

MINUTES OF STEERING GROUP OXSPRING VILLAGE NEIGHBOURHOOD PLAN

Wednesday 21st May 2014 7.30 p.m.

Present: Ruth Rovira Wilde (Chair), Jonathan Jordan, Cheryl Kelleher, Ann Walker, John Shepherd, David Greensmith

1	<p>Apologies B Taylor (Parish Council)</p>	
2	<p>Declaration of Interest None ASW advised the meeting that a member of the Parish had suggested that we sign a register of interests and upload it to our website. It was suggested that we use the same form as the Parish Councillors The group agreed to this and ASW to send a copy out to all members of the Steering Committee for them to complete prior to uploading to our website.</p>	ASW
3	<p>Matters and Actions Arising from Previous Minutes</p>	
3.1	<p>Item 3 - Data Base - the sub committee now need to start adding information for anyone they have made contact with to bring our data base right up to date. ASW to send current data base out to all members of the Steering Committee. DG and JJ are to add local business contacts to include on database.</p>	ASW/ All
3.2	<p>Item 5 - Questionnaires - 500 household questionnaires were distributed, one per registered residence. Online questionnaires were also made available for local residents to complete or to download additional paper copies. The rate of response was over 30% with some local households completing more than one questionnaire. Questionnaires were collated and analysed prior to the training day held on 7th May. A small number of additional questionnaires were received following the closing date for analysing responses. These will be kept for future and further consideration.</p>	
3.3	<p>The Steering Group discussed the best possible options to inform and update local residents on the results from this initial household survey which is part of the Phase 1 NP Community Engagement Strategy. It was agreed that a note would be prepared summarising key findings based on the statistical analysis undertaken by Sheffield Hallam University and that this document, with accompanying graphs, would be uploaded onto the web site. JJ will highlight key issues and RRW will write a full report. Other suggestions included preparing and distributing a short note with key issues and findings to be delivered to local residents.</p>	JJ/ RRW
3.4	<p>Item 7 - Facebook and Twitter - CK has been uploading material on to the web site and she has also now got access to the Face-book page that a local resident had set up. CK is now responding appropriately. To date no one has used the Twitter site.</p>	
3.5	<p>The Steering Committee discussed the Oxspring Against Development Face book account and looked at some of the comments that were being raised. It was agreed that we should try to get in touch with any resident who had made a comment on Facebook and try to arrange a meeting with them to discuss the issues and concerns they are raising, and to try to dispel any misunderstanding. JJ agreed to pull a list together and to send it to ASW.</p>	JJ/ ASW
3.6	<p>Item 8 - Banner - Contact has now been made with the Local Authority for permission to display the NP banners and they have advised that they will consider</p>	

	such application for advertising favourably, subject to due diligence and completion of an application. The application will be submitted to the Local Authority by the Clerk to the Parish Council together with the appropriate fee of £192.	
3.7	Discussed the video that was taken during the visit to the school when the children designed the NP banners. ASW had been in touch with the school and they will be following up the missing parent signatures, which approve their children taking part in the film, after half term. Representatives of the Steering Group will be visiting the School's Governing Body at their 16th June meeting to discuss the NP with them. This is part of ongoing discussion and consultation with different stakeholders in the Village.	
4	Update Finance Report JS reported that Deane Media had been paid their initial £200 fee. ASW asked JS to check when the second instalment is due. Only change from the last report is the £192 for the approval from BMBC for the banner display which will leave us a balance of £2890.	JS
5	Results from Key Issues Workshops - Discuss/Agree next Stages/Work for Sub Groups	
5.1	The next stage is for the Sub-Group leaders to work with their teams to consider the issues that were raised at the workshop on the 7th May. RRW asked them to call a meeting with their committee members to try to consider the summary of key issues so that we can start gathering evidence and drafting policies to underpin the key issues and proposals raised so far. A Policy-Writing Workshop will take place on 16th June to support the various groups on this task.	CK/JJ/ DG
5.2	A discussion took place regarding some of the conflicting information and aspirations that have been gathered so far, such as a piece of land that might be suitable for building, but that might also have been identified as space that people in the village might want to protect. RRW advised that she had spoken with the planning officers at the Local Authority and asked for their advice on how best to deal with such issues. An option highlighted by the Local Authority was that the residents of Oxspring, through the emerging NP, could identify and prioritise a number of potential sites, from least preferred to more acceptable, for different land uses, including housing development. The Local Authority could then consider these sites as part of their Strategic Housing Land Review which is to be completed by the Autumn. JJ asked about time scales for doing this. RRW informed the Committee that the Local Authority had suggested a time frame within the next two months. Such potential sites agreed and prioritised by the community, could then form part of the wider Barnsley Borough's Local Plan consultation process. It was agreed that each of the Groups would call a meeting for their subgroups following the next workshop on the 16th June to keep momentum going. RRW confirmed that there are new members to invite to the various subgroups and she will confirm names and contact details.	RRW
5.3	ASW raised concerns about the numbers of questionnaires received to date. This is obviously an ongoing concern and we need to address this in some way. Discussions took place regarding how we might deal with this issue and we agreed that we would: <ul style="list-style-type: none"> send out a further flyer (couched in very straightforward terms) advising people that NP members of the Committees would be having a presence 	

