

**Minutes of the Drayton 2020 Steering Group Meeting held at 7pm on Friday 10<sup>th</sup> January 2014 in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY**

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

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

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

**Minutes**

**2014/001 Public Participation** Two members of the public were present (Daniel Scharf and Tony Holmes), and took part in discussions throughout the meeting. A third member, Chris Price, arrived at 7.20pm. Daniel Scharf asked:

- (a) If Katherine Macdonald (VWHDC Planning) had approved the text of the Pre-Submission Consultation copy? Katherine Macdonald and her colleagues at VWHDC had commented on the previous draft and all their point had been carefully considered in what had turned out to be a major redraft as a result. However, there remained some points of difference between the Drayton2020 Drafting/Steering Group view and VWHDC, and where these had not been points of law which would make the plan not in conformity, Drayton2020 had stuck by its view. There was one major difference, for instance, on how the planning vs. community policies were presented. VWHDC was one of the statutory bodies which is being consulted over the next 6 weeks, so they could still comment where they found the plan wanting.
- (b) Smallholdings. Daniel Scharf asked if smallholdings featured in the Pre-Submission copy. They do not. Daniel Scharf pointed out that food accounts for between 30-50% of carbon emissions, and that villages should be taking the opportunities in neighbourhood plans to develop food [policies such as smallholdings which would address this issue.

Tony Holmes asked about funding for the village hall rebuild, This was dealt with later on the Agenda.

**2014/002 Apologies** – Diane Dunsdon; Janet Manning

**2014/003 Declarations of Interest.** No declarations of interest.

**2014/004 The Minutes of Previous Meeting** held on 13th December 2013 were approved with the amendment that John Scott's name be corrected (given as Sharp)

**2014/005 Matters Arising/Report Back on Actions**

Action points other than those detailed below were dealt with in a report which was taken as read.

- (a) **Lyford Close Playground.** No further news yet.
  - (b) **Pre School.** Andrew Bax and Janet Manning were due to meet the Pre School representatives in a week's time
  - (c) **OCC Transport meeting with Paul Fermer.** Richard Webber had obtained three possible dates for an hour long meeting. He will circulate these dates
- Action:** Richard Webber to circulate possible dates to meet Paul Fermer, OCC Highways

#### 2014/006 Pre-Submission Copy of the Neighbourhood Plan

- (a) **Parish Council Meeting Approval.** David Mercer reported that Drayton Parish Council had unanimously approved the Plan for publication at their meeting held on Monday 6<sup>th</sup> January. There were a couple of minor revisions to content and layout as a result of the PC discussion and feedback over Christmas/New Year from Councillors and Drayton2020 Steering Group members.
- (b) **Drayton Design Code.** Janet Manning had revised the original draft following comments from VWHDC by Katherine Macdonald and colleagues from VWHDC. It was **agreed** that Janet Manning be asked to consult Sarah Osborne and others in the Steering Group to agree a final version of the Code to be included with the Submission copy.  
**Action:** Janet Manning to co-ordinate final revisions to the Village Design Code  
Daniel Scharf commented that a Code would really need to be drawn up by a professionally qualified person if it was to be used as part of planning regulations.
- (c) **Publication/Statutory Consultation.** The Clerk confirmed that the Statutory Consultees had now been circulated with the Plan. It was **agreed** that Richard Williams would write an article for the next Drayton Chronicle and that the Clerk would place an advert.  
**Action:** Clerk to place an advert in the next Chronicle advertising the Pre-Submission consultation
- (d) **Consultation with Drayton Village Groups.** It was **agreed** that the Clerk would obtain contact details for village groups, particularly those meeting in the Caudwell Day Centre.  
**Action:** Clerk to obtain contact details for village groups
- (e) **Revision of Consultation Copy to produce Submission Copy – dealing with feedback.** It was **agreed** that the Clerk would collate a list of responders and arrange feedback under headings where possible. David Mercer will co-ordinate the revision of the text, drawing on members of the Drafting/Steering Group as necessary. David now had a bank of photos and would select appropriate ones. It was **agreed** that the Submission copy could do with a professional design and a proper spiral binding.  
**Action:** Clerk to collate responses to the Pre-Submission copy  
**Action:** David Mercer to select appropriate photos to illustrate the Submission copy and to co-ordinate the revision of the Pre-Submission copy.

#### 2014/007 Meetings with Landowners update

- (a) **Earl of Plymouth Estates.** Notes from the 3 hour workshop had been held with E of P reps, VWHDC and members of the Steering Group's Housing Group were still awaited. Tom Shebbeare had had two conversations with Sarah Obourne at VWHDC about design issues on the new village green, and had written a 2 page letter to Michael Lawley at E of Plymouth Estates summarising the current position. He had met with Graham Jones, architect, who had agreed to produce a visualisation which Andrew Bax and Tom Shebbeare had kindly agreed to fund from their own resources. Work was therefore continuing to define the size and nature of the community building, its position on the Green, access, parking etc. It had been suggested that the Manor Farm site might be improved by including a couple of adjacent small parcels of land owned by others. Discussion took place concerning the s106 contributions which might be required
- (b) **Land South of High Street – Savills.** Tom Shebbeare had talked to Savills and it was agreed that a workshop with them would now be held in late January.

- (c) **Caudwell/WYG.** Tom Shebbeare was keeping in touch with WYG and had talked to Martin Hawthorne.
- (d) **Messrs' Delafield Paddock/JPPC.** No further developments
- (e) **Church Lane Paddock at rear of Allotments/Burial Ground.** It was noted that the paddock owned by Mr Madley was up for sale.

### **2014/008 Feasibility Issues**

It was thought premature to start fundraising for e.g. the Drayton Village Hall refurb. The scoping/sizing of the new Community Building on the Manor Farm green (Graham Jones) should come first. The Village Hall Management Committee, at its meeting on Monday 20<sup>th</sup> January, needed to start work on its requirements for improved facilities, so that a scoping exercise could also be undertaken for the Drayton Hall. Richard Webber asked to be involved in any specification for improved amateur dramatics facilities. A market assessment needs to