

Minutes of the Drayton 2020 Steering Group Meeting held at 7pm on Friday 11th January 2013 in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY

Present: Andrew Bax (Chairman); Pat Athawes; Janet Manning); John Scott; Tom Shebbeare; Richard Webber; Richard Williams

Not Present: Diane Dunsdon; Christine West

In Attendance: David Perrow (Parish Clerk); Anton Nath & Tom McCulloch (ORCC); Laura Howard & Katherine Macdonald (VWHDC Planning Dept.)

Minutes

2013/001 Public Participation

Five members of the public were present (Chris Bone; David Mercer; Chris Price; Antonia Seymour; Daniel Scharf), and took part in discussions throughout the meeting. The meeting began with introductions around the table.

2013/002 Apologies had been received from Diane Dunsdon and Christine West and were **noted**

2013/003 The Minutes of Previous Meeting held on 14th December were **approved** without any amendment.

2013/004 Matters Arising/Report Back on Actions

(a) **Design Council/CABE support.** The Clerk reported that the Design Council/CABE had offered Drayton some days of consultancy support. It was **agreed** to accept this offer and the Clerk was asked to find out the timescale for the assistance. It was thought that the help might be focused on e.g. new/refurbished village hall design and costings, but this would need to be decided later, once the Drayton2020 plan had progressed further through its consultation process.

ACTION: Clerk to contact Design Council/CABE to ask about timescales for assistance

(b) **RSPB Garden Birdwatch.** Pat Athawes reported that information was available about the previous January's Birdwatch survey via the RSPB website, and that she was looking into this..

ACTION: Pat Athawes to continue to investigate the 2012 RSPB Birdwatch data for Drayton postcodes.

(c) **Local Author.** Andrew Bax advised that in view of the work involved a Brief should be agreed outside the meeting before the local author was approached.

ACTION: Andrew Bax to consult on and draw up a brief for the local author.

(d) **Facebook and Twitter.** A meeting was being arranged with DAMASCUS staff and local young people to consider how they might be involved in the Drayton2020 NDP, and this issue would be addressed at that meeting.

ACTION: Daniel Scharf to arrange a meeting with DAMASCUS staff and local young people.

2013/005 Vision and Project Plan

John Scott had drafted a Vision statement. It was decided to ask each Working Group to look at and comment on this draft, and to return to this at the next meeting. Laura Howard (VWHDC) commented that it should look at trends and issues.

ACTION: Clerk to add Vision to next meeting's Agenda

2013/006 Priorities and Report Back on Mike Habermehl's Village Centre design work

- (a) **Priority Plan.** Tom Shebbeare had drafted a 10 point Priority Plan which he talked the meeting through. This was adopted. Working Groups were asked to look at the document and suggest any revisions.

ACTION: Working Groups to look at the 10 point priority plan and to comment further on it if they wished to do so.

- (b) **Village Centre design.** It was agreed that two versions of the access to the Manor Farm development should be drawn up, since it was unknown at this stage whether direct access onto Steventon Road would be allowed, with either a T-junction or a mini-roundabout.

ACTION: Tom Shebbeare to advise Mike Habermehl about the road access options to the proposed Manor Farm development and alternative sketch plans to be drawn up.

2013/007 Housing

- (a) **Housing Working Group.** Janet Manning agreed to convene this new group. Tom Shebbeare and John Scott agreed to be members. Janet would invite others from the Steering and other Working Groups to join and would convene the initial meeting.

- (b) **Manor Farm.** A meeting was being arranged with the Earl of Plymouth Estate's representatives to discuss the Manor Farm development/centre of the village plan. It was hoped this would take place in either January or February, and it would involve representatives from both the Parish Council and the Drayton2020 Steering Group.

