

Wheatley Neighbourhood Plan (Wheatley NP/WNP) Committee meeting	
Meeting number:	5
Date	Thursday 14 th April 2016
Venue/Time	6 th Form Centre, Wheatley Park School at 7.30pm
Present	Present Rebecca Beadman Mark Davies Tim Davies John Fox Roger Farrow Ellie Freeman David Harverson Kevin Heritage David Mancey Rachel Newman Simon Shew Lucy Thomas Paul Willmott
Apologies	Apologies: Charlotte Colver Roy Gordon Andrew Johnson Doug Lamont Toby Newman Cyril Newton Audrey Parsons Michael Vaughton

Item	Description	A c t i o n	Who	Date by
1	Apologies – as noted above			
2	Minutes of last meeting, 22 March 2016 and matters arising and stage 3 plan update			
2.1				

3	Admin – Budget update		
3.1	Notification of budget requirements – so far is £9,500. Housing still to submit their budget.		
3.1.1	TB to put forward budget suggestion to WNP once all submitted for WNP to agree and then for it to be put forward to CC to enable funds to be agreed and given to WNP. Need a contingent figure for any unexpected costs.	TB	
3.2	Communityfirst Oxfordshire (CFO)		
3.2.1	JF and some of the team leaders met with CFO. very useful meeting. They are willing to assist WNP – their support package initially starts at £13,000 , however they also offer a menu of stages at £2,000 each, if this was a route WNP decided might work better. They did say the most important this is to get the first stage right. They would also view and comment on this and further down the line they could check and advise if missed anything or better use of wording required. CFO aware of Brookes site but unsure how best to handle this, but said Brookes situation should be clarified and needs to be detailed in some form in the plan.		
3.2.2	Following a wide ranging robust discussion, WNP need to research more on what CFO can offer as it was agreed that those attending the meeting with CFO should meet again asap to formulate our ideas before going back to CFO. WNP would also require detailed costs from CFO and let them know the cost limits WNP has for this. Be clear on what we need and what we can afford. WNP needs advice but reserve caution as need to get it right.	JF/ CH/ DH	
3.2.3	Need to be very clear with our scope: needs of the village, sustainability, potential housing sites for the housing needs, housing may need to seek advice from a retired planner (David Potter) recommended by CFO at £450 a day.	JF	
3.2.4	Any advice from CC will be constrained as she is an employee of SODC.		
3.2.5	Mention was made of "My Community" website as it lists what we can claim for so could be useful.		
3.2.6	TD asked CC about budget and if she had any information she could let us have but she had nothing she could pass on. TD spoke to Woodcote and their budget was £10,000 - most went on the plan with approx. £3,000 on other items and for the housing needs survey they outsourced this for confidentiality purposes at a cost of £750. Gives us an understanding that had to work to a tight budget.		
3.2.7	Brookes discussion was raised here under Budget and again, later, under Housing in 7.1. TD raised a point about a separate budget to look at the Brookes site.		
3.3	Dropbox – RB confirmed both Communications and Admin group are now set up and have access to Dropbox. Once working OK then rollout to all groups. RB will meet with teams separately to go through it and give detailed training on its use ie how to access/view. Guide of instructions and protocols to follow will be given to the groups. Separate email for each group using a hotmail address, questioned if gmail would be better?? No decision made and most likely stay with hotmail. Meetings notes from CFO to be added to Dropbox.	RB	

4	Communications		
4.1	Leaflet - MD thanks members for their comments and leaflet now finalised and printed. Had a quote for printing using the Parish Council supplier, but also had a quote from another printer in the village, Paul Edson and he was cheaper and therefore used Paul Edson for printing.		
4.1.1	AP has organised the distribution of this via scouts and volunteers and they will start delivering this weekend in Wheatley and from 21 st April in Holton. The leaflet is very important and is the official first part of how our community hears more of the WNP and how to offer their views and find out more information.		
4.1.2	JF will include mention of leaflet drop (have copies) at Annual Parish meeting and also announce WNP open day on 7 th May.		
4.2	Website – MD confirmed the website had been built and majority of the information is on there with a couple of exceptions but can be added at any stage. The website will go live on Saturday. MD showed the member sand all agreed looked professional and very impressive.		
4.3	Twitter and Facebook – MD confirmed all set up and encourage members to share and re-tweet. Hope this now generates questions and feedback from the community. MD was asked how all the information was going to be picked up so we capture everything and have a record of what is being said and MD confirmed still working on this.		
4.4	Press coverage – asked if this was being looked at especially in view of the size of Wheatley and the Brookes site and RB will follow up with Communications team.	RB	
5	Infrastructure		
5.1	Summarised minutes: <ul style="list-style-type: none"> - water and sewerage report by RF. - traffic survey – WN undecided on this process. TD said he would approach the Parish Council to see if they are willing to contribute half to this. JF questioned TD if asking as a WNP member of a Parish council member? TD said no formal request only asking if they are interested. - footpaths – Mike Smith looking at foot count on junctions around the village Suggested we have this included in a questionnaire. 		
6	Community and business		
6.1	Summarised minutes – continuous collation of information. Drafting questions to be included into the future questionnaire. Noted if need advice on questions then must ask each other or even check with a "professional/experienced person" to make sure we have the right questions in questionnaire.		
6.2	PW and EF to meet with new primary school teacher to engage with her on WNP and how much she can/wants to be involved.	PW/ EF	
6.3	Morland House surgery – KH has met new Office manager, who feels the surgery could cope with an increase of patients. Parking is an issue/cannot make any decision re parking. She did not know anything about the new housing on London Road. She does not live in the village so may be a reason she is not aware. Also did not know about shared services with children centre. She is interested in WNP and what it is doing.		

