

Wheatley Neighbourhood Plan (Wheatley NP/WNP) Full Committee meeting	
Meeting number:	4
Date	Tuesday 22 nd March 2016
Venue/Time	Wheatley Park School, 6 th form centre
Present	Mark Davies Tim Davies Richard Farrow John Fox Ellie Freeman Roy Gordon Chris Hallsworth Kevin Heritage Andrew Johnson Doug Lamont Rachel Newman Toby Newman Audrey Parsons Simon Shew Lucy Thomas Michael Vaughton Paul Willmott
Apologies	Rebecca Beadman Tim Blightman Charlotte Colver David Harverson David Mancey Cyril Newton

Item	Description	Action	
		Who	Date by
1	Apologies		
1.1	Noted as above		
2	Previous minutes		
2.1	Minutes of Committee Meeting No 3, 2016-02-16 and any matters arising – map has been approved by SODC - only one objection form a Holton resident saying Holton should be included. Minutes approved		
2.2	Minutes of Management and Team leaders No 1, 2016-03-02 and matters arising – Noted in point 9.5 and 2 housing allocations ie Brookes site is separate to the housing allocation. New map circulate showing housing areas. Minutes approved		

3	Correspondence		
3.1	from Roger Bettis (advice) and from Charlotte Colver (funding release)		
3.2	Both letters (passed around on single sheet) contained advice on how to gather / express evidence. A further letter from Charlotte Colver on funding release was mentioned under 6.1, stating that the submitting of both Road Map and Proposed Budget are necessary before funding can be released		
4	Budget and Claiming procedures		
4.1	Tim Blightman, budget officer, sends apologies – CH spoke on his behalf and has circulated Tim's note to full committee. Tim has spoken to all teams regarding budget requirements. From initial £1,000 we have £47 left. Claiming procedures will be circulated.	CH/TB	14.4.16
5	Team updates		
5.1	Admin & Plan CH will issue to full committee the Glossary, Compliance review and checklist, process for spend/reimbursement, schedule of available guidance, templates etc.	CH	14.4.16
5.1.1	Community First for Oxfordshire CH raised the possibility of using Community First Oxfordshire(CFO) to do some or much of the NP work needed ie what can they do, at what cost (do we have the budget to cover this) and when. Agreed to follow up. - CH to contact CFO and get some dates to meet the NP Team Leads. Day time meeting to be set up.	CH	14.4.16
	- There was a little confusion about how good CFO are relating to a particular NP, others heard not that good. Context explained – two bodies involved and the planning company provided a poor service in this matter, but decision taken we should contact other NPs for references of CFO	CH/DH	14.4.16
5.1.2	- TN to speak with Charlotte Colver to obtain the cost plans of other NP groups for guidance and also ask if Charlotte is aware of other organisation like CFO?	TN	14.4.16
	Dropbox – details were shared on this document storage system (slides circulated to full committee). The proposal for using it was accepted. RB is our "superuser". Need to provide a user guide to all users. Would have 5 accounts ie one for each team and the all have one log in per team. Chair and deputy chair to have access to all teams accounts. - Costs: Dropbox. 5 accounts @ £110pa for 2 years = £1100 and External hard drive @ £100 - -Have one account set up on a free trial basis and will set up second account to enable testing between 2 groups before committing to full costs.	CH	14.4.16
5.2	Communications/PR Confirmed forms of communications: FB page and Twitter now set up. Website, leaflets in progress and will have displays for boards. Also may use local radio and press if newsworthy.	MD to update progress made	14.4.16
5.2.1	Website - Website developer, Joel, quoted for development of website and once set up we can update it ie don't have to go back to Joel to update.		

