

**Minutes of the eighth Meeting of the Ewelme Neighbourhood Plan Working Party 26<sup>th</sup> June 2017  
at 8pm at the Watercross Centre.**

Chair: Geoff Watts

Secretary: Shirley Meyer

Present: Andy Evans, Sarah Maine, Chris Jenkins, Ellie Clements, Sue Cooper, David Cooper, Mary Taylor Lane, Roger Moore

Apologies: Neil Blake, Andy Green, David Solomon

**Please note: there was only one member of EPC present at this meeting.**

**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:** there was a short discussion about this and no one declared any conflicts at this stage.

**3. Minutes of the previous meeting matters arising:**

- EC will create and tailor our questionnaire using Survey Monkey
- CJ wanted clarification about how it is filled in online, is it safe from duplication? EC to follow up.

Survey Monkey multiple user version should be purchased as soon as possible using reserve funds from EPC via Penny Cooper (PC). NB to apply.

- CJ to create a button on the website to take respondents to Survey Monkey and data will be stored remotely on the cloud.

**4.Treasurer's Report:** the Treasurer was not present at this meeting and it was agreed that the Secretary should speak to him about the importance of his input at future meetings. SMe to action.

However, GW reported that the SODC grant had been approved and the money will soon be available via EPC.

## 5.The Revised Questionnaire

SM reported that since the last meeting she, EC and GW had met to go through the survey, check that it flows and some highlighting had been added.

Discussion followed and it was also agreed to add the dates of the surgeries to the front of the document.

- SC and DC requested an enlargement of font size but this thought unnecessary however EC agreed to look at adjusting the headers and footers to create more space and GW suggested some adjustments to format. **EC will experiment!**
- DC also suggested the acronyms NP and LP are problematic for people unused to this type of document. Discussion followed regarding space on the page. **EC to try and resolve.**
- It was agreed that the information about the prize draw should be printed inside the back cover so that it can be detached if necessary.

Further editorial and grammatical changes were made and GW verbally signed the document off. Final copy will be approved by GW/SM/EC. No further versions will be circulated.

500 copies will be printed and one given to each household with more available in the shop. The date of mid-August was agreed for (multi) distribution even though we are now ahead of schedule.

## 6.The Village Line ( previously called the building line)

- Our questionnaire must help us formulate policies which identify the type of development wanted by the community within the-Village Line and help establish where the line should be.
- The Village Line is defined as “the built up area of the village including areas of potential brownfield and infill development within which development will be permitted according to agreed criteria. Outside the village line, only exceptional development, which met the specific needs identified in the Consultation (e.g. low-cost, affordable or sheltered housing etc.) is permitted”.
- A large scale map of the village is needed to show to residents at meetings and onto which we will eventually be able to draft the village line and indicate other important areas in response to information from the surveys.
- RM has maps from the previous village plan research in 2000.
- **GW to ask SODC for a large scale map.**

## 7. PR Programme

There is a need for publicity now that we are getting close to the survey being printed.

- GW has approached the Horticultural Society for a stand at the show on August Bank Holiday Monday.
- SM has drafted a flyer which will be printed and distributed on a monthly basis to keep up momentum.
- SME has drafted a poster using a similar format to the flyer. 10 will be printed at A4 size laminated and put on lampposts around the village. SME to send e-copies to SC and CJ.
- MT-L will explore the cost of banners to be used at consultations etc.
- MT-L will set up a Doodle Poll to establish a fair rota using all committee members to assist with filling in forms at surgeries between mid- August and the end of September.
- SM ascribed committee members with areas to distribute the flyer.

## 8. AOB: Data Protection

- Following concern at the last meeting about the EPC not being registered with the ICO, Penny Cooper has reported that this has now taken place.

**Date of the next meeting: Tuesday 11<sup>th</sup> July at the Watercress Centre at 8pm.**  
**SMe to book.**

## Homework:

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