

## MINUTES OF STEERING GROUP OXSPRING VILLAGE NEIGHBOURHOOD PLAN

**Thursday 10<sup>th</sup> April, 2014**

**Present:** Ruth Rovira (Chair), Jonathan Jordan, Cheryl Kelleher, Ann Walker, John Shepherd, Ian Yems, Richard Haigh, Lisa Chambers, Karen Reid, Sarah Lee  
Parish Councillors - F Shaw, B Taylor, I Stanley

1	<p><b>Apologies</b> David Greensmith</p>	
2	<p><b>Declaration of Interest</b> None</p>	
3	<p><b>Previous Minutes - and matters arising Accepted as a true record.</b> Item 4 - data base almost complete - once complete we will be able to circulate information via email. Problem highlighted is that not all email addresses are legible. Press release - DG completed but we need to check where it was released. <b>Item 6</b> - Questionnaires issued to those taking responsibility for posting through individual letter boxes. <b>Item 7</b> - web page - CK has taken responsibility for this. <b>Item 8</b> - Dearne Media - The film - to be discussed under this meeting's agenda. <b>Item 9</b> - Application for A4A - on agenda to be discussed later. Finance Regulations - Clerk to the Council emailed to ASW and now forwarded to JS.</p>	
4	<p>The Chair apologised for the lateness in sending out the Agenda and for the change in date and time for the meeting due to other commitments from members of the Steering Committee. The Chair welcomed visitors to the meeting and asked the leads from the Sub-Committees to outline the role of their individual committees to the new members and visitors.</p> <p>The Chair had distributed a draft copy of the Communications and Engagement Strategy (previously issued in December 2013 and January 2014) and also pointed out that we would need additional volunteers to help with our emerging Communications Group which is going to be faced with quite a considerable task if we are to involve all residents and key stakeholders in the village in the preparation of our NP.</p> <p><b>Lead of Community/Social Sub-Committee</b> - Brief is to consider the aspirations of the village and what we think people might want to see excluding housing, but mostly from the social and pleasure aspect. They have considered that the school is the 'shining light' of the village and that we are very proud of our village school and all the aspects that it covers in the village. The Sub-Committee talks about 'Community Spirit' and a 'heart of the village'. They consider the facilities for the youth of the village - what facilities do we have for them, for older people - do we have sufficient events happening for them? They want to promote healthy outdoor living for all residents, safety for people walking around the village, the safety of roads, particularly outside the school, crime, and making more of Bower Dell. They want to consider active community notice boards that will allow us to spread the word about what is happening in the village.</p> <p><b>Question:</b> Have the Sub-Committee any definite ideas about how they might improve these aspects of the village. <b>Answer:</b> Ideas to date have come about from earlier public consultations and are</p>	

very embryonic - attendees were asked to identify what they liked and disliked about the village and to write the information down on post-it notes. This information was used to generate discussion about the topics raised. The Chair of the Steering Committee pointed out that we are still at a very early stage in our consultation process and that the initial public meetings had been a taster to allow people who were interested to participate in starting the process of preparing a NP. At this stage, we have not prepared any aspect of our NP in writing, and we are still considering issues as they arise, particularly any that may arise from the questionnaires that we have recently sent out.

The Chair advised that we had held a couple of sessions with Oxspring Parish Council and volunteers from Planning Aid England and residents of other villages where they had gone through a NP process. These were not closed meetings but more a chance for Parish Councillors to understand exactly what was involved. Then and only then, following a public meeting on May 8th did the Parish Council apply for NP status and designate the area that we were going to use for the purpose of Neighbourhood Planning in Oxspring. NP Status was only approved last November/December and hence the NP is only at its very early stages of data collection, analysis and preparation.

**Question:** - How did we advertise the first drop-in session where we gathered information from residents.

**Answer:** flyers were hand delivered to every house in the village, posters, a newspaper article which appeared on Barnsley Chronicle's front page and local radio.

