

Confirmed Minutes of the Drayton 2020 Steering Group Meeting held at 7pm on Friday 5th October 2012 in the Caudwell Day Centre, Gravel Lane, Drayton

Present: Andrew Bax (Chairman); Diane Dunsdon; Oenone Grant; Janet Manning; Daniel Scharf; Christine West; Richard Williams

Not Present: Tom Shebbeare; Richard Webber

In Attendance: David Perrow (Parish Clerk)

Minutes

2012/020 The Minutes of Previous Meeting held on 28th September were **approved** without any amendments

2012/021 Apologies were received from Tom Shebbeare and Richard Webber.

2012/022 Matters Arising/Report Back on Actions

(a) **Organisational Chart.** The Clerk tabled an organisational chart which had been emailed to all Steering Group members.

(b) **Maps.** Richard Williams had brought along two of the large scale village maps. Andrew Bax had two more at his home. Richard Williams and Daniel Scharf took one map each to take along to the Working Groups they would be joining. Andrew Bax would do likewise, and would pass his other map to Tom Shebbeare to take along to the group he joins (see below).

ACTION: Andrew Bax to pass one of the large village maps to Tom Shebbeare. Each map holder to take their map to each Working Group meeting.

2012/023 Working with the Vale of White Horse District Council

(a) **Liaison Contact.** The Clerk had received an email from Laura Howard (Planning Officer, Development) at VWHDC. Laura will be our contact with the Vale. It was **decided** to invite Laura to the next meeting of the Steering Group in two week' time.

ACTION: Clerk to invite Laura Howard to the next Steering Group meeting

(b) **Boundary for Drayton2020 Plan.** Though it was uncontroversial, it was a legal requirement that the VWHDC consulted widely on the proposed boundary for the Drayton Neighbourhood Plan, which had been applied for as the area defined by the parish boundary. This would take a few weeks, and would cost the VWHDC some money and staff time, which costs would be refunded by central government.

2012/024 Timescales for Plan

From Laura Howard's email (4th Oct) it appeared that the timing of the Referendum on the Drayton Neighbourhood Plan (NP) would be decided as much by the pace at which VWHDC was able to prepare its own Local Plan (LP). The Drayton NP would need to develop in tandem with the VWHDC LP since by law this overrode neighbourhood plans if there was any conflict. Nevertheless it was **agreed** that the Drayton NP should proceed as rapidly as possible, since the existence of any plan with local consultation and backing would carry

weight with planning authorities and inspectors. There was **legitimate expectation** that any plan in progress on which public money (from Parish Council/VWHDC/govt.) had been expended should be given due weight in decision making by public authorities.

2012/025 Finance

- (a) **Income and expenditure to date.** There had been no further expenditure since the last meeting. The Parish Council's original £1k allocation had been spent up, and the PC had voted at its last meeting to allocate a further £2k from its budget this year. It was reported that the admin costs for the Clerk's support would cost c£2k p.a., so £1k of the newly allocated £2k would be needed for this purpose over the next 6 months to the financial year end, leaving £1k free for other costs. The Drayton Community Trust also had about £1k remaining from its original contribution, so c.£2k unallocated funds remained in total. It was **agreed** that any funding for a vision for the village centre should come from other funds raised, and not from this £2k.
- (b) **VWHDC funding.** Further information about the £30k allocated by government to VWHDC for each neighbourhood plan indicated that monies to assist Drayton in its planning would not be forthcoming in the short term, and there was doubt about how much VWHDC would allocate to Drayton out of the £30k when they did receive it. Though there was uncertainty about this, it appeared that the money was back-loaded, with only circa £5k available to VWHDC in January 2013, for which they had to apply. This was intended, it was now said, to cover VWHDC admin costs, such as defining the area of the plan (see 2012/023b above). The remaining £25k would be available to VWHDC towards the end of the process to recover their independent scrutineer's and referendum costs. Despite public statements to the contrary, it looked like very little of the government money would be available to parishes. Nevertheless, Drayton2020 would be pressing VWHDC for funding, on the basis of promises made on behalf of VWHDC at the public launch.
- (c) **Budget.** Discussion took place regarding the hire of consultants to guide the plan process. It was **agreed** that since so little finance was now available as much as possible would have to be done using local voluntary effort. ORCC can offer assistance at reasonable cost for some parts of the process (e.g. devising and analysing a household questionnaire). VWHDC (Laura Howard) would have to provide a guiding hand on a regular basis. There were two statutory elements which would need professional help:
- **Viability report.** This would need an RIC qualified person. Costs might be circa £2,5k. However, it may be possible to identify someone to provide their professional services for free. Richard Webber and Tom Shebbeare would be asked if they knew of anyone.
ACTION: Clerk to ask Richard Webber and Tom Shebbeare if they knew of anyone with RICS qualifications who might volunteer to produce a viability report for Drayton
 - **Sustainability appraisal.** There is a template for this on the VWHDC website. It was stated that this was something that VWHDC should be expected to do for Drayton, with our assistance.
- The conclusion of the discussion was that an initial budget of circa £5k would get the process started, provided that VWHDC met their expected obligations and that the main effort was provided gratis by volunteers.
- (d) **OCC and other grant applications.** Discussion of further fundraising was held over to a future meeting.

