

**Minutes of the seventh Meeting of the Ewelme Neighbourhood Plan Working Party 12th 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,

Apologies: Neil Blake, Andy Green, Roger Moore, Gemma Benoliel, David Solomon

Please note: there were no members 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
- TOR Terms of Reference
- SC Steering Committee

1. **GW welcomed those present.** No new introductions were necessary.

2. **Minutes of the previous meeting were approved.**

3. **Procedural update:**

- GW had met the Chair of the Tetsworth NP Committee (John Gilbert) regarding the use of Survey Monkey (SMonkey) and their experience with it. It appears that it will cost Ewelme around £300 to run it online. This was compared to the cost of £2495+VAT quoted by Community First Oxfordshire for their survey and analysis (see the minutes of the last meeting).
EC had experimented with SMonkey and thought she could make the SMonkey look like the format paper copies. **EC to discuss with Daniel Clements about the bespoke process.**
- CJ asked where the input data ends up. It was thought that it may be possible for all to have access to it from the Cloud. This needs clarification and we have to be sure about data protection issues too (see AOB later).

Therefore, it was decided not to use CFO , to tailor SMonkey and print 500 copies at approx. £525 , that being thought sufficient bearing in mind that approx. 40% of respondents may reply online. One copy should be distributed per household with extra copies being available

in the shop, with some sessions being put aside for “surgeries” to assist and inform people. Entries from paper questionnaire forms will be input into SMonkey by members of the SC.

4. **Treasurer’s Report:** the Treasurer was not present at this meeting but SM reported that the grant had not yet been applied for but will be not take long. She had spoken to Penny Cooper who assured her that the money would be available to print the survey.

GW had been advised that a figure of £8000 should be used for budgetary purposes. This includes a figure of £3,600 for ‘expert’ help, which while showing our ambitions and thought processes may not be used.

Action: NB to ask EPC for grant immediately

So far, an amount of £30 per month for flyers has been applied for. These will keep people informed and engaged with the process and will be distributed regularly.

5.The Questionnaire

- GW thanked EC for working hard on this and showed the committee a stapled, completed version of the surveys appearance. All agreed that it looks smart.
- SM thanked all who had sent comments on the draft document. The major issues had been repetition of questions and the phrasing of parts of questions. She reiterated that the questions will help inform us on what policies we want/ need to formulate for the village. There was discussion about the idea of a “building line”. SM explained that a number of other Neighbourhood Plans identified a Building line within a village, within which development was permitted according to agreed criteria. Outside the Building line, only exceptional development, which met the specific needs identified in the Consultation (e.g. low-cost, affordable or sheltered housing etc.) was permitted. Our questionnaire must help us formulate policies which identify the type of development wanted by the community both inside and outside of the Building Line and help establish where the line should be.
- GW mentioned the fact that even though the transport section of the questionnaire and issues such as speeding cannot affect land use policies, Ewelme could set up a separate village traffic committee, as Benson has done.

There then followed a question by question analysis of the draft document to ensure clarity of meaning. Some sectional “strapline” paragraphs were re-written. This editorial took much of the meeting and **EC agreed to follow up this re-draft within a week and send it out to all present for further checking.**

6.Tasks and Events

There is a need for publicity now 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 to draft a flyer.

SM to complete editorial for the Ewelme News.

MT-L to arrange dates for surgeries in the shop

AOB:

- **SC** wished to clarify and establish understanding of how the planning system works
This is a devolved system where the Local Plan at District level provides a broad strategic framework for growth (and has to comply with National Planning guidance), much of the detail such as specific sites to be allocated for housing will be finalised at local level through NPs.
Where such plans are prepared they must be in general conformity with the Local Plan.



SODC LP2033.pdf

Please see link for details:

- MT-L brought up the issue of data protection. It appears that EPC are not registered with ICO (<https://ico.org.uk/for-organisations/guide-to-data-protection/>) for this and as there is a link from the EPC website to the ENP website it means that any information uploaded by ENP is potentially unprotected. This is of particular concern if people are to be entered in a prize draw and their email addresses passed on.

GW to request that EPC become registered as soon as possible.

CJ will attempt to ensure that the personal email address of all individual members is not seen by visitors to the NP website who wish to send an email to a particular individual. He will do this by restricting all e mail enquiries to planewelme@gmail.com which will go to the Chair to pass on.

On a personal level we must be very careful about who can view emails and it was agreed that no “lists” of email addresses should be sent but that we must always use the blind option (bcc) option to ensure privacy.

Date of the next meeting: Monday 26th June at the Watercress Centre at 8pm.

SMe to book.

Homework:

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