**Question:** Have we formulated any firm ideas for the NP from the information we have already collected.

**Answer:** No. The information that we have is being used purely for discussion purposes only at this stage, and obviously we need to collect much more information and take feedback from villagers before we can identify any definite items that will form the basis for our NP.

**Vice Chair of the Steering Committee with special responsibility for Finance**  
JS Outlined the grant that we had applied for and our expenditure to date.

#### **Lead of Environment Sub Committee**

CK explained that we are all looking at same thing but from slightly different aspects. There are four major areas of concern - energy, pollution, housing development and the village's green spaces. To date, all we have come up with is some broad topic ideas. As the NP progresses and we gather more information from the residents of the village, we will be able to put more flesh on the skeleton of these emerging ideas.

**Energy** - From an environmental aspect it would seem beneficial to try to reduce energy costs and emissions which would probably be written into our emerging plan. We will hopefully look at the different options of doing this considering any options that residents might come up with.

**Question:** Do we have to follow a prescribed format for our NP or can we put in anything we like.

**Answer:** RR said that all policies in our NP have to be planning related. There are guidelines, but each NP has to decide what they want to include. There are four

key criteria that we have to consider including 'sustainability' and this will include sustainable growth as well as the preparation of a sustainability appraisal of any land that we recommend for building whether it be for housing or business. The Plan has to fit in with the Government's General Planning Policy (NPPF) and the Local Authority's Planning Policy.

**CK continues: Pollution** - in all sorts of different formats. If the village grows so will the level of pollution, more cars, more waste, more sewage etc.

**Value of our green spaces** - highly valued not just aesthetically but also as an impact on our wildlife (flora and fauna) which we desperately want to preserve and protect. Housing development will have a major impact on this.

**Housing development** - has an impact on the village's built and natural environment and consequently, we are concerned about housing development and how it is going to happen. It is important to understand that we can have an input in to how this happens and that we do not just sit back and let it happen to us. This is a way of asking what can we cope with, what areas we can use for building, and ultimately we have to come up with something that we are happier with other than the large numbers of executive type housing that the local Authority wants to build.

The reason CK is doing this is because she feels passionate about the environment and in particular, as a village resident, she would like to think that she can help with shaping the future of the village.

**Economy Sub Group** - Why should we consider the economy in our NP. Economic growth is now the prime driver behind Barnsley Council's Local Plan. BMBC's answer to the Borough's problem for economic and social viability is their proposal for executive homes in areas such as our village. What we need to do is to prove to BMBC planners and Cabinet members that we can improve the economy within the area without impacting too much on our village built and natural environment.

If we are going to have more housing it may well be that we need to increase the facilities that are available to support additional housing, i.e. shops, other business ventures, doctor's surgery facilities etc. We are not suggesting that we inundate our village with lots of different buildings, but it may be viable to consider that if we are ever successful in building our sports hall on the village football field, that we might for instance be able to rent out space to someone wanting to sell refreshments, host a doctor's surgery, hire cycles for the trans-Pennine trail etc.

The Chair asked a member of one of the Sub-Committees what he felt he could bring to the group? His response was that the local authority has a plan to build more houses in Oxspring which will impact on our village. This will affect the services that we already have i.e. school places, additional cars and road traffic. He sees that there all sorts of possibilities and he wants to look at the options in a very positive way to see how we can improve the village yet continue to retain its 'rural' feel.

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**NP Programme Update and Discussion**