ACTION: Clerk to fix a date and venue to meet representatives of Earl of Plymouth Estates

- (c) **Meetings with other landowners.** It was agreed that informal meetings should be held with other large Drayton landowners to discuss their plans and those being proposed for the village through Drayton2020. These meetings would not involve the Parish Council, since they would need to be consulted formally by landowners at a later stage if developments were being proposed. The new Housing Working Group would take the lead in these meetings

ACTION: Clerk to arrange meetings with local landowners

- (d) **VWHDC.** Laura Howard introduced Katherine Macdonald, who had recently been appointed at VWHDC as the Neighbourhood Planning Liaison Officer. Laura made the following comments by way of feedback on the Housing Policy Guidance adopted by Drayton Parish Council and the Drayton2020 emerging neighbourhood plan to date:

- Local neighbourhood plans must comply first with national government requirements and then with local district (VWHDC) requirements. This is a 'nested' planning process. VWHDC should have its draft Local Plan strategic principles out for consultation by end March 2013
- Each of the neighbourhood plan policies needs to be supported by evidence
- Details need to be given of the community consultation carried out so that community support for the policies can be assured
- A Sustainability Appraisal is needed as a matter of priority for emerging neighbourhood plans. Thame have done a sustainability appraisal which Drayton might like to look at as a model

- The viability of particular sites for particular activities needs to be assessed. Viability assessments for housing sites would be carried out by VWHDC.
- Policies need to pass the ‘test of soundness’
- Requirements such as the Code for Sustainable Housing Level 6, adopted in its entirety, will make homes very expensive
- NPPF points out that neighbourhood plans must not be ‘burdensome for developers’
- Funding: it is being proposed that VWHDC sets aside £10k for larger villages such as Drayton to enable the neighbourhood planning process. It is not yet known when VWHDC will decide on this proposal, or when the money could be paid, and against what performance criteria.
- Community Infrastructure Levy (CIL). This will replace s106 contributions in the future. The government has just announced that parishes will get 15% of the CIL, but that those parishes with adopted neighbourhood plans will get 25%. The CIL rate will be set by VWHDC. VWHDC have not yet set the CIL, nor is it known when they will do so.
- S106. At present VWHDC policy is not to ask for s106 contributions for housing developments of less than 10 houses. It was pointed out that this policy adversely affects Drayton where development had been largely incremental in-fill over the last few years, meaning that the community bore the costs of increased population and traffic etc. without any contribution from developers for these costs. Drayton would like s106/CIL applied to each and every house built so that e.g. the Village Hall could be replaced/refurbished or badly needed recreational facilities provided.
- New Homes Bonus. The VWHDC will be getting a contribution from the government for each house built in the district. VWHDC have not yet considered whether, or how much of, this NHB money would be passed down to parishes.
- Strategic Housing Land Availability Assessment (SHLAA). A SHLAA consultation by VWHDC had just been launched for response by mid-February. This is part of the VWHDC’s evidence base for its Local Plan. The present SHLAA was agreed in 2009 using a flawed methodology, now revised. Alongside the public consultation the VWHDC had written to landowners asking them to put forward sites as suitable and available for housing developments of 10 or more houses. Infill sites are excluded from this process.

2013/008 Liaison Meetings/Communications with Local Groups/Businesses & Publicity

- Drayton Community School.** It was agreed that a formal meeting with the school governors should be requested and a school governor invited to join the Steering Group.
ACTION: Clerk to request a meeting with the school governors
- Oxfordshire County Council Highways.** Ben Smith, OCC Highways, had offered to come to speak to Drayton2020 about strategic highways issues, and would be invited to the next meeting on 25th January. Laura Howard pointed out that OCC Highways had responded to the IHSP with a statement that Drayton2020 might find informative
- Neighbouring parishes.** A meeting was to be arranged, probably in February.
- Sovereign Housing Association.** Stuart Roberts from Sovereign had agreed to attend the next Steering Group meeting to discuss affordable/social housing issues

