

**Minutes of the Drayton 2020 Steering Group Meeting held at 7pm on Friday 12<sup>th</sup> July 2013 in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY**

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

**Not Present: Diane Dunsdon**

**In Attendance: David Perrow (Parish Clerk) and Katherine Macdonald (VWHDC)**

**Minutes**

**2013/140 Public Participation** One member of the public (Daniel Scharf) was present and took part in discussions throughout the meeting. Daniel commented on the Planning Inspector's Report in favour of granting planning permission for the 159 houses on land off Drayton Road in South Abingdon:

- (a) Building can start anytime in the next 3 years, therefore it is illogical to argue that this is necessary to contribute to the 5 year land supply
- (b) Building Regulations do NOT cover the requirements of the Code for Sustainable Homes, as the Inspector asserts
- (c) The distinction made between Abingdon and villages such as Marcham/Kingston Bagpuize suggests that the villages are NOT sustainable for more housing, but Abingdon is. This argument favours the approach being taken by Drayton2020.
- (d) Drayton village is not specifically named anywhere in the Report. The Inspector asserts that there are no neighbourhood plans or emerging plans affecting the development, and he sets aside the DRAFT VWHDC Local Plan requirements.

**2013/141 Apologies** – Diane Dunsdon

**2013/142 Declarations of Interest.** No declarations of interest.

**2013/143 The Minutes of Previous Meeting** held on 28<sup>th</sup> June 2013 were approved without need of amendment.

**2013/144 Matters Arising/Report Back on Actions**

- (a) **Environmental Survey/ABNATS.** The Clerk reported that nothing further had been received back from ABNATS, but that he had asked them again for feedback
- (b) **Sustainability Assessment.** The Scoping Report had now been put on the website and sent to VWHDC (Katherine Macdonald) and ORCC (Anton Nath/Tom McCulloch)

- (c) **DRAFT Policies.** Richard Webber reported that he would be speaking to VWHDC/OCC etc. about these over the next few weeks
- (d) **Bob Eels.** Daniel Scharf offered to speak to Bob Eels and to let the Clerk have his contact details

### 2013/145 Community Consultation

#### (a) Questionnaire

- (i) **Design and Printing.** The questionnaire working group had agreed a shorter questionnaire and this was now being designed (12 pages A4 colour, with illustrations) and will be ready next Wednesday (17<sup>th</sup> July) for printing in time for the following week's training. 1100 questionnaires would be printed. After discussion it was **agreed** that:
- The prizes of 3 x £50 would be offered
  - The questionnaire will be anonymous but those who complete it will be given a numbered receipt/lottery ticket. The three winning numbers will be announced in the Drayton Chronicle and in Vickery's shop. The lottery ticket numbers used by each distributor will be known so the street in which each questionnaire is completed could be identified.
  - The return date will be Friday 16<sup>th</sup> August at the latest
- ACTION:** Tom Shebbeare to obtain and agree final questionnaire design sign off and to organise printing ready for Monday 22<sup>nd</sup> July distribution start  
Clerk to place purchase order to print 1,100 copies
- (ii) **Publicity.** Banners had been ordered and Tom Shebbeare was organising wording and posts for the large banners. Pat Athawes had produced a short A5 leaflet & A4 Poster for noticeboards. Richard Webber would distribute these to village hall user organisations on Monday 15<sup>th</sup> and the Clerk will organise display of the poster on noticeboards in the village. The Clerk will put information about the questionnaire on the website end of next week and will send out an email to the Drayton2020 list – and ask Clubs to give their views. Pervin Shahin will speak to the Art Group, Janet Manning to the Drayton Wives and W.I. and Daniel Scharf to the Football Club, to encourage people to complete their questionnaires. Questionnaires will be returned to a central point (Andrew Bax to decide where)
- (iii) **Recruitment of Distributors.** Richard Webber had this in hand. It was hoped that each distributor will have max 30 houses, and possibly as few as 20 houses if enough collectors can be recruited. Richard will organise the list of streets/houses for each distributor.  
**ACTION:** Richard Webber to finalise recruitment of distributors and organise distributors' area list
- (iv) **Training of Distributors.** The Caudwell Day Centre was now booked for training on Monday 22<sup>nd</sup> July, 6-8pm. Tom Shebbeare will organise refreshments. Andrew Bax will draw up briefing notes – including decision about use of Vickery's - and will carry out the instruction.  
**ACTION:** Tom Shebbeare to organise drinks and nibbles for the Mon 23<sup>rd</sup> July training of distributors  
Andrew Bax to organise instructions and training for distributors
- (v) **Analysis.** ORCC will do this.

### 2013/146 Meetings with Landowners

- (a) **Advert.** There had been no response yet from the advert, which appeared in the July edition of the Drayton Chronicle, asking for local landowners other than those contacted already to get in touch with Drayton2020.
- (b) **Mr. Taylor.** Nothing further to report
- (c) **Diane Dunsdon.** Is seeking advice for proposals to build on land on Steventon Road at rear of existing houses. When plans were firmer she had asked to meet with the representatives of Drayton2020 to discuss her proposals.