RR has emailed out, and put on the website, the programme as it stands, but

	<p>pointed out that the dates keep moving, as is often the case, but that we should aim to keep the referendum time to early 2016 so that there is a whole year when we will have this ongoing dialogue with the residents of Oxspring and subsequently follow all the legal procedures which includes the external examination initially planned for next Spring 2015. An initial Phase of the NP has included the Launch Event which took place over the month of March and included the community workshop at St Aidan's and the young people's workshop. This initial stage is also about identifying what the key issues are for the village. The questionnaires that we have recently issued will supply some of this information. Sheffield Hallam University Masters' students are now inputting the data from the questionnaires and will analyse the data for us.</p> <p>This has been done free of charge as part of their final Masters programme and is under the supervision of planning professionals and academics. They are also gathering baseline information from BMBC, and other sources, to support the Steering Group and will be reviewing and analysing the potential viability of any proposed sites.</p> <p>We have had 128 questionnaires returned which is rather less than we had hoped for. RH and LC volunteered to go out again and chase up any unreturned questionnaires. Other volunteers needed to visit other sites in the village to chase up unreturned questionnaires. These need to be returned by end of April. Members are to contact Ann with suggestions of which areas they could cover.</p>	All
6	<p><b>Next PAE Training Event 'Issues Workshop'</b></p> <p>Planning Aid England have advised that this is only suitable for the Steering and Sub Committees i.e. for those that will be directly responsible for 'writing' up policies in the NP. At this event, Planning Aid England will be helping us to look at all the information gathered so far from previous open events and the more recent consultation day, as well as any information from the questionnaires that have been received. They will help us pull together the key elements to form the basis of our NP policies. We will then have to differentiate between planning related topics and non-planning related topics and we will need to write specific policies for any themes as they emerge.</p>	
7	<p><b>Oxspring NP Web page Facebook/Twitter</b></p> <p>The website is now up and running and articles are gradually being added. AW advised that a volunteer had agreed to create a Twitter and Web site account for the NP. CK who is now responsible for uploading information to the web site asked if she could have contact details for the volunteer so she could have a chat with her to see how we could link all three media options together.</p>	AW/ CK
8	<p><b>Banner and Community Engagement Video</b></p> <p>RR advised that banners are now ready for display and advised that we had sought permission from BMBC Planning and the Parish Council about displaying them in the village and that we had also asked for suggestions about where we might display the banners advertising the NP web page. Banners are 6f x 4ft long and were designed by the schoolchildren from Oxspring village school during the recent workshop.</p> <p>Some discussion took place about where we might be able to put banners and the school fence was suggested. Conscious of the fact that the Easter holidays are upon us we asked SL if she would speak to the Headmistress about this on Friday to see if they would give us permission. SL agreed to do so and to contact AW</p>	SL/ AW

	<p>when she had a response. The Chair pointed out that we would probably also need to get permission from the Local Planning Authority as it may require outdoor advertisement permission prior to display. RR to follow up.</p> <p>With regard to the Community Engagement video that Dearne Media have produced of the various events to date, including the school work shop, the open day on the 1st March and the short visit around the village with a member of staff from the Planning Department, RR said she had contacted the school to see what had happened to the consent forms. She was advised that Dearne Media had only taken one copy of the form into school and consequently, the school had to photocopy extra copies which seem to have been distributed after the event. The film crew had had previous notice of one of the children that could not be involved in the film.</p> <p>However, she was advised that some parents had signed the forms but that others still had not. It was agreed that we should contact the parents who had not formally approved for their children to participate, show them the film and make sure that they were happy for us to use it for future purposes as identified in the letter. If not, then we would look to see if we could edit out any element that these parents were not happy with. This material will not be incorporated in the website until we receive further confirmation and approval from both the parents and the school.</p> <p>RR said that she and CK had watched the video and she felt that if parents looked at the film prior to release they would see that the children were not asked to comment on any aspect of housing for the village, but that they were asked to comment on what they liked and disliked about the village. They did get a brief introduction about the NP prior to starting the exercise for them to create a banner and strap line for our NP.</p>	<p>RR</p> <p>RR/ CK</p>
<p><b>9</b></p>	<p><b>Update and Discussion on Meeting with residents on 31st March 2014</b></p> <p><b>Communication</b> AW advised that there would appear to be some major concerns regarding communication. Residents still claiming that they are not getting information through their letter boxes regarding the NP and that they knew nothing at all about any of our previous public events.</p> <p>Some residents thought that the questionnaires were too cumbersome, that they did not properly inform residents about why we were collecting the information and that they were concerned about putting anything down in writing that might be taken too literally.</p> <p><b>Questionnaires</b> Very limited response to our questionnaires, 128 returned to date and RH and LC agreed that they would take additional questionnaires and try to get some more residents to complete so that we have a good basis from which to start gathering information for our plan.</p> <p><b>Web page/Twitter/Facebook</b> Some residents asked if we could communicate with people via Twitter and</p>	<p>LH/ RH</p>