7	Housing		
7.1	<p>SS reported to the group. Looked at the plan and what can be done to move to forward. Sustainability is the starting point and the CFO also have sustainability as the first step.</p> <p>Below is in no particular order due to the wide ranging robust discussions on this matter.</p>		
7.1.1	Linda Curry is a planner with a local Oxfordshire Growth Board with 5 local divisions [NEED TO ADD 5 NAMES ie Vale West, South, Cherwell, ? and ?] Looking at numbers of homes required. eg Oxford City = 15,000. Baton Park = 800/900. City must sort out its areas for housing before coming out to the districts.	SS	
7.1.2	AC Nielsen site is being vacated and most likely used for housing and is in Oxford City.		
7.1.3	Brookes site is 22 acres and not part of Wheatley housing allocation, could it be viewed as part of Oxford allocation?		
7.1.4	SODC Green Belt study (I think) found that the Brookes site has 'lost its Green Belt characteristics', which is not quite taking it out of the GB. That would need a higher authority.		
7.1.5	Brookes site discussed again: 7/8 years until land available. Site already expensive due to removal of asbestos etc before even start developing. Planning will go through SODC. How much time does WNP spend on the Brookes site, need to look at this but limit the time spent. Suggestion of a separate group to research Brookes site – JF advised caution as could waste money on this		
7.1.6	Suggested speak to someone at SODC about this issue with Brookes; suggestions put forward ie Mr Potter, a planner, Beryl Giver, retired but JF said we should seek professional advice and should ask TN to ask SODC.	TN	
7.1.7	7th May open day discussed what should we say if Brookes site brought up – agreed that we must say "yet to be decided".		
7.1.8	TD suggested a questionnaire asking the community what they want and put forward suggestions ie housing, education, businesses etc.		
7.2	JF summarised as follows:		
7.2.1	Continue to research and look at issues for each group. Land assessment analysis is on-going. SODC should have numbers in September. Timing: 16 September = identified site options and housing needs. 17 March = select preferred options.		
7.2.2	Brookes is not part of Wheatley quota. Needs a light touch for Brookes as only part of WNP. Wheatley is the bigger part of the plan.		
7.2.3	SODC Development Plan will be adopted in 2018. May/June is consultation for the plan. Nov/Dec is final consultation. This is good timing for WNP and putting their plan in place. Noted SODC look at numbers whilst WNP is set up to look at locations.		

8	Other matter		
8.1	"Issues as they are" JF sent to team leaders in readiness of Annual Parish meeting on 20 th April. JF has four slides to present and Communications team to check these for consistent WNP approach to PR material.	JF/ RB	
8.2	Open day on 7 th May – need to have a rota of people available to help on the day to talk to the community ad serve tea and coffee etc. Also how to we advertise this and how to we display information on the day?	ALL	
8.3	JF confirmed we have several volunteers willing to be street reps and deliver leaflets etc.		
8.4	AP secured using porch space at Asda on August bank holiday weekend.		
8.5	TD confirmed Sunday 12 th June is the street party to celebrate the Queen's90th birthday from 2pm-10pm and could another opportunity to have leaflets available and engage in discussion.		
8.6	Mapping – RF has collated various information and using software called GIS is able to upload data and build a mapping system overlaying greenbelt, conservation sires, footpaths, potential housing sites, flood plains etc. Useful to build up information and use as a database for how we view the land. All agreed a great piece of software.		
9	AOB		
	Next meeting Thursday 28 th April to plan for open day on 7 th May.		