- (d) **Earl of Plymouth.** A meeting, including Martin Deans (VWHDC Planning) had been arranged for 5.30pm, Tuesday 23<sup>rd</sup> July in the Caudwell Day Centre. The Deputy Clerk (Chris Price) will be on hand to take notes. Mike Habermehl will attend for an hour.
- (e) **Savills/WSG-Caudwell.** Further meetings will be arranged over the summer. Richard Webber was discussing possible dates with Martin Deans.

### **2013/147 Project Plan Review**

- (a) **DRAFT Neighbourhood Plan.** It was agreed that Andrew Bax will approach David Mercer to see if he will lead on drafting the Plan in August/Sept. Andrew Bax/John Scott/Richard Williams volunteered to form a working group to help. Katherine Macdonald is available to assist and advise. There are many existing neighbourhood plans in existence which can be used as a template for contents etc. Illustrations should be used widely.

**ACTION:** Andrew Bax to approach David Mercer to ask him to convene a group (Andrew/John Scott/Richard Williams) to draw up the DRAFT Neighbourhood Plan in August/September

- (b) **Community Consultation event (October).** It was **agreed** that the Clerk would book the Village Hall for Friday night (6-9pm) and Saturday all day (10am – 5pm) in early October (avoiding half term) for an exhibition and Friday social. Tom Shebbeare will think about the Friday night food and format. Display boards can be borrowed from VWHDC (Clerk to book them via Katherine Macdonald).

**ACTION:** Clerk to book the Village Hall for a Friday night & all day Saturday in October for the final consultation event. Tom Shebbeare to plan Friday night catering/format for October consultation

### **2013/148 Publicity and Website**

- (a) Pat Athawes showed the design for a leaflet/poster to advertise the questionnaire.
- (b) The Clerk had updated the website, which now has a separate section on Housing. The Sustainability Appraisal Scoping Report is available on the Resources page, together with the BTO bird data.

### **2013/149 Finances and Fundraising**

- (a) The Clerk presented the latest financial statement. £11,594 had been spent to date, leaving £15,912 available funds. £6,093 are known commitments (questionnaire/salaries/room hire) to May 2014. Major expenses on top of existing commitments would be the preparation & printing of the DRAFT and Final Report, and displays and other costs for the final October consultation.
- (b) Fundraising. The £10k grant had now been received from VWHDC. The £7k Locality grant is due, but will be paid in two parts: 90% now and 10% on completion of the project.

**2013/150 Any Other Business.** There was no other business

**2013/151 The dates and time of Future Meetings were noted:** All at 7pm at the Caudwell Day Centre. The next meeting was agreed for Friday 23<sup>rd</sup> August (7-9pm), and then fortnightly thereafter, subject to the availability of the Caudwell Day Centre.

**The meeting concluded at 8.40 pm**

**Signed:**

**Andrew Bax (Chairman)  
23<sup>rd</sup> August 2013**

## ACTION CHECKLIST- DRAYTON2020 MEETING – 12<sup>th</sup> JULY 2013

Who	Action Point	Report back on Action
<b>Andrew Bax</b>	Andrew Bax to organise instructions and training for distributors	<b>Done</b>
<b>Andrew Bax</b>	Andrew Bax to approach David Mercer to ask him to convene a group (Andrew/John Scott/Richard Williams) to draw up the DRAFT Neighbourhood Plan in August/September	<b>Done</b>
<b>Richard Webber</b>	Richard Webber to consult VWHDC/OCC on DRAFT policies to determine feasibility/costs/acceptability/conformity and degree of formability required in wording.	
<b>Richard Webber</b>	Richard Webber to finalise recruitment of distributors and organise distributors area list Andrew Bax to organise instructions and training for distributors	<b>Done</b>
<b>Tom Shebbeare</b>	Tom Shebbeare to organise drinks and nibbles for the Mon 23 <sup>rd</sup> July training of distributors	<b>Done</b>
<b>Tom Shebbeare</b>	Tom Shebbeare to obtain and agree final questionnaire design sign off and to organise printing ready for Monday 22 <sup>nd</sup> July distribution start	<b>Done</b>
<b>Tom Shebbeare</b>	Tom Shebbeare to plan Friday night catering/format for October consultation	
<b>Parish Clerk</b>	Clerk to book the Village Hall for a Friday night & all day Saturday in October for the final consultation event	<b>Done</b>
<b>Parish Clerk</b>	Clerk to book the Caudwell Day Centre for Friday 23 <sup>rd</sup> August and fortnightly thereafter	<b>Done</b>
<b>Parish Clerk</b>	Clerk to raise a Purchase Order for Printing of the Questionnaire (1,100 copies)	<b>Done</b>
<b>Parish Clerk</b>	Clerk to contact Bob Eels (Ecologist)	
<b>Parish Clerk</b>	Clerk to summarise the Sovereign Housing data	
<b>Parish Clerk</b>	Clerk to find out more about the difficulties at Cholsey and Wooton with regards to local GP surgeries etc.	