Facebook. AW advised that the website is now up and running and that a volunteer had agreed to initiate a Facebook and Twitter site for the NP. Questions were also raised about why we were collecting email addresses and not using them to communicate with residents. AW advised that she was putting together a data base of all email addresses and that we would start using them when the information was complete. AW also advised that she was having difficulty in reading some of the email addresses and that we might have to do some checking.

We were asked to put a link on the NP website to Barnsley's Core Strategy and to the emerging Economic Strategy. AW advised that this had now been done.

Major concerns were raised about the Steering Committee trying to create new business ventures in the village. RR pointed out that all the topics we discuss came originally from talking to residents at previous open events and drop in sessions and therefore should all be considered and evaluated.

**Question:** What about the people whose children attend Oxspring school but who live in a different Parish.

**Answer:** Unfortunately, residents who do not appear on the Oxspring electoral register will not be able to vote on the referendum. However, this does not preclude anyone in this situation from commenting on any topic in our Neighbourhood Plan as a key player in our emerging plan, along with local businesses, local doctors, the environment agency, local land owners etc. etc.

**Maps of Oxspring Parish** - The maps that were on display at the 1st March public event seemed to have caused the most concern. It was felt that the Steering Committee had already earmarked pieces of land, particularly on Sheffield Road, for building purposes. It was pointed out to members of the public that this is definitely not the case, and that the maps in questions were being used for training and discussion purposes only. It was also suggested that we had completely discounted the pieces of land marked in pink that BMBC had earmarked for building (Tollbar and Roughburchworth Lane). Again, it was pointed out that this is definitely not the case and that it may well be that when our plan is finalised that these two pieces of land are the only ones that are practical for building purposes. These sites have been identified by Barnsley as part of their Strategic Housing Land Assessment which is currently being considered.

The Chair was concerned that we obviously have an issue with communication but she pointed out that we are still in the very early stages of our NP and that nothing is written down at this stage. We discussed how we could follow up on further questions from the public and discussed meetings/surgeries, putting a regular item on the agenda for Parish Council meetings, further flyers, Twitter, Facebook etc. IS (Parish Councillor) suggested that the best way forward for the Parish Council to deal with questions is for the fifteen minute slot for the public prior to every Parish Council meeting to be available for anyone who wanted to ask question about the NP. Hopefully the Parish Council should be able to answer most questions, but if not we can seek advice from the Steering Committee and then feed back to the person asking the question. He also thought it would be a good idea for all members of the Parish Council to have a list of the leads from each of the Committees, so that they could direct certain questions to the most appropriate person. He also suggested local street representatives for identified areas (perhaps 30/40 households) in the village so that residents have a local contact for any questions that they need answering.

	<p>The Chair advised that our immediate problem was the poor response to our questionnaires and said that we would need to concentrate on gathering together additional returns. We will also need to set up a meeting to work on the draft Communications Strategy Sub- Committee. The Chair would like the lead person from each of the Sub-Committees, plus their allocated student, to set up a further meeting with their members prior to the 5th May to discuss key issues prior to the training event on the 7th May.</p>	
<b>10</b>	<p><b>Application for additional funding to A4A (Oxspring the Film!)</b> The Chair asked if the volunteers had had chance to take this forward.</p> <p>Nothing has been done at this stage.</p>	JJ/CK/ JS
<b>11</b>	<p><b>Update on Current Budget/Expenditure</b> JS updated with regards to spending to date. ASW asked if JS could let her have a detailed list of all spend to date as she had to complete and return the second Grant Monitoring Report prior to the 15th April 2014.</p>	ASW/ JS
<b>12</b>	<b>Any other Business/Date of Next meeting</b>	