

Minutes of the Drayton 2020 Steering Group Meeting held at 7pm on Friday 1st November 2013 in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY

Present: Andrew Bax (Chairman); Pat Athawes; Janet Manning; David Mercer (arrived 7.15 pm); John Scott; Richard Webber; Richard Williams

Not Present: Diane Dunsdon; Pervin Shahin; Tom Shebbeare

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

Minutes

2013/199 Public Participation No members of the public were present

2013/200 Apologies – Diane Dunsdon; Pervin Shahin; Tom Shebbeare

2013/201 Declarations of Interest. No declarations of interest.

2013/202 The Minutes of Previous Meeting held on 4th October 2013 were approved without amendment.

2013/203 Matters Arising/Report Back on Actions

Action points were dealt with in a report which was taken as read. The following additional actions were agreed as follow up:

- (a) Cycle route map – Clerk to ask Christine West for this. **Action:** Clerk
- (b) Clerk to follow up on Science Vale OCC contact. **Action:** Clerk
- (c) Clerk to renew contact with Sovereign Vale Housing Association. A re-organisation has taken place and it may be that lack of response to recent emails from the Clerk is explained by change in personnel there. **Action:** Clerk

2013/204 Community Consultation event (18/19 October) – Report Back

It was reported that the consultation event on the Fri/Sat of 18/19th Oct was a success with 90+ people at the Chilli night/exhibition and 30+ attending the exhibition separately on the Saturday. Nothing new of any significance was raised by those attending, but there were a few questions and comments. Those relating to the alternative layout of the Barrow Road site were noted and would be discussed with the developers. The publicity from Radio Oxford's afternoon broadcast was useful in giving wider attention to the Drayton2020 plan and the event that evening and Saturday.

2013/205 DRAFT Neighbourhood Plan

The DRAFT Plan was now available for preliminary circulation to Steering Group members and Parish Councillors etc. A meeting of the Parish Council's Planning Committee was being held on Wednesday 13th November at 7.30pm in Drayton Village Hall to consider the draft and make recommendations for changes to Drayton2020 Steering Group/Drafting Group and to the Parish Council. The Parish Council will be holding a

Special Meeting on Wednesday 27th November at 7.30pm in Drayton Village Hall to look at the final draft of the NDP Consultation copy and would decide whether to recommend it for publication as the Consultation copy. It would then be forwarded to VWHDC, Oxfordshire County Council and other statutory consultees (such as TV Police/Environment Agency/English Nature/English Heritage/Local Health Authority etc.), and would be available for public consultation for 6 weeks. A revised version, taking into account these comments, would be submitted formally to the VWHDC for them to complete their consultation, examination and processes leading to the Referendum in the late Spring/early summer.

Agreed that:

- (a) The Clerk will forward the **DRAFT Consultation copy to Katherine Macdonald at VWHDC** for her to consider and consult with any colleagues as appropriate, so that the DRAFT could be sure to be in conformity with the emerging VWHDC Local Plan, and the format complies with legal requirements.
Action: Clerk to forward DRAFT NDP Consultation copy to Katherine Macdonald (VWHDC)
- (b) The Clerk should update the **Consultation Record Appendix** nearer the time of the final Consultation version.
Action: Clerk to update Consultation Record Appendix
- (c) Further details on the **Manor Farm design brief** should be added, perhaps as an Appendix, if such further detail was available in time.
- (d) **Comments Analysis.** John Scott agreed to analyse the Questionnaire Comments against the recommended policies in the DRAFT Plan so that a document was available showing how each comment had been considered.
Action: John Scott to analyse and annotate the questionnaire comments
- (e) **Examiner.** It was **agreed** that VWHDC and Drayton PC should start work now to identify and select the Examiner for the NDP
Action: Clerk to discuss process for selecting the Examiner with Katherine Macdonald at VWHDC
- (f) **The Project Plan schedule was discussed in outline.** The following schedule was outlined:
 - 13th Nov Drayton PC Planning Committee Meeting
 - 15th November Drayton2020 Steering Group to consider Planning Meeting and any other recommended changes
 - 27th Nov Drayton PC Special Meeting to consider the final version of the NDP Consultation copy
 - 29th Nov Drayton2020 Steering Group Meeting to consider outcome of Drayton PC Special Meeting and agree publication of NDP Consultation copy
 - 2nd Dec Drayton PC Monthly meeting. If sign off of Consultation copy is not agree by PC on 27th Nov, it could take place at this meeting as a short item.
 - Dec-mid Jan. 6 week consultation period with community and statutory consultees
 - Mid-End Jan Consolidation of amendments to revise Consultation copy to Submission copy
 - Feb – Submission copy to VWHDC

The date of the Public Referendum was discussed. There were pros and cons with a late May date coinciding with the European elections. An alternative would be to hold the NDP Referendum on a separate date later in the summer- in June or early July. The costs of a separate Referendum date election would be born by VWHDC, but would be more costly to VWHDC council tax payers. It was **agreed** that the main criterion should be ensuring a good turnout so that the Referendum had maximum credibility. This issue would be discussed further at the next Steering Group meeting.

