

Minutes of the Drayton 2020 Steering Group Meeting held at 7pm on Friday 28th June 2013 in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY

Present: Andrew Bax (Chairman); Pat Athawes; Diane Dunsdon; Janet Manning; John Scott; Tom Shebbeare (Vice Chairman); Pervin Shahin; Richard Webber (from 7.30 pm); Richard Williams

In Attendance: David Perrow (Parish Clerk)

Minutes

2013/129 Public Participation Two members of the public (David Mercer; and Chris Price (arrived 7.40pm)) were present and took part in discussions throughout the meeting.

2013/130 Apologies – None

2013/131 Declarations of Interest. No declarations of interest.

2013/132 The Minutes of Previous Meeting held on 14th June 2013 were approved without need of amendment.

2013/133 Matters Arising/Report Back on Actions

(a) **Environmental Survey/ABNATS.** The Clerk reported that he had briefed ABNATS on Drayton2020 needs with regard to environmental assessments, and that they were in touch with John Killick and would respond with what they might be able to provide to Drayton2020 as soon as their committee had next met.

Sustainability Assessment. David Mercer introduced the final version of the Sustainability Assessment Scoping Report. It was **agreed** that the Clerk would spell-check it and add in the missing Table 3, and check over the draft Policies section. It could then go formally to VWHDC and ORCC and be published on the village website.

ACTION: Clerk to finalise Sustainability Appraisal Scoping Report and send out to VWHDC and ORCC and publish on village website.

Banners. Tom Shebbeare had obtained a quote for 3 large Drayton2020 banners and some corrugated plastic signs, Subject to agreement on cost, it was **agreed** to go ahead with these so that they could be used in the run up to the questionnaire launch and during its distribution.

ACTION: Tom Shebbeare to send Clerk details of quote and Clerk to order banners and signs.

(b) **School Fete.** It was **agreed** that Drayton2020 would have a presence at the School Fete tomorrow (Saturday) and that Tom Shebbeare and Richard Webber would be present.

(c) **DRAFT Policies.** Richard Williams reported on a meeting he had attended earlier that day involving Martin Deanes (VWHDC Planning), Daniel Scharf, Richard Webber and himself to discuss the Drayton Parish Council's Housing Policy Guidance and the relationship between emerging Drayton2020 Neighbourhood Planning policies and the VWHDC Local Plan. On the housing decisions, VWHDC pointed out that they were losing more appeals, which was expensive for local Council tax payers. It was not clear whether local

needs were trumped by housing targets if the 5 year land supply was not in place (Ed. Vaizey MP had announced that he was asking the Housing Minister for a view on this, in the light of some recent planning/Inspectorate decisions). On s106, the VWHDC only asks for contributions from housing developments of 10+ houses at present, though they are aspiring in the Local Plan to seek contributions on every new house (probably via the Community Infrastructure Levy). The problem at present in asking for s106 contributions on every house is that unlike some other authorities VWHDC does not have a local evidence base to show what effect a single house would have on community demands – Neighbourhood Planning could perhaps help with this. S106 requirements need to be ‘proportionate’ to be valid and it is difficult to quantify the effect of a single house on e.g. school places.

Richard Webber joined the meeting (7.30pm) and it was **agreed** that Steering Group members would suggest changes to the DRAFT policies discussed at the last meeting by early next week and that Richard Webber would then approach VWHDC & OCC to discuss these with two objectives in mind: (a) to determine the feasibility and possible costs for key Drayton2020 policies, derived from the Aims/Objectives and outcomes from the Working Groups, and whether VWHDC/OCC would agree or object to such policies (for the VWHDC Local Plan this would be a **conformity** test); (b) to get an idea of how the Drayton2020 Policies should be worded – so as to be ‘tight’ enough to be part of the Local Plan policies, but not worded such as to be off-putting/unreadable to the general public.

ACTION: All Steering Group Members to comment to Richard Webber on DRAFT Policies by early next week

ACTION: Richard Webber to consult VWHDC/OCC on DRAFT policies to determine feasibility/costs/acceptability/conformity and degree of formability required in wording.