2012/026 Housing

It was **agreed** that each Working Group would look at housing, using information supplied to the conveners by Richard Williams. The Steering Group itself would constitute the group that would draw together the housing options, and if necessary a special meeting of the Steering Group will be held on housing. It was **agreed** that in order to ensure the two way information flow on housing issues between the Working Groups and the Steering

Groups, one extra member of the Steering Group would join each of the Working Groups for at least their initial meetings. The allocation membership allocation agreed was:

- Look & Feel/Village Centre – Tom Shebbeare
- Sustainability – Daniel Scharf
- Transport – Andrew Bax
- Work & Play – Richard Williams

2012/027 Working Groups

The Working Group conveners were confirmed as:

- **Look & Feel (including Village Centre):** Janet Manning
- **Sustainability:** Diane Dunsdon
- **Transport:** Christine West
- **Work & Play:** Oenone Grant

It was **agreed** that the Conveners would arrange a meeting with the villagers who had so far volunteered within the next 2 weeks. Richard Williams will pass the details of those who had signed up to the Conveners. The meeting would be in their own homes unless numbers became too large, in which case they would contact the Clerk to book an alternative venue.

ACTION: Conveners to arrange their first Working Group meetings

ACTION: Richard Williams to give the Conveners details of those who had signed up to their Working Groups

2012/028 Publicity

- (a) **Email list briefing.** It was **agreed** that the Clerk would draft and send out to the mailing list a briefing to update villagers and to invite them to participate in the Working Groups and attend future Steering Groups.

ACTION: Clerk to draft an update Briefing and send this out to the email list.

- (b) **Email List.** The Clerk reported that he had checked the email list and had de-duplicated names. He had also identified circa 50 other email addresses held by the Parish Council which were not on the Drayton2020 list. He will email these the Briefing and ask if they wished to receive Drayton2020 mailings in future. Together the two lists comprised 212 email addresses. Some were joint, so it was estimated that the combined list will reach circa 25% of the village households and most organisations and businesses.

- (c) **Drayton Chronicle.** Richard Williams agreed to write the Drayton2020 update for the next Chronicle.
ACTION: Richard Williams to write a Drayton2020 article for the next Chronicle.

- (d) **Noticeboards.** The Clerk will put the Minutes and Briefing up on the four village noticeboards: on the Green (bus stop); outside the Mace Shop; in the St Peters Church porch; in the Village Hall.

ACTION: Clerk to place Drayton2020 information on the village noticeboards.

- (e) **Website.** Laurence Zipson (village website webmaster) was working towards providing a main part of the website for Drayton2020. Meantime the Clerk will put relevant documents on the Parish Council's area of the website.

ACTION: Clerk to put Drayton2020 material on the village website.

- (f) **Publicity Officer.** It was noted that there was still a vacancy for a Publicity Officer. It was hoped to recruit an extra Steering Group member for this role, preferably a younger person/someone from the west side of the village. Until this vacancy was filled it was suggested that Tom Shebbeare might fulfill this role, and Andrew Bax will approach him to ask him.

ACTION: Andrew Bax to ask Tom Shebbeare if he will take on the role of Publicity Officer *pro tem*.

- (g) **Tree Planting.** It was **decided** not to go ahead with a tree planting venture at this stage.

2012/029 Steering Group

- (a) **Meetings.** It was **agreed** that future Steering Group Meetings would be held fortnightly, on Fridays at 7pm and using the Caudwell Day Centre, when available, as the regular meeting venue.
ACTION: Clerk to book the Caudwell Day Centre for future meetings.
- (b) **Membership.** It was **agreed** that if possible up to two extra members should be added, but these to be younger people and from the west side of the village.
- (c) **Terms of Reference.** The draft Terms of Reference, which had now been agreed by the Parish Council, was **accepted**.
ACTION: Clerk to publish agreed Terms of Reference.

2012/030 Any Other Business

- (a) **Statement of Community Involvement.** Daniel Scharf pointed out the need for a continuous record of community involvement in the neighbourhood planning process. It was **agreed** that the Clerk would maintain this record.
ACTION: Clerk to maintain the record for the Statement of Community Involvement.

2012/031 Date and Time of Next Meeting(s).

Future meetings were agreed as:

Friday 19th October/ Friday 2nd November/Friday 16th November/Friday 30th November

All at 7pm in the Caudwell Day Centre

The meeting concluded at 9.15pm.

ACTION CHECKLIST- DRAYTON2020 MEETING – FRIDAY 5th OCTOBER 2012

Who	Action Point	Report back on Action
Andrew Bax	Andrew Bax to pass one of the large village maps to Tom Shebbeare. Each map holder to take their map to each Working Group meeting.	
Andrew Bax	Andrew Bax to ask Tom Shebbeare if he will take on the role of Publicity Officer <i>pro tem</i> .	
Diane Dunsdon	Conveners to arrange their first Working Group meetings	
Oenone Grant	Conveners to arrange their first Working Group meetings	
Janet Manning	Conveners to arrange their first Working Group meetings	
Daniel Scharf	Each map holder to take their map to each Working Group meeting.	
Tom Shebbeare	Each map holder to take their map to each Working Group meeting.	
Christine West	Conveners to arrange their first Working Group meetings	
Richard Williams	Richard Williams to write a Drayton2020 article for the next Chronicle.	
Richard Williams	Richard Williams to give the Conveners details of those who had signed up to their Working Groups	
Richard Williams	Each map holder to take their map to each Working Group meeting.	
Parish Clerk	Clerk to invite Laura Howard to the next Steering Group meeting	Done – Laura will attend next meeting on 19 th Oct
Parish Clerk	Clerk to book the Caudwell Day Centre for future meetings.	Done – to end November
Parish Clerk	Clerk to draft an update Briefing and send this out to the email list. Clerk to place Drayton2020 information on the village noticeboards.	Done
Parish Clerk	Clerk to put Drayton2020 material on the village website.	
Parish Clerk	Clerk to publish agreed Terms of Reference	
Parish Clerk	Clerk to ask Richard Webber and Tom Shebbeare if they knew of anyone with RICS qualifications who might volunteer to produce a	

	viability report for Drayton	
Parish Clerk	Clerk to maintain the record for the Statement of Community Involvement.	