- (g) **Implementation Issues.** It was **agreed** that consideration should now turn to implementation issues on some of the proposed community projects, so that processes and costs could be determined and given to the community. Most implementation would be through the Parish Council e.g. there was already a Rights of Way Group that could deal with footpath upgrading; and a Leisure and General Purposes Committee responsible for recreation/playgrounds. However, the refurbishment of the existing Village

Hall, the requirements/design brief for the new Community Centre and projects on the Millennium Green would involve other management bodies and structures, including the Drayton Community Trust. How these were to be delivered would need consideration and agreement with the Parish Council as to whether they fell under the direct remit of the PC or were 'arms-length' projects delivered by other groups, as the existing Village Hall and Millennium Green had been in the past. There would also have to be a Fundraising Group established.

Action: agreed that the Clerk should arrange for a meeting of representatives of the Drayton2020 Steering Group with the Drayton Hall Management Committee.

2013/206 Meetings with Landowners & VWHDC – update

- (a) **Earl of Plymouth Estates.** A Design Brief was being devised by the developers and a workshop would be arranged with Drayton2020/VWHDC to discuss and refine this.
- (b) **Land South of High Street – Savills.** No further news on this site at present.
- (c) **Caudwell/WYG.** There had been some feedback from some local residents neighbouring the proposed site to suggest that the proposed development be re-orientated so that the new housing is far from the existing housing as possible, with the green space between. It was pointed out that the archaeological site within that area must not be built on, so must remain green, and that such a re-orientation may mean that the playing fields would be nearer gardens and housing than on the current proposal. However, these suggestions would be explored with the developers.
- (d) **Marcham Road/Fisher Close.** Some residents in this area of the village had called attention to a paddock in which some exploratory work was currently taking place. The owner's name was known but not his address. A Land Registry search for agricultural land owners was expensive, so Andrew Bax undertook to make other enquiries to establish the owner's contact details.

Action: Andrew Bax to find out the contact details for the Marcham Road/Fisher Close paddock's owner and Clerk to send him a landowner's letter, as used previously with other landowners.

2013/207 Finances and Fundraising

The Clerk reported that most of the invoices for the Oct event were in (except food and some minor items), and that £8,500 remained with these and £2k of other commitments. Approx. £5k-£6k remained to complete the Drayton2020 project, including production and publishing of the plan and its further revisions.

2013/208 Any Other Business

2013/209 The dates and time of Future Meetings were noted: All at 7pm at the Caudwell Day Centre.

- **Friday 15th November 2013**
- **Friday 29th November 2013**
- **Friday 13th December 2013**

The meeting concluded at 9.00 pm

Signed:

**Andrew Bax (Chairman)
15th November 2013**

ACTION CHECKLIST- DRAYTON2020 MEETING – 1st November 2013

Who	Action Point	Report back on Action
Andrew Bax	Andrew Bax to find out the contact details for the Marcham Road/Fisher Close paddock's owner	Done
John Scott	John Scott to analyse and annotate the questionnaire comments	
Parish Clerk	Clerk to obtain cycle route map from Christine West and send Karina Santiago (OCC Highways) proposed cycle routes through Drayton	
Parish Clerk	Clerk to contact OCC Highways person responsible for transport planning for Science Vale (Karina Santiago)	
Parish Clerk	Clerk to renew contact with Sovereign Vale Housing Association.	
Parish Clerk	Clerk to forward DRAFT NDP Consultation copy to Katherine Macdonald (VWHDC)	Done
Parish Clerk	Clerk to update Consultation Record Appendix	
Parish Clerk	Clerk to discuss process for selecting the Examiner with Katherine Macdonald at VWHDC	KMc. considering procedure
Parish Clerk	Clerk to arrange for a meeting of representatives of the Drayton2020 Steering Group with the Drayton Hall Management Committee.	Village Hall MC next meets Jan 20th 2014
Parish Clerk	Clerk to send Marcham Road/Fisher Close paddock's owner a landowner's letter, as used previously with other landowners.	