5.2.2	<ul style="list-style-type: none"> - Can be developed in 2 weeks, it's the content that takes the time, best to get basics on and up and running then add to it. It needs to be intuitive, easy to use and follow and have key information, pictures and the contact details on it. - Costs: development of website is £600 (50% upfront and 50% at the end). Website hosting @ £175pa for 2 years - Web address: wheatleyneighbourhoodplan.co.uk - Email: info@wheatleyneighbourhoodplan.co.uk - Not everyone will have access but this will be our "public facing" form of communication. 		
5.2.3	<ul style="list-style-type: none"> - Mention of Andrew Cooper, a photographer happy to take some photos for the WNP. However images (subject to copyright) can be downloaded for free. <p>Emails – possibly look at each team having an email address ie admin@wheatleyneighbourhoodplan.co.uk - these are in fact free. However too be confirmed if we proceed with these.</p>		
5.2.4	<p>Newsletters – articles will be in the April editions of Wheatley and also Holton, Waterstock and Waterperry newsletters.</p> <p>Exhibition boards – DL to look at what there is available.</p>	DL	14.4.16
5.3	<p>Housing and Land Dev't</p> <p>Map circulated – confusion over maps. The one circulated was confirmed as the SHLA map of June 2013, but there is another showing green belt. You can access maps on the SODC website. Need correct maps for display on 7th May. Roger has copy of existing housing and population of those houses. Zoopla a good source for this information (enter postcode and get a demographic report).</p>		
5.4	<p>Community and Business</p> <p>PW confirmed that team are data gathering on areas of the community ie local businesses, looking at the community age groups, societies/clubs available, educational facilities etc, demographics etc.</p> <p>Note: Liz Wickens would like to volunteer .</p>		
5.5	<p>Infrastructure</p>	JF/TD	14.4.16
5.5.1	<p>Traffic map – look at monitoring traffic flow through village on entrance and exit points – research undertaken and depicted x10 as key areas. Team decided it would require 24 hour monitoring equipment to gain information needed about the impact of traffic at present and potentially in the future. Once information is gathered an analysis would be made of the findings and reported. Who would analyse this information, what do we actually do with the information. Slides and very detailed minutes have been circulated to the full committee. More discussions needed.</p>		
5.5.2	<p>Costs: 7 sites @ £100, 3 sites @ £180 = £1240</p> <p>Water and sewerage – issues with Thames Water and the resources available now – improvements needed. Wetlands area suggested for area by the treatment works. More discussions needed.</p>		
6	<p>Launch of stage 3 - Consultation</p>		
6.1	<p>Matters arising from AJ's Workshop</p> <p>Looked at housing template to populate the plans. Review to see what issues arising then can finalise (what is the required end product from each team /produce a plan on how to get to there). Timing is now a key factor – plans to be in within 2 to 3 weeks.</p>	Each Team	2 / 3 weeks

	Without this being sent to SODC we cannot secure the funding.		
6.2	Logo – designed by two 16 years pupils from Wheatley Park. The logo depicts the outline of Wheatley on a map in green with Wheatley NP over written in red over it. Logo approved		
6.3	Leaflet – draft shown on screen and hard copy circulated to understand the look of it. Requires formatting but getting close to final version. One point picked up and agreed the that the plan concerns the next 20 years not 25 years. MD to circulate 2 nd draft to full committee for comments and approval. Outcome form leaflet to encourage volunteers to get involved and to request from the community how they wish to be communicate ie email would be cheaper. Cost – £150 for 3,000 copies	MD	23.3.16
6.4	Parish Council AGM – 20 April – this is meeting of the parish chaired by the Parish Council Chairman. JF to speak at this. MD to produce a standard slide deck for this.	JF/MD	20.4.16
6.5	2 May publicity – May Day event, opportunity publicise, leaflets on the stall areas? Best to speak to Gareth or Jack Tuner.	JF	2.5.16
6.6	7 May at the Merry Bells – team input – full committee to think of ways of displaying the information and what exactly we display.	All	30.4.16
6.7	Street reps – nearly feasible – maps being produced.	DL/MD	
6.8	Volunteer list – 2nd communication - Time restraint prevented discussion of the Volunteer list.	JF	
7	Brookes Site update	KH	
7.1	Kevin contacted Sue Holmes at Brookes and she replied: <ul style="list-style-type: none"> - Not vacating the site until 2022 - Staff given notice of date of 2022 to vacate - Already underway moving the faculty of business this leaves Automotive and HR plus student accommodation still on site - Unsure if still need to have students living on the site after 2022 - They will employ a professional company for the disposal - Once site sold Brookes will have no involvement in the site - Value of site will be lower due to asbestos - Sue Holmes happy to meet with WNP if committee want to 		
7.2	SODC interested in site also being used for non educational services ie mixed use, businesses and housing		
7.3	TD mentioned that Wheatley Park School could be interested in Brookes site facilities and affordable housing for teachers.		
8	Projector		
8.1	Potential to buy projector second hand – Roy to confirm the cost. If bought new they would got £249 + VAT.	RG	14.4.16
9	SODC NP Road Show – 16 March – Already dealt with by CH in 5.11, DH being absent.	DH	
10	AOB		
10.1	Discretion JF reminded that he is the public voice of the Committee. Some talk had taken place about re-siting the primary school. This was not, however, raised during the evening. JF has insisted, and will insist, to the community that the WNP Committee is not, and cannot be, a platform, campaign or pressure group. If schemes are discussed or proposed outside Committee, it will spark rumour, damage Committee credibility and undermine JF' assurances. We must remember at all times that the WNP is what the community want and not our opinions, it is the community's		

	plan not the committee members.		
10.2	Outstanding Registers of Interests – reminded those not yet returned to do so.		
11	Date and Venue of next Committee meeting		
	Thursday 14 th April at Wheatley Park School, 6 th form centre		