

**Minutes of the Drayton 2020 Steering Group Meeting held at 7pm on Friday 31<sup>st</sup> May 2013 in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY**

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

**Not Present: Diane Dunsdon; Janet Manning; Pervin Shahin**

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

### **Minutes**

**2013/107 Public Participation** One member of the public (Chris Bone) was present and took part in discussions throughout the meeting.

**2013/108 Apologies** – were received from Diane Dunsdon, Janet Manning and Pervin Shahin

**2013/109 The Minutes of Previous Meeting** held on 17<sup>th</sup> May 2013 were approved without need of amendment

### **2013/110 Matters Arising/Report Back on Actions**

(a) **Bird Survey.** Pat Athawes reported that she was still awaiting information back about the bird survey.

(b) **Housing Sites Criteria.** Andrew Bax reported that Janet Manning and he had drafted the criteria.

To include in the Sustainability Report:

#### **CRITERIA FOR ASSESSING PROPOSED HOUSING SITES**

1. Within existing village boundary i.e. not extending ribbon development.
2. Not ecologically, environmentally or archaeologically sensitive.
3. Low impact on rural views/landscapes.
4. Low traffic noise.
5. Easy pedestrian access to village amenities?
6. Local traffic impact acceptable.
7. Low impact on neighbours and green space in the village, in the case of a garden or small infill site.

To be included in the questionnaire to secure agreement on criteria (not for sites to be scored on the questionnaire – this would be done by the Steering Group using the agreed criteria and then presented for comment at a public exhibition and in the DRAFT Neighbourhood Plan in the Autumn):

#### **CHOOSE SITES:-**

1. Within the village 'envelope'.
2. Not of ecological or archaeological significance.
3. Low impact on rural landscapes.
4. Low traffic noise.
5. Easy pedestrian access to village amenities.
6. Low local traffic impact
7. Low impact on neighbours and green space in the village, in the case of a garden or small infill site.

It was proposed to rate with ticks in boxes (this is for the steering group to do, once we have the questionnaires back and can see which criteria are most popular):

3 ticks = high support; 2 ticks = medium; 1 tick = low; no ticks = poor

The criteria were discussed and broadly agreed, with suggested possible changes of wording to include: Mention of the Conservation Area to be preserved; Rural Views/Sense of Place to be mentioned. 'Built up area' .....to what extent? – need to define. It was agreed that much tighter/specific wording was needed. It was suggested that when agreed the Criteria should be sent to Meredith Evans and to Anton Nath for comment and finalization.

**ACTION:** Andrew Bax to update criteria with Janet Manning for consideration at the next meeting.

(c) **Sustainability Assessment.** The Sustainability Group had not yet met to consider the suggested amendments, but was expected to do so before the next Steering Group meeting.

(d) **Drayton Chronicle advert to landowners.** The Clerk's draft advert was discussed and various improvements agreed.

**ACTION:** Clerk to place advert for attention of landowners in the next (July) Drayton Chronicle.

### **2013/111 Community Consultation**

(a) Meeting with local businesses (John Scott). The practical arrangements for the meeting with businesses to be held on Tuesday 4<sup>th</sup> June in the Caudwell Day Centre were discussed. Andrew Bax and Richard Webber, plus the Clerk would assist John.

(b) Questionnaire (Richard Williams/Janet Manning/Clerk). This was being drafted and should be available for consideration at the next Steering Group Meeting. It was **agreed** that professional layout and design was essential and Tom Shebbeare agreed to arrange for this to be done

**ACTION:** Richard Williams/Janet Manning/Clerk to work on questionnaire design

**ACTION:** Tom Shebbeare to research graphic designers for questionnaire and their charges

(c) School Governors. A meeting had been arranged with David Mayer, Head Teacher at Drayton Community School, for Monday 10<sup>th</sup> May 5-6pm. Andrew Bax, Richard Williams and the Clerk will attend.

(d) Police. The Police had responded that they would respond to the DRAFT Drayton Neighbourhood Plan when it was sent to them in the Autumn, and had sent in guidelines on policing issues for inclusion in the DRAFT. They did not feel able to attend a meeting at this stage.

### **2013/113 Meetings with Landowners**

(a) It was agreed that further meetings should take place with the major landowners (Earl of Plymouth/Caudwells/Savilles re landowners to the South of the Village) and that VWHDC (Martin Deans) should be involved. Andrew Bax offered to step down from the Drayton2020 reps, so in future these would be: Tom Shebbeare/Janet Manning/Richard Webber.

**ACTION:** Richard Webber to obtain some meeting dates from Martin Deans and a meeting to be arranged first with Earl of Plymouth and the VWHDC

(b) Other landowners. Meetings would be arranged as required, once the advert in the Chronicle had responses.

