

Wheatley Neighbourhood Plan (Wheatley NP/WNP)

Date 16 February 2016

Venue/Time Wheatley Park School 6th Form Centre 7.30pm

Present/apologies See separate sheet at end

Item	Description	Action
1	<p>Minutes of the meeting on 27th January 2016 - agreed</p> <p>John welcomed Charlotte Colver and Chris Hallsworth</p>	[]
2	<p>Matters arising</p> <p>2.1 For the minutes, use numbers, ie 2.1, 2.1a, 2.2 etc not bullet points</p> <p>2.2 Dead line for next Wheatley newsletter is 12th March (it is always printed on the inside of the cover)</p> <p>2.3 There was a discrepancy between the Holton and Wheatley maps presented to the SODC, Holton PC has agreed that the Wheatley map will be used.</p> <p>2.4 It was agreed that Roy should purchase a projector, a long extension cable and an infrared pointer for use during the project RG</p> <p>2.5 A letter was received from the Windmill Society stating that they wish to have a continued clear and unobstructed view of the windmill and flow of wind</p> <p>2.6 Gareth (WPC) has put aside £1000 for expenditure incurred before he has access to £18000 from the SODC. All invoices will be paid from the WPC account. Charlotte said that £10000 will be released when the submitted plan has been signed off. The additional £8000 will have to be applied for against a specific task. David H reported that Tim Blightman had agreed to be the Budget Controller. Charlotte said that the cost of the start up meetings would have to be covered by WPC.</p>	
3	<p>Terms of Reference</p> <p>The ToR were reviewed by the Committee and the following changes agreed:</p> <p>3.1 Page 1(3.4) change 'any documents' to 'any additional documents' RB</p> <p>3.2 Page 2 (4.2) Rebecca to check the reason for the quotation marks</p> <p>RB3.3 Page 2 (4.8) change 'lead' to 'leaders'</p> <p>3.3 Page 2 (4.8) change 'lead' to 'leaders'</p> <p>3.4 Page 3 (5.6) remove the word 'simply'</p> <p>3.4 David M requested that 'Issue Log' should be defined in the Glossary of Terms</p> <p>John thanked Cyril, Rebecca and Paul for creating the Terms of Reference</p>	

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4 **Road Map**

Andrew, Doug, Tim and Cyril prepared the Road Map which was subsequently reviewed by John and Roy.

Andrew presented the Plan and associated Road Map to the Committee. A number of points were raised as follows:

- 4.1 Charlotte said that there would be a statutory consultation phase after the Plan Production - pre submission. Also the Plan should not just be about a small amount of housing but should say how larger numbers could be accommodated.
- 4.2 Lucy thought it important to make it clear to the public that the housing proposed for London Road was not part of our future allocation although the effects on the infrastructure were of course a factor. This fact should be included in the proposed Wheatley Newsletter article.
- 4.3 Charlotte said it would be helpful if something was added to the Plan about policy writing as there might be funding for this. She also drew the attention of the Committee to the services offered by Community First Oxfordshire in the writing of policies etc.
- 4.4 Tim raised the point that if additional funds might be needed if proposals came forward for the future of the Oxford Brookes site. It is unknown what the future of the Brookes site will be, Charlotte advised that land use cannot be imposed on the owner. Oxford Brookes have been asked if they would like to send a 'non voting' representative to these meetings.
- 4.5 The adoption of the Road Map was proposed by Roy and seconded by Tim and was unanimously adopted.

5 **Reports from Teams**

5.1 Admin & Plan Dev't Rebecca updated the Committee on the recent meeting of the Admin and Plan Development Team, previously circulated. David H reported that he has found a volunteer, Chris Hallsworth, to lead the Team; he has also been in contact with Tim Blightman and Allan Hicks both of whom have agreed to join the Team to look after budget control and legal compliance respectively.

5.2 Communications / PR Doug presented the Communications/PR report, previously circulated. John would like to see people going out to community groups to talk and listen to their opinions. Tim raised the point that all such talks need to have the same agenda

Action PR Team

A letter head with a logo needs to be produced. All Teams need to keep the PR Team advised of what they are trying to achieve for inclusion into the proposed flyer.

5.3 Housing and Land Use Mike presented this report, previously circulated. He has been promised support from Professor Tim Dixon, Linda Currie and he can get SODC contacts via Charlotte

5.4 Infrastructure Tim presented this report, previously circulated. He has been in contact with Roger Bettess re Flood and Sewage management and Mike Smith re footpaths. Jim Riley of the police should be contacted

5.5 Community and Business David M presented this report, previously circulated. He was concerned about the crossover between groups, it was agreed that Education matters should remain with his Team.

6 Priorities for next meeting Agenda

It was agreed that each Team should produce their own plan including time lines. These will be discussed at a meeting of Team Leaders plus Andrew, John, Roy and Toby on 2nd March at 7.30 at ASDA. Audrey to book the room. **AP**

The purpose of this meeting is to pull together the plans and make sure there are no overlapping of tasks. Then to create an overall plan

7 Any Other Business

Audrey asked who would be developing a website - this would be Joel Baldwin

8

Attendees/Committee members

Rebecca Beadman	David Mancey
Kevin Heritage	Charlotte Colver
Tim Davies	Paul Willmott
John Fox	Andrew Johnson
Doug Lamont	Audrey Parsons
Roy Gordon	Lucy Thomas
David Harverson	Michael Vaughton
Ellie Freeman	

Apologies

Mark Davies
Cyril Newton
Toby Newman
Rachel Newman
Roger Farrow