

**Minutes of the Drayton 2020 Steering Group Meeting held at 3pm on Friday 28<sup>th</sup> September 2012 in the Village Hall Lounge**

**Present: Tom Shebbeare (as Chairman); Oenone Grant; Christine West; Richard Williams**

**Not Present: Andrew Bax; Richard Webber**

**In Attendance: David Perrow (Parish Clerk)**

**Minutes**

**2012/009 The Minutes of Previous Meeting** held on 14<sup>th</sup> September were **approved** subject to a correction under Minute 2 concerning vegetarian meals (which were not served), and a typo for Savilles in Minute 3(v).

**2012/010 Apologies** were received from Andrew Bax and Richard Webber.

**2012/011 Matters Arising/Report Back on Actions**

(a) **Time of Meeting.** It was noted that this meeting had been shifted to 2pm from 7pm, but in future meetings would be held at 7pm to allow more people to attend.

(b) **Attendance by Anton Nath (ORCC) and Mike Habermehl.** It had been decided not to invite Anton and Mike to this meeting. This option might be pursued later. It was **suggested** that Mike Habermehl might be approached to provide a 'vision'/visual for a possible future 'Centre of the Village', and this this might be a sub-project funded directly by the Drayton Community Trust (DCT).

**ACTION:** Tom Shebbeare to discuss this proposal with Andrew Bax (for DCT) and if agreed by DCT, approach Mike Habermehl to discuss the envisioning of a village centre, and agree a price to be paid directly by DCT.

(c) **Referendum Date.** Richard Webber was asking the VWHDC for advice on this. The Clerk would check with Richard Webber/VWHDC to get an answer on this point.

**ACTION:** Clerk to find out from Richard Webber/VWHDC a suitable referendum date to aim for.

(d) **Working Group Conveners.** Richard Williams had approached four conveners and the following four people had expressed interest in considering taking on this role: Diane Dunsdon; Oenone Grant; Janet Manning and Christine West. Diane and Janet could not come to a 2pm meeting but it is hoped that all four conveners would be able to be present at the next meeting on Friday 5<sup>th</sup> Oct, when the meeting would be held at 7pm.

(e) **Website.** The Clerk had approached Laurence Zipson, the village website Webmaster, and asked for a Drayton2020 section on the village website. There were some technical difficulties to overcome, but this was under consideration and would be discussed next Monday at the monthly Parish Council meeting.

- (f) **Neighbouring Parish Councils contact.** The Parish Council had advised that it was too early to approach neighbouring parish councils formally, but the Clerk had spoken to the Parish Clerk for Sutton Courtenay and for Marcham, and had put together an email note about known housing developments either with recent planning permission or currently in application (see attached). Publicity in both the Oxford Times and the Abingdon Herald about Drayton2020 had alerted neighbouring councils of Drayton's neighbourhood planning process to date. Drayton was in advance of its neighbouring parishes with its planning process.

### **2012/012 School Governors Meeting - Monday 24<sup>th</sup> Sept – Report Back**

Richard Williams had attended the School Governors' meeting on behalf of Drayton2020 and had explained the neighbourhood planning process to them. There was concern about the school capacity if Drayton took any extra housing. Rev Rebecca Peters was a community school governor, and Richard Williams will continue to liaise with her. It was **suggested** that the children's' parents should be targeted specifically as a group for Drayton2020 publicity, and that contact could best be made with them at the end of the school day when they collected their children.

### **2012/013 Working Groups**

- (a) Christine and Oenone were welcomed to the meeting and some time was spent briefing them on the background to neighborhood planning and the actions of Drayton2020 to date. It was **suggested** that a 5<sup>th</sup> Working Group to work on the 'Centre of the Village' concept should be formed.
- (b) **Meetings and Methods:** It was **agreed** that Working Groups could meet in private homes or in the pub, but must be open to anyone from the village who wished to participate. Email participation should also be welcomed.
- Working Groups should aim for a minimum of 4 members plus convener. A public venue could be hired by the Clerk if conveners wished to meet in the Caudwell Day Centre or Village/Church Hall etc. Working groups should: walk round the village; use maps to stimulate discussion and gather information; research information on their topic (e.g. transport/leisure/work).
- (c) **Housing.** It was **agreed** that housing must be a priority issue, given the need to have a community view by January 2013 if speculative development was to be blocked. Each of the Working Groups would need to look at housing first. It was **suggested** that the village might be 'zoned' to indicate where housing (if any) should/should not be permitted, and where community developments (such as village hall/playgrounds/open space etc.) might be placed. The idea of a 'village centre' could form part of such a high level view.
- (d) The following actions were **agreed:**
- ACTION:** Richard Williams to brief the conveners on their role, method and expected outcomes by drafting a revised Briefing document and by taking the conveners on a tour of the village.
- ACTION:** Clerk to draw up a 'hierarchy' illustrating the relationship of the Parish Council/Drayton Community Trust and the Working Groups, and relationship to other bodies (such as VWHDC and Oxfordshire County Council)
- ACTION:** Clerk to bring a village map to each meeting, and to equip each Working Group with a map.

### **2012/014 Publicity**

This item was postponed to the next meeting. It was **noted** that the post of Publicity Officer was still vacant.