### **2013/114 Publicity and Website**

(a) Website: Pat Athawes asked if there were any statistics of website use for the Drayton2020 pages which might serve as evidence of how much access had been made by the Drayton community.

**ACTION:** Clerk to ask the village website webmaster for usage statistics on the Drayton2020 pages.

- (b) Banners. Tom Shebbeare agreed to look at getting banners made for the summer to put up at key points in the village, and to organise the financing of these.

**ACTION:** Tom Shebbeare to organise banners for various prominent points in village and to raise funds to pay for these

### **2013/115 Finances**

- (a) The Clerk presented the latest financial statement. There had been no change since the last statement, but one further invoice for the May 12<sup>th</sup> event had now received, and there would be further charges for the Clerk's time and the room hire incurred but not yet invoiced.
- (b) Fundraising. The application for funding (£7k) to Locality had been lodged but the Clerk was being asked for further information on budgets, including consultancy costs and qualifications.

**ACTION:** Tom Shebbeare to provide Clerk with consultancy costs

**ACTION:** Clerk to send further details to Locality to enable grant application to proceed

### **2013/116 Any Other Business**

- (a) Richard Webber passed on an offer from Anna Robinson (VWHDC) for their staff to offer advice to Drayton2020 – in particular the services of Katherine Macdonald.
- (b) Richard Webber agreed to draft the formal Policies which would be used in the Questionnaire and DRAFT NP. These could then be agreed with VWHDC/ORCC etc.

**ACTION:** Richard Webber to draft the formal Policies which would be used in the Questionnaire and DRAFT NP.

- (c) Housing Policy Guidance. Chris Bone asked if this should now be updated in the light of the Drayton2020 extra work to date and the VWHDC Local Plan. It was **agreed** that this was necessary but was best done next Autumn once the results of the questionnaire were known and the VWHDC SHLAA had produced the housing target numbers. The HPG would be an Appendix to the DRAFT Neighbourhood Plan.
- (d) Wild Flowers. The Clerk drew attention to the recent report that local councils were missing an opportunity to encourage biodiversity by cutting their grass more often than twice a year. Wild flowers, insects, butterflies and birds would be encouraged by using grass verses etc. as meadow-grass. This was referred to the Sustainability Group (via Chris Bone) to see if a Policy should be included in the NP to plant bulbs/sow wild flower seed in suitable areas of public land in Drayton owned by the Parish/District/County Councils

**ACTION:** Sustainability Group to consider a policy of encouraging wildflower growth on public land in Drayton

**2013/117 The dates and time of Future Meetings were noted:** All at 7pm at the Caudwell Day Centre.

- Friday 31st May
- Friday 14<sup>th</sup> June
- Friday 28<sup>th</sup> June
- Friday 12<sup>th</sup> July

**The meeting concluded at 8.53 pm**

**Signed:**

**Andrew Bax (Chairman)**

**14<sup>th</sup> June 2013**

## ACTION CHECKLIST- DRAYTON2020 MEETING – 31st May 2013

Who	Action Point	Report back on Action
<b>Pat Athawes</b>	Continue contact with Steve Clarke about the bird survey	
<b>Andrew Bax/ Janet Manning</b>	Andrew Bax to update criteria with Janet Manning for consideration at the next meeting	
<b>Janet Manning/ Richard Williams/ Clerk</b>	Richard Williams/Janet Manning/Clerk to work on questionnaire design	
<b>John Scott</b>	John Scott to organise the meeting with Local Businesses on June 4 <sup>th</sup>	<b>Done</b>
<b>Tom Shebbeare</b>	Tom Shebbeare to research graphic designers for questionnaire and their charges	
<b>Tom Shebbeare</b>	Tom Shebbeare to provide Clerk with consultancy costs	<b>Done</b>
<b>Tom Shebbeare</b>	Tom Shebbeare to organise banners for various prominent points in village and to raise funds to pay for these	<b>Contact made with supplier</b>
<b>Richard Webber</b>	Richard Webber to obtain some meeting dates from Martin Deans and a meeting to be arranged first with Earl of Plymouth and the VWHDC	<b>Martin Deans contacted</b>
<b>Richard Webber</b>	Richard Webber to draft the formal Policies which would be used in the Questionnaire and DRAFT NP	<b>Done – on Agenda</b>
<b>Sustainability Group (via Chris Bone)</b>	Sustainability Group to consider a policy of encouraging wildflower growth on public land in Drayton	
<b>Parish Clerk</b>	Clerk to place advert for attention of landowners in the next (July) Drayton Chronicle	<b>Done</b>
<b>Parish Clerk</b>	Clerk to ask the village website webmaster for usage statistics on the Drayton2020 pages	<b>Done. Awaiting reply</b>
<b>Parish Clerk</b>	Clerk to send further details to Locality to enable grant application to proceed	<b>Done</b>