

Minutes of the ninth Meeting of the Ewelme Neighbourhood Plan Working Party 11th July 2017 at 8pm at the Rectory

Chair: Geoff Watts

Secretary: Shirley Meyer

Present:, Sue Cooper, David Cooper, , Roger Moore, Andy Green, Andy Evans, David Solomon, Gemma Benoliel,

Apologies: Sarah Maine, Ellie Clements, Mary Taylor-Lane, Neil Blake, Chris Jenkins

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:

- SC asked if the amendments had been made to the survey and GW assured that it had been done.
- There was concern that local businesses and the RAF base must receive leaflets and surveys. These were for distribution by NB - **GW** to check with him.

4.Treasurer's Report: the Treasurer was not present but had provided a report which is Appendix 1 at the end of these minutes. This was read by GW at the meeting.

- GW reconfirmed that the hard copy of the survey will cost c. £1.10 each.
- **GW** is to purchase Survey Monkey, licence it and claim the costs back.
- **EC** is to produce the electronic version.

This was agreed and the survey was signed off and will go forward for printing/ purchase.

5.The Questionnaire(Survey) Publicity

The main purpose of this meeting is to agree a PR programme for the survey.

Dates for distribution of the flyers and survey have been organised by SM and can be seen in Appendix 2 to these minutes. The first of these have gone out.

A change in design to the second flyer was suggested to emphasize the stand at the Horticultural show and Open Day.

GW to action.

Banners/ posters: considered essential to attract and engage the public.

RM said we must be very sure about who we are trying to engage.

General discussion led to an agreement that we must increase publicity for the six week period that the public have to fill in the survey. Constant reminders are necessary if a high turnout is to be achieved.

Banners are expensive and, therefore, need to be multifunctional (for changing dates etc.)

MT-L is exploring the cost of these at present.

Another option is posters using A1 Corex board printed with a simple message (writing has to be big enough to read as driving and message to be simple). GB offered the use of the Horse Show stakes for the posters.

Wording:

Ewelme Neighbourhood Plan

(Y)our Plan

(Y)our Future

Return (Y)our Survey by 30th September 2017

Locations for banners:

Bottom of Green Lane/bridge

Outside the village hall

Location for posters:

Near Hampden way

The corner near school

Next to the Ewelme village sign coming from Benson

Wineglass corner

Entering Ewelme from Benson

Plus one

Forthcoming Events:

- GW has approached the **Horticultural Society** for a stand at the show on August Bank Holiday Monday and this has been agreed.
- GB to provide a gazebo.

- GW to provide display boards for information.
- 2x tables and 6x chairs to be requested from W/C Centre...SMe to action.
- Information/content to be made available which will be discussed at next meeting.
- Main purpose is to inform, help people fill in survey, raise profile etc.
- Comments board would be useful using A5 size paper and pins. GW to arrange

Open Day at the Village Hall 2nd September

- Banners and posters must go up to advertise this.
- Large map and information available.
- Help to fill in surveys
- Information/content as above

Surgeries in The Village Stores

- MT-L organising this by Doodle Poll. GW and AG can both now do 16th Sept.

There followed a short general discussion about the quantity and nature of housing in the village and surrounding areas.

AOB: It was agreed that DS's work on the census should be used in the Horti. Show display. DS to arrange at A3 size

Date of the next meeting: Monday 14th August at the Watercress Centre at 8pm.
SMe to book.

NB. SMe will be absent next meeting so AN Other will have to act as Secretary!

Homework:

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

Appendix 1

Treasurer's report dated 9 July 2017.

General matters

I have to remind the NP committee that everyone has an obligation to commit taxpayers' money carefully, not to create any nasty financial surprises and to plan ahead by at least 4 weeks for reimbursement of expenses or payments to suppliers. We seem to have this under control now and procedure with the PC is clear.

The PC at its next meeting will, I assume, formally adopt our budget and action plan successfully submitted as our grant application to SODC. That should mean that items we identified should be accepted by Councillors as bona fide plan expenses, and will normally be approved for payment

without demur. But relatively big ticket items (such as Survey Monkey and questionnaire printing) will require us to show "best value" by either three quotations or a reasoned justification if alternatives are not available.

Expenditure

The first Higgs bill from October has now been paid by the PC. There was no issue with it. The acquisition of a suitable Survey Monkey license has been extensively debated and the PC understands how to pay for it without delay and with no cash flow exposure to Ellie Clements who is responsible for it.

The second PR flyer has been printed and distributed.

The questionnaire has gone out for printing quotations, and responses vary very widely from £600 to £1400. Geoff Watts is responsible for selecting the most cost-effective printer and editorially managing it.

Income

The £5000 grant is being processed by SODC and the PC. When actually received by the PC the interim S137 allocation of £3000 will be returned to its rightful pot.

Summary

The income and expenditure is in line with plan at this stage. There are no anticipated problems.

I will issue a summary P&L after the questionnaire has been committed.

Rather than take up valuable meeting time, I'll be glad to answer any questions by email or phone.

Best regards, Neil

Appendix 2

Delivery responsibilities

Cottesmore Lane, Benson Rd, Lower End, Hare Hall	Coopers
Green Lane	Geoff
Eyres Close, The Views, The Bank, Winmill Farm	Chris J
High Street from pond to common and back round both sides of Parsons Lane to Pond	Roger
Cat Lane, Martyns Way, Hampden Way, Britwell Rd	Sarah
Chaucer Court, Wingfield close	Andy E
High St - pub to pond and back	Mary
RAF	Neil
Outlying farms (Rumbolds Farm, Huntinglands, Cadwell Farm, Down Farm & cottages)	
Plus Almshouses x 2	Shirley

Proposed dates;

3-7 July	Flyer 1
31 July to 4 August	Flyer 2
7-15 August	Questionnaire
28 August - 1 Sept	Flyer 3
25 Sept - 29 Sept	Flyer 4