

OXSPRING NEIGHBOURHOOD DEVELOPMENT PLAN

Minutes of meeting held

20th June 2013

7.00 p.m. St Aidan's Church Hall

1. Present:

Ruth Rovira, Ann Walker (Parish Council) Antony Tomlinson, Cheryl Kelleher, Matthew Joy, James Brown, Jonathan Jordan, Graham Sedgewick, Julia Brown, John Shepherd, David Greensmith, Sandra Greensmith, John Crowther, Anthony Tomlinson, Bill Taylor (Parish Council).

2. Apologies for Absence:

Sonia Hume-Dawson, Ian Yems, Matthew Sykes, Pete McLeod

Not in attendance: A S Walker to check to see if they still want to volunteer

All attendees were asked to give a brief introduction of themselves, a summary of their background and to outline why they were interested in supporting Oxspring's Neighbourhood Plan.

3. Outline Timescales with Milestones:

Ruth Rovira outlined the Neighbourhood Planning process and advised the meeting that to date we had completed stages I and II. Ruth issued documents relating to Phase III - Plan Preparation, and gave a brief overview of how we would move forward with the Plan.

Ruth advised that the next objective was to Identify and Define a Vision for the Neighbourhood Plan, and explained that to do this Committee members would have to analyse the initial community engagement/consultation results. It was agreed that each of the Sub Committees should come up with ideas prior to the next meeting so that a final version of the Vision could be defined. To facilitate this, the lead committee person of each sub committee will need to call a first meeting with their respective 'specialist group' members to discuss/agree their Vision for Oxspring Neighbourhood Plan and as well as the outcome/responses from our two drop in session and questionnaires, groups will need to assess and review existing plans for the area in order to identify key issues and problems.

Ann Walker agreed to forward on to all Committee members the spread sheet detailing the comments and suggestions made from the initial consultation.

5. Outline Terms of Reference for the Committee/s:

The draft Terms of Reference were discussed and Committee Members were asked to comment on any changes they would like to see made to the draft. Ann Walker agreed to re-issue the draft document and asked that comments be made (via email/telephone) before the next meeting.

6. Select/confirm roles e.g. Project Chair, Vice-Chair, leads for specialist working groups

A brief discussion took place regarding the Steering Committee and the suggested Sub Committees. No changes were recommended to the suggested Sub Committee headings: Environment, Community and Economy.

Ruth Rovira expressed an interest in becoming the Chair of the Steering Committee. John Shepherd proposed and Graham Sedgewick seconded the proposal.

Consequently Ruth Rovira was appointed Chair of the Steering Committee. Ann Walker advised the meeting that she would be the Parish Council representative on the Steering committee.

All other volunteers were duly allocated to either the Steering Committee or one of the Sub Committees. Ann Walker will provide Constitution information for all four Committees, together with contact details for all the lead committee members, prior to the next meeting and will speak to other volunteers who were not able to attend, to confirm which Committee they had been allocated to.

7. Prepare for meeting with Planning Officers and Parish Council

Ann Walker explained that Paula Tweed and Stephen Moralee from BMBC Planning had agreed to meet with Parish Council members on Monday 16th September at 7.30pm at Saint Aidans. Ruth Rovira (in her capacity as Chair of the Steering Committee will also be invited to attend the meeting).

8. Any other business

Funding: Ann Walker briefly outlined the three different options available to support the production of Oxspring's Neighbourhood Plan:

Direct Support - we would get support from Planning Aid England up to Milestone 2, i.e. the end of the formal 6 week consultation. We would then need to re-apply to take us up to the Referendum (Milestone 3). Direct support does not include any monetary support. This would have to come via the Grant Payment.

Grant Payment - If we apply for Grant Payment we would get 90% up front and the balance on completion. Grant Payment would pay for room hire, administration costs, specialist support if we need it etc. It would not include any support from Planning Aid England.

Combination of both Direct Support and Grant Payment

We could apply for some specialist support from Planning Aid England through the Direct Support route and also apply for a grant to cover ancillary costs such as room hire, etc.

Some discussion ensued regarding which way to proceed, and the consensus of opinion is that as we already have Ruth Rovira as Chair of the Steering Committee (with the added bonus of her Planning background) that it would be more useful to apply for Grant Payment.

Ann Walker explained that she had discussed funding with Mike Dando from Planning Aid England and that he had agreed to have a look at a draft application form prior to submitting an actual request for funding. The Committee agreed that this should be undertaken prior to the next meeting.

There was also some discussion around whether or not we would have to pay back any monies already expended should Neighbourhood Planning fail part way through the process. Ann Walker to follow this up with Mike Dando and to report back to the next meeting and to the Parish Council.

9. Date of Next Meeting

The next meeting of the Steering Committee will be on the 23rd September 2013. Ann Walker to ensure that the room is booked for a 7.00 p.m. start.

