

Wheatley Neighbourhood Plan

Date Tuesday 19th January 2016

Venue/Time Holton Village Hall at 7.30pm

Present/apologies See separate sheet at the end

Item

8

1 Meeting was chaired by Geoff Stephens (WPC Chairman) until a Chairman was elected.

2 Experiences of creating a Neighbourhood Plan: Geoffrey Botting, Woodcote Neighbourhood Plan Chairman

Key points noted as follows in no particular order:

Check other examiners reports – this helps know what is exactly is required and how to get it through referendum

Be thorough in your documentation – audit trail

Know what legal documents you need: Neighbourhood Plan, Consultation Statement and Basic Conditions Statement

Have clear objectives

Set you end date – it's a good 2-3+ year project

Time commitment may work out approx. ½ day a week (more for the Chairman)

Use a road map to enable you to keep to your timescale

Group to meet regularly – ie every two weeks – keep momentum

Keep your community updated on all decisions – regular communication is essential to keep your community on board

Use various methods of communication ie newsletter, radio, library, leaflets, posters, a stand with info in Parish office, open days for community to view all info

Remember is what your community would like and where they would like it not your own opinions

Manage expectations

3 **Brief introductions of all attendees**

List of attendees at the end of the minutes.

4 **Appointment of a Chairman and deputy (ies)**

John Fox and Roy Gordon stood for Chairman – both agreed to be Deputy if not elected at Chair.

John Fox elected as Chair

Roy Gordon to be Deputy

Decision made not to have a 3rd Deputy – too confusing

5 **Confirm name of group (e.g. Advisory, Steering, etc.)**

The group is to be called "**Wheatley Neighbourhood Plan Committee**".

6 **Agree focus areas** ...suggestions are:

- a) Process and community engagement
- b) Infrastructure
- c) Housing sites and design policies
- d) Environment and Sustainability
- e) Employment
- f) Community, Leisure and Wellbeing.

Agreed focus areas as:

- a) Administration, Policy, PR
- b) Housing
- c) Infrastructure
- d) Communication
- e) Community

7 **Agree key roles and appoint volunteers into roles**

Role to be agreed at the next meeting, together with Terms of reference, Road Map with end date etc.

C/fwrld to
next
meeting

8 **Discuss and agree initial communications, internal and external**

Suggestion of designated persons to circulate information/minutes to the group (ie Chairman and/or Deputy Chairman) ??

C/fwrld to
next
meeting

9 **Agree future meetings dates/venues**

Next meeting will be Wednesday 27th January at 7.30pm at Wheatley Park 6th Form Common Room.

10 **Items for information**

John Fox distributed an information sheet for group to review.

C/fwrld to
next
meeting

11 **AOB**

List of members to be circulated to the group

Minutes to be circulated

All email correspondence to have in its subject the following title for ease of recognising correspondence: **Wheatley NP**.

An email group to be set up.

May use Dropbox for sharing documents – to be confirmed.

IT volunteer - Robert Wilson

Chairman

Attendees/Committee members

Rebecca Beadman	Doug Lamont
Mark Davies	David Mancey
Tim Davies	Rachel Newman
John Fox	Toby Newman
Ellie Freeman	Cyril Newton
Roy Gordon	Audrey Parsons
David Harverson	Lucy Thomas
Kevin Heritage	Michael Vaughnton
Andrew Johnson	Paul Willmott

Apologies

Roger Farrow

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Guests

Geoff Stephens
(WPC Chairman)
Geoff Botting
(Woodcote NP Chairman)