

Thanks to **CJ** there is now a NP website which will ultimately be linked to the PC website. Some data has gone up. Chris has yet to sort out a host, so it is not live yet. When it is all minutes will be uploaded, after approval, as well as maps, charts, surveys etc. etc. in order to reach the maximum number of people. **AC** advised that the new PC web site will be active in around two weeks.

GW has put a draft “Vision and Objectives” onto the website as well as other NP details. All these are for design purposes at this stage and will be replaced with the approved copy once available.

A discussion followed regarding the eligibility for funding and there was conflicting understanding about how this should be applied for and by what route it is available.

GB & AC from the PC said that the application for money has to be pre-approved by the PC and therefore, it is necessary to draw up a budget ASAP. The overall management of the expenditure needs to be further explored and understood.

Action: SM offered to create a time plan from which major items of expenditure can be identified.

GW said he has one from SODC that can be used as a template.

- AC advised that it is important that finance needs estimating, and approving.

NB The question of appointing a Treasurer came up later in the meeting but it is pertinent to mention it here: no one present at the meeting stepped forward to act as a Treasurer. There was some discussion about possible people to ask and it was agreed that SM should ask Sue Goltykova.

5. Summary of group findings

SM registered a possible “conflict of interest”, as did AG, as they have potential planning and building near their homes.

Action: S Meyer will draw up a conflict of interest sheet

5.1 Housing

SM and AG had emailed their draft housing questionnaire to those on the committee and would like all to respond with comments by 27th March. Issues such as how questions were phrased and answered were discussed (and if they were duplicated by other groups)

Important points:

1. Planning applications have to comply with existing AONB, SODC Local Plan and other guidelines
2. Inclusion of the RAF base in the survey is desirable and we should make efforts for their inclusion , although a poor response is likely.
3. RAF base is Crown Land and they do not have to comply anyway.
4. NB suggesting using Nicky Hamilton the liaison officer to help target the relevant houses
5. Key fact: For ultimate approval, the NP needs to achieve at least a positive response of 51% of active voters, not residents

5.2 Transport

EC reported back on her draft questionnaire which she had based on the data in the pie charts. She discussed how the questions should be phrased and answered.

It was generally agreed that the group needs someone with survey writing experience to help us put a degree of uniformity to the survey. AG suggested his wife may be able to help with this. Also there are programmes available such as Survey Monkey which could be utilised but will be need to be purchased.

DS mentioned the idea of “Living Streets” (see <https://www.livingstreets.org.uk/>) which involves separating traffic and people. The committee were sceptical about this as a viable option for Ewelme. GB pointed out failures within existing Oxford Living Streets.

Action DS to find out about Living Streets for next meeting.

GW reported on his conversation with Philip Chamberlain regarding the Ewelme Trust and possible space for parking. PC thought this highly unlikely (although NB did suggest it worth

perusing). PC had asked to be kept informed of the NP – the committee confirmed that the meeting minutes will soon be available via the web site and that any interested parties need to attend meetings.

5.3 Community

The main issue that came up was the Pavilion. GB confirmed that a meeting with the grants officer has taken place and the PC are now awaiting the verdict. Extra parking facilities are being made available for the pavilion, the question is “How much space?” AC and GB were not able to confirm this point.

SC&DC had emailed in a list of things/ places which could be considered as Community assets. These need to be clarified and defined. Some were in private hands and cannot be included without the knowledge and consent of the owners.

5.4 Green Spaces

AE and MTL gave out samples of their draft questionnaire. These were looked at in relation to the AONB and Conservation Area on maps supplied. MTL reminded us that being within the AONB gives us much more clout.

It was agreed that maps were needed from SODC to show Parish Boundary, AONB and Conservation area as these will all have some influence on land use going forward. MTL will request them from RR

6.Overview of Working Groups

A general discussion followed about the length, nature, collation etc. of the questionnaire. Issues such as how it should be made available (soft and hard copy) were debated.

NB offered to find a copy of the original questionnaire from 2008 and circulate it.

It was agreed that voting should be by referendum rules i.e. by individuals, in line with referendum age restrictions.

7.Overview of NP in general

EC has prepared the Terms of Reference (TOR), which must be accepted by the PC. They are based on templates made available by SODC. EC will incorporate comments made and send this to the Chair/Deputy Chair for submission to the PC for approval along with the formal definition of the NP area.

8.Actions required by group (see below)

9. Actions required by PC

- Approve TOR
- Inform SODC that we wish to start NP process by submitting planning area application forms

10. AOB

There has been concern about the minutes being emailed to all on the interested parties list at this stage (45 people)

There had also been concern about the visibility of email addresses.

It was decided that:

- Minutes of each meeting will be sent to the steering committee for approval then they can go on the website for anyone to view. This will be in the near future.
- Recipients emails will be sent in the Bcc section so that addresses are not visible.
- All members of the PC must receive a copy of the NP minutes.

10.1 Date of the next meeting Monday 24th April 8pm in the Watercross Centre.

10.2 Summary of actions

- **GW** to write planning application designation and complete SODC form
- **SM/ GW** to work on Project Planner including timeframe/budget/Vision documents
- Membership of the Steering Group to be finalised
- Budget to be drawn up within next two weeks in time for next PC meeting (see above)
- **MTL** to provide m SODC maps of the boundary area with overlays to show AONB and Conservation Area
- **All** to email comments to SM/AG re housing survey
- **EC** to finalise TOR and sent to Chair/Deputy Chair to pass to PC.
- **NB** to locate original questionnaire
- **SMe** to draw up a conflict of interest sheet
- **SMe** to book W/C centre