5.4	<p>at the Oxspring Gala on the 22nd June and at the Duck Race on the 19th July.</p> <ul style="list-style-type: none"> • look at the possibility of hosting a 'back to basics' day for village residents. This will be open to all residents as a way of informing local people of the nature, benefits and limitations of NPs and why Oxspring is preparing one. • target those homes which have not responded to our questionnaires stressing how important it is that they tell us what they want to see happen to our village over the next 15 - 20 years. RRW to obtain list of homes not responding. • Friday night session at the pub so we can catch some of the locals. Check with pub owner about how we might do this. • Mention at the church (talk to Matthew Joy) <p>Items required for the Gala Day and the Duck Race Permission from C Dickinson to have a presence at the Gala - approved</p> <p>Permission from School to have a presence at the Duck Race</p> <p>Supply of Marquee for both events</p> <p>Supply of furniture for both events (tables/chairs) Advertising stands</p> <p>T Shirts with appropriate logo (designed by the children from the village school)</p> <p>Information regarding the village walk</p> <p>Competition/free participation in a to encourage children and young residents to participate. JJ suggested something along the lines of photographs of 'hidden places in Oxspring'. Agreed this was a good idea and we need to look at something appropriate for a prize.</p> <p>Radio interview with various residents 'Have your say' - not live but interview on the day for later broadcast. Committee members to advise ASW when complete.</p>	<p>ASW</p> <p>JJ</p> <p>ASW/ CK ASW</p> <p>JJ</p> <p>DG</p>
6	<p>Stakeholders and Residents Participation - Discuss/Agree proposed activities and Time-scale</p> <p>6.1 Further meetings with other stakeholders are to be held as per the NP Engagement Strategy.- i.e. farmers, business owners, land owners, school Governing Body (scheduled for 16th June) medical practitioners, transport executive, allotment holders etc.</p> <p>6.2 To support and encourage discussions with such focus groups it is suggested that we invite inspirational and expert guests to speak to the different groups. Such events should also help raise the profile and support for the NP from local businesses, local service providers, land owners, environmental groups, etc.</p>	
7	<p>Update Questions/Response to/from BMBC Planning</p> <p>7.1 A series of questions were raised by Parish Council members at the Parish Council meeting on Monday 12th May. They were raised as a result of the Training Day and RRW had been asked to forward them to the representative at BMBC Strategic Planning. Responses have now been made and it was agreed that these questions, and the responses, will be made available on the NP web site.</p>	<p>ASW</p>

<p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>RRW commented on the response regarding the CIL (Community Infrastructure Levy). BMBC have not yet issued their preferred options although it was noted that current Government time-scales for CIL will be adhered to. BMBC are reluctant to use a flat CIL rate for all developments and are more likely to link it to the viability of a development.</p> <p>Regarding possible land identified for future housing needs assessment (refer to paragraph 5.2 above) it was agreed that it would be of benefit to present BMBC with a selection of sites agreed by Oxspring residents, prioritising the most appropriate to least appropriate sites. This needs to be done by the end of July. BMBC will then give consideration to including these sites into their housing need land assessment as part of their local plan process.</p> <p>M Dando (Planning Aid England) suggested that we may wish to request some Consultancy support through the time allocation and resources provided to Oxspring NP. This consultancy could then be used to produce a professional Housing Needs Assessment and Site Appraisal for Oxspring. RRW will contact M Dando to see what the implications are and she will ask him if we should use the BMBC proposed process detailed above in paragraph 7.3. It was also agreed to put some of Planning Aid England's time to use to help us with the site assessment surveys. This obviously means that we are getting appropriate expertise to assess any possible suitable sites for development in the village. RRW will contact M Dando to see what the implications are and she will ask him if we should use the BMBC service as well, especially considering the two months' time constraint.</p>	<p>RRW</p>
<p>8</p>	<p>Marketing and Promotion</p> <ul style="list-style-type: none"> • Dearne Media (Update) • Banner (update) • Web/facebook/twitter (update) • Oxspring Gala update and ONP participation) • Communications Group (volunteers) <p>Most items discussed earlier in the meeting.</p>	
<p>9</p>	<p>Oxspring No-development campaign</p> <p>A representative from this group was scheduled to attend this meeting but was unable to attend on this occasion. However, she has agreed to come to a later meeting with some of our members. CK showed the committee the Face-book account that has been created to support the No-development campaign. It was agreed that we would try to contact each of the people who had posted notices on this web page and invite them along to come and talk to us. JJ agreed to pull off a list of people who had posted on this site.</p>	<p>JJ</p>
<p>10</p>	<p>AOB and Date of next meeting</p> <p>JS suggested that we need further representation on the Steering Committee from other areas in the village. RRW said that she was already in discussion with other local residents about this issue and it was agreed that RRW would confirm as soon as possible.</p> <p>The Steering Group also discussed the issue of having area/street representatives: this needs to be someone who understands fully what the purpose of the NP is, and will be further discussed at the next Steering Group meeting.</p> <ul style="list-style-type: none"> • SHU Students' presentation 29th May at 13.00 • Presentation to Oxspring School Governing Body - 16th June 6.30 p.m. • Next meeting: 17th June 2014 	<p>RRW</p>