**Tree planting:** Richard Webber had suggested a 'quick win' would be to plant some trees. This suggestion was also held over to the next meeting, but it was **noted** that the Millennium Green had enough trees already, and that other publicly owned land (such as Sutton Wick/The Green/Village Hall area) were equally not areas that would benefit greatly from extra trees at present. Obtaining permission from VWHDC/OCC/landowners for trees on their land would not be a 'quick win'.

[Clerk's note: the Tree Council's National Tree Planting Week is 24<sup>th</sup> November to 2<sup>nd</sup> December  
<http://www.treecouncil.org.uk/community-action/national-tree-week>]

### **2012/015 VWHDC – Infrastructure Notification**

An invitation had been received from VWHDC (see Appendix A) to submit details to them about the infrastructure the village required. This would be considered further at the next Drayton2020 meeting.

### **2012/016 Design Council – offer of place on course**

It was **decided** to take no action on this offer, since such courses were being offered, and had been attended, organised by other bodies.

### **2012/017 Finance**

- (a) **Income and Expenditure to date:** The Clerk had circulated a report of known & estimated expenditure to date. The £1,000 originally allocated by the Parish Council had now been spent. Drayton Community Trust had about £1,000 remaining from its funds allocated.
- (b) **VWHDC Funding.** An email from David Buckle (21<sup>st</sup> Sept) was **noted**. The VWHDC had yet to decide how much of the Government's £30k for each neighbourhood plan would come to Parish Councils for their costs. VWHDC would have cost relating to the referendum and independent examination, plus other staff and advertising costs. The hold back could be a considerable part of the £30k, and it would be several weeks before funds from this source will be confirmed.
- (c) **Financial Procedures for appointing consultants.** The Clerk reminded the Steering Group that since public money was involved the Parish Council's financial regulations and procedures for quotes and tenders would need to be followed. This would be written into the Terms of Reference.
- (d) **Grant applications.** This item was held over to the next meeting. In the absence of immediate funding from VWHDC, fundraising would be needed before any consultants could be hired or major expenses incurred.

### **2012/018 Steering Group**

- (a) **Terms of Reference:** Suggested revisions had been made to the first draft by Daniel Scharf, as Chairman of the Parish Council/PC Planning Committee. No further changes were suggested at this meeting. The ToRs will now go to the Parish Council meeting on Monday 1<sup>st</sup> October for consideration.
- (b) **Membership.** In the absence of Richard Webber it was suggested that Daniel Scharf join the Steering Group to advise on planning and local government issues. It was hoped that the four conveners would also join the Steering Group, giving a membership of 8 (plus Clerk). It was noted that whilst this would correct the gender balance (to 50:50) and introduced younger people to the group, there was still a need for representation from the west of the village.
- (c) **Chairman/Vice Chairman.** Andrew Bax had agreed to act as Chairman, and Tom Shebbeare as Vice Chairman.
- (d) **Publicity Officer.** This role is vacant at present.

### **2012/019 Date and time of Next Meeting**

The next meeting was agreed as **Friday 5<sup>th</sup> October at 7pm in the Caudwell Day Centre**

### **The meeting concluded at 4.15pm.**

A walk around the village took place after the meeting

## **Appendix A: Call for town and parish councils to think about infrastructure for new development**

Town and parish councils are being encouraged to think about the infrastructure their communities will need as they grow to accommodate new development planned in their areas.

Councils may be doing this already as part of neighbourhood or Community led plans. What these say will add to the council's work and their local knowledge will help to build up a complete picture of the area's needs. Parishes and town councils with plans will be able to draw on these when they are thinking about infrastructure, but this doesn't prevent those which don't have them from identifying local needs in their areas.

By thinking about what their communities will need in advance, towns and parishes will be in a good position to respond to consultations on individual planning applications and planning policies proposing new development in their areas, and to bid for new facilities.

Towns and parishes should bear in mind that there must be a planning reason for whatever it is they seek, and that this must be connected with, and proportionate to, the development itself.

When setting out what infrastructure they think a development in their area ought to provide it will be helpful if town and parish councils specify the infrastructure projects and costs involved in as much detail as possible.

Suggestions should be referred to [planning.policy@whitehorsedc.gov.uk](mailto:planning.policy@whitehorsedc.gov.uk) in the first instance. If you have a question please contact Brian Crooks Shared Community Infrastructure Officer [brian.crooks@southandvale.gov.uk](mailto:brian.crooks@southandvale.gov.uk) 01491 823745

## ACTION CHECKLIST- DRAYTON2020 MEETING – FRIDAY 28<sup>th</sup> SEPTEMBER 2012

<b>Who</b>	<b>Action Point</b>	<b>Report back on Action</b>
<b>Tom Shebbeare</b>	Tom Shebbeare to discuss this proposal with Andrew Bax (for DCT) and if agreed by DCT, approach Mike Habermehl to discuss the envisioning of a village centre, and agree a price to be paid directly by DCT.	
<b>Richard Williams</b>	Richard Williams to brief the conveners on their role, method and expected outcomes by drafting a revised Briefing document and by taking the conveners on a tour of the village	
<b>Parish Clerk</b>	Clerk to find out from Richard Webber/VWHDC a suitable referendum date to aim for.	
<b>Parish Clerk</b>	Clerk to draw up a 'hierarchy' illustrating the relationship of the Parish Council/Drayton Community Trust and the Working Groups, and relationship to other bodies (such as VWHDC and Oxfordshire County Council)	
<b>Parish Clerk</b>	Clerk to bring a village map to each meeting, and to equip each Working Group with a map.	