2013/009 Working Groups

- (a) **Look and Feel (Convener: Janet Manning)**. The group had completed its meetings for the time being. A Vision document was being finalised. Information had been assembled on heritage issues and details of the Conservation Area had been contributed by VWHDC.
- (b) **Work and Play**. Richard Williams was re-convening this group and is inviting new members from the business community and DAMASCUS. Daniel Scharf had drafted a discussion paper on Work/Employment which was being circulated.
- (c) **Sustainability (Convener: Dianne Dunsdon)**. The next meeting was scheduled next week for Wednesday 16th January.
- (d) **Transport (Convener: Christine West)**. The group was meeting next on Tuesday 15th January. A new Convener is needed since Christine West wishes to stand down. Daniel Scharf has drafted a discussion paper on Transport issues which will be discussed at the next meeting
Reports from the Working Group meetings are available on the Drayton2020 webpages

2013/010 ORCC Support

Anton Nath congratulated the group on progress made since the last meeting he attended. He stressed the need to agree objectives and particularly that a Sustainability assessment with proper scoring must be carried out. Tom McCulloch commented that the assessment of particular sites is not something which can be ignored, and is best undertaken at an early stage rather than delayed. The Sustainability Assessment process is key to this. ORCC is willing to undertake training for Drayton2020 Steering Group members in this process, with the co-operation of VWHDC.

2013/011 Any Other Business

- (a) **CPRE training day. Tuesday 5th Feb.** Drayton2020 can have up to 5 places. The Clerk, Richard Williams and Anton Nath would like to attend.
ACTION: Clerk to book CPRE training day at Dorchester on Tues 5th Feb for up to 5 Drayton2020 members
- (b) **Parish Council Vacancies.** Daniel Scharf pointed out that the Parish Council was short of 4 councillors, and that another vacancy expected in the Spring would make 5 needed, and only 6 councillors remaining. He urged Drayton2020 to seek out volunteers who might be co-opted onto the Parish Council.
- (c) **DAMASCUS/Young People.** Richard Williams and Daniel Scharf were arranging to meet DAMASCUS staff and local young people to encourage them to take part in Drayton2020. A Youth Council was being mooted.
- (d) **Radio Oxford.** Janet Manning reported that Radio Oxford was doing a series focusing on particular communities. It was agreed she should contact them to suggest Drayton.
ACTION: Janet Manning to contact radio Oxford about doing a feature on Drayton

2013/012 Date and Time of Next Meeting(s). Future fortnightly meetings (7pm, Caudwell Day Centre) are scheduled for:

- Friday 25th January 2013
- Friday 8th February 2013
- Friday 22nd February 2013
- Friday 8th March 2013
- Friday 22nd March 2013

The meeting concluded at 9.10pm

Signed:

Andrew Bax (Chairman)

11th January 2013

ACTION CHECKLIST- DRAYTON2020 MEETING – FRIDAY 11th JANUARY 2013

Who	Action Point	Report back on Action
Pat Athawes	Pat Athawes to continue to investigate the 2012 RSPB Birdwatch data for Drayton postcodes	
Andrew Bax	Andrew Bax to consult on and draw up a brief for the local author	
Daniel Scharf	Daniel Scharf to arrange a meeting with DAMASCUS staff and local young people.	
Tom Shebbeare	Tom Shebbeare to advise Mike Habermehl about the road access options to the proposed Manor Farm development and alternative sketch plans to be drawn up	Done
Janet Manning	Janet Manning to convene the new Housing Working Group	Done
Janet Manning	Janet Manning to contact radio Oxford about doing a feature on Drayton	
Parish Clerk	Clerk to contact Design Council/CABE to ask about timescales for assistance	Done
Parish Clerk	Clerk to add Vision to next meeting's Agenda	Done
Parish Clerk	Clerk to fix a date and venue to meet representatives of Earl of Plymouth Estates	Done
Parish Clerk	Clerk to arrange meetings with local landowners	Invites sent out to reps of 4 landowners
Parish Clerk	Clerk to request a meeting with the school governors	Done
Parish Clerk	Clerk to book CPRE training day at Dorchester on Tues 5 th Feb for up to 5 Drayton2020 members	Done
Working Groups	To look at John Scott's 'Vision' draft and to comment at the next meeting	
Working Groups	Working Groups to look at the 10 point priority plan and to comment so that it can be revised and confirmed	