2013/134 Community Consultation

(a) **Questionnaire** (Richard Williams/Janet Manning/Clerk). An updated version of the DRAFT Questionnaire had been circulated prior to the meeting. This was longer than desirable and (on advice of ORCC) contained more questions on housing than had been originally envisaged. ORCC had advised that we need a full Housing Needs Survey, but VWHDC (Katherine Macdonald and her line manager) had advised that this was not necessary. After some lengthy discussion it was agreed:

- (i) **Timing.** We would aim for distribution in the final week of July
- (ii) **Distribution** would be by a group of 30-35 who would be recruited and organised by Richard Webber, drawing on Steering and Working Group members etc.
- (iii) **Training-** Monday 22nd July 6pm- would be a training session for the distributors. Clerk to book a venue.
- (iv) **Return Time** - 3 weeks would be allowed for the return – by mid August
- (v) **Format** - Questionnaire would be to each household, but questions requiring individual answers (ABCDE) should be minimised. Reduce to ABCD – 4 options, not 5
- (vi) **Questions** - Janet Manning and Richard Williams will revise the questionnaire taking account of the following points:
 - Don’t ask questions we don’t need to know the answer to
 - Keep the questionnaire as short as possible
 - Avoid questions where the only answer is ‘yes’
 - Put the Personal Questions at the end
 - Sections should be: Design Your Village/Housing/Finally Something About Yourself
 - Leave off section about club membership/volunteering/’take part in your village’
 - School – not Drayton where applies to over 11’s
 - Where you work – add Culham
 - Wording – less complex and more accessible

- (vii) **Design.** Tom Shebbeare will organise the design and printing, subject to agreement on competitive quotes and official order from the Clerk. Aim would be to have this done by next meeting on 12th July.

ACTION: Richard Williams and Janet Manning to revise the Questionnaire with help from John Scott
Tom Shebbeare to organise quotes for design and printing
Clerk to raise Purchase Orders for Design and Printing
Richard Webber to recruit distributors

Andrew Bax had had a brief discussion with Alex Taylor, who at present had not been allowed to join the Saville's group of landowners proposing the housing development south of the village.

Dates for further meetings with Earl of Plymouth Estates and Savills (to include Martin Deanes from VWHDC) had been proposed, and replies were awaited. A further meeting was also needed with Mr Caudwell's representatives.

2013/135 Meetings with Landowners

The advert asking for local landowners other than those contacted already to get in touch with Drayton2020 will appear in the July edition of the Drayton Chronicle.

2013/136 Publicity and Website

Pat Athawes showed the design for a leaflet/poster to advertise the questionnaire/next stages of Drayton2020.

2013/137 Finances and Fundraising

- (a) The Clerk presented the latest financial statement. Taking account of the £17k grants (see fundraising) income was £27,500. Expenditure to date was £11,176, leaving a balance of £16,324.
- (b) Fundraising. **Locality** had now offered a grant of £7,000 to Drayton2020. The Parish Council would be recommended to agree the terms and conditions for the grant at their next monthly meeting on 1st July. Revised conditions for the £10,000 grant from VWHDC had been proposed and it was hoped that agreement would also be given to these at the same Parish Council meeting.

2013/138 Any Other Business. There was no other business

2013/139 The dates and time of Future Meetings were noted: All at 7pm at the Caudwell Day Centre.

- Friday 12th July

The meeting concluded at 9.05 pm

Signed:

Andrew Bax (Chairman) 12th July 2013

ACTION CHECKLIST- DRAYTON2020 MEETING – 14th JUNE 2013

Who	Action Point	Report back on Action
All	All Steering Group Members to comment to Richard Webber on DRAFT Policies by early next week	Done
Janet Manning/ Richard Williams/ John Scott	Richard Williams and Janet Manning to revise the Questionnaire with help from John Scott	Done
Richard Webber	Richard Webber to consult VWHDC/OCC on DRAFT policies to determine feasibility/costs/acceptability/conformity and degree of formability required in wording.	
Richard Webber	Richard Webber to recruit distributors for the Questionnaire	
Tom Shebbeare	Tom Shebbeare to send Clerk details of quote and Clerk to order banners and signs.	
Tom Shebbeare	Tom Shebbeare to organise quotes for design and printing of the Questionnaire	Design quotes received
Parish Clerk	Clerk to finalise Sustainability Appraisal Scoping Report and send out to VWHDC and ORCC and publish on village website.	
Parish Clerk	Clerk to raise Purchase Orders for Design and Printing of the Questionnaire	PO for Design raised
Parish Clerk	Clerk to contact Bob Eels (Ecologist)	
Parish Clerk	Clerk to summarise the Sovereign Housing data	
Parish Clerk	Clerk to find out more about the difficulties at Cholsey and Wooton with regards to local GP surgeries etc.	