

<b>Wheatley Neighbourhood Plan (Wheatley NP/WNP) Committee</b>	
<b>Meeting number:</b>	6
<b>Date</b>	Thursday 28 <sup>th</sup> April 2016
<b>Venue/Time</b>	7.30 p.m. Wheatley Park School 6th Form Centre
<b>Present</b>	Rebecca Beadman Mark David John Fox (arrived at 8.30pm) Ellie Freeman Roy Gordon – Chaired meeting Chris Hallsworth Kevin Heritage David Mancey Rachel Newman Toby Newman Cyril Newton Audrey Parsons Lucy Thomas Michael Vaughton Paul Willmott
<b>Apologies</b>	<hr/> Tim Blightman Charlotte Colver Tim Davies Richard Farrow David Harverson Andrew Johnson Doug Lamont Simon Shew

<b>Item</b>	<b>Description</b>	<b>Action</b>	
		<b>Who</b>	<b>Date b y</b>
	RG opened the meeting by offering our best wishes to Glen Fox for a speedy recovery.		
	RG acknowledged Tim Davies' resignation letter but did not want comment further until JF had seen it. On JF arrival later RG confirmed he would speak to JF separately from the group.		
<b>1</b>	<b>Apologies</b>		
1.1	As noted above		

<b>2</b>	<b>Minutes of meeting on 14 April 2016 – all agreed</b>		
2.1	Matters arising = none		
2.2	Additional item: Register of Interests and outstanding forms not completed and returned – RG requested that CN, CH, TB, RF and AH return these as soon as possible.	RG	

<b>3</b>	<b>'Granular' Budget for urgent submission to SODC</b>		
3.1	CH went through Budget summary:		
3.1.2	Housing – printing costs under Admin section to cover maps etc.		
3.1.3	Infrastructure - provision for a traffic survey and will wait to focus on 3 or 4 specific sites. TD approach Parish Council to share the cost and F&GP potentially have said they will pay half. Parish Council may want to have a traffic survey for the whole village in the future and if so they would pay for this not part of WNP budget.		
3.1.4	TD requested a contingency fee of £3,500 to cover traffic plans and parking surveys. Parking survey is for Parish Council not for WNP to take forward. Agreed no individual team should have a contingency fee only WNP as a whole.		
3.1.5	Admin has some crossover of requirements with other teams. Dropbox we will have one account with 5 licenses. The dropbox account holder must be one of the licensees. Comms team have trialled and all are very familiar with it. Can now roll out to others teams.		
3.1.6	CFO: team leaders to meet again and review proposal and decide whether to engage or not.		
3.1.7	A projector has been purchased for £500 but Parish Council have paid half and share the use of it.		
3.1.8	Room hire not budgeted for and agreed that "permissions" to be taken out of the budget and for this to be replaced with room hire at £500		
3.1.9	Photographer = free of charge		
3.1.10	Graphic design for final WNP plan has been budgeted at £500.		
3.1.11	Contingency for WNP is £3,000		
3.1.12	Comms team very detailed in their requirements.		
3.1.13	Publicity – nothing budgeted but should be able to get free coverage via local BBC TV and radio and in The Oxford Times – with Comms team to sort out.		
3.2	£9,000 funding from Locality, through Parish Council – TB and CH to complete the very detailed 10 page form which then needs to be input on-line by Gareth Morris and TB will assist with this. Note: these funds have to be spent by March 2017 or can apply in smaller funding amounts .	CH/ TB	
3.3	WNP agreed budget so can proceed with application for £10,000 from the SODC. CC has already raised a PO for the funds and just awaiting the WNP budget summary and email from the Parish Council and the funds will then be processed.		
3.4	The funds from SODC are not time-constrained so the way forwards is to spend the Locality funding first.		
3.5	Teams to email RB dates of their meetings	RB	

<b>4</b>	<b>7 May WNP Open Day, Merry Bells</b>		
4.1	Open day timing sheet circulated for WNP committee to detail when they would be at the Merrybells, including set up time on Friday evening. RG to circulate after meeting to all members for additional names to be added.	RG	
4.2	MD confirm that the Core Teams: Housing, Infrastructure and Community and Business would areas with display boards (12 boards in total) in the hall with copies of maps, the road map posters, leaflets etc. Comms team have produced a large sheet for each core teams – all agreed looked very good. Also suggestion of showing Google earth map too. Roger will also bring his laptop and show the GIS software that "overlays" various information ie flood, paths etc on the Wheatley map area for the WNP. DL producing collateral for the open day. Possibly have large sheets or A4 paper for people to write on		
4.2.1	<b>Note:</b> WNP are evidence gathering only from the Wheatley community and have no opinion on housing site or the Brookes site. The community decides.		
4.2.2	<b>Note:</b> There no preferred housing sites yet decided so nothing to be publicised.		
4.2.3	<b>Note:</b> Brookes site: inevitably we will be asked but WNP do not know what will happen (it is all speculative!) and are asking the community when the site comes up what would they like to see – gather their comments. If we have this included in our WNP Plan then it is part of the policy and must be taken into account.		
4.3	TN to provide original information on what a neighbourhood plan is.	TN	
4.4	Questionnaire to be available for people to complete on the day with a limited number of <b>open questions</b> (say 10) so that we gauge the communities thoughts and comments on what they want for Wheatley. WNP Open day gives the community the opportunity to ask questions and get engaged with the WNP and pass on their comments. What Wheatley needs and not Where is the important question at this time.	All	
4.4.1	Must have space for people to add their address, email, telephone number and ask how they wish to be communicated ie hard copy or email.		
4.4.2	Any draft questions to be put forward by next Wednesday 4 <sup>th</sup> May.	All	
4.5	WNP will have name badges so the community know who we are. Have website on display via laptop/projector.	??	
4.6	Refreshments (so far 5 volunteers from Communiqué 2.) RB to purchase tea/coffee/milk/soft drinks/biscuits from the local shops and all refreshments will be free.	RB	
4.7	Colouring pens and papers to be available for the children.	??	

<b>5</b>	<b>Team Meetings: bullet points.</b> (No minutes of any meetings since 14 April received as of 23 April)		
5.1	Covered elsewhere in the meeting.		
5.1	Tim Dixon (Professor at Reading) will be joining the Housing team. he must sign a register of interest. RG to send on to MV to forward.	RG	
<b>6</b>	AOB		
6.1	<p><b>Annual Parish Meeting, 20 April:</b> JF fed back which was a very long meeting but brought to light how many societies Wheatley has! Mini light questionnaire was circulated with 3 questions , 5 were returned .</p> <p><b>Minor publicity 2 May</b> at Wheatley Mayday festivities. – posters around the village and shops and leaflets on display at refreshments areas.</p> <p><b>Dropbox</b> ceasing to support Windows XP end of August.</p> <p><b>TD resignation:</b> WNP acknowledged TD's resignation and JF commented that he thought it was very gallant and TD has left in a way that all the WNP can meet amicably together after this. TD has the community at heart. JF will reply to TD's letter on behalf of WNP. As TD was leader of the Infrastructure team, JF suggested they meet to discuss his replacement. MV to organise. All agreed.</p> <p>Street reps: 60 volunteers (70 keep me informed). 1 volunteer to cover 30 houses or ask how many they can manage. JF to send a brief letter to volunteers about WNP and explain what WNP would want form them.</p> <p>Website: missing photos</p>	TN/ EF RG	
	Next meeting: <b>Tuesday 17<sup>th</sup> May</b> at 7.30pm at Wheatley Park, 6 <sup>th</sup> Form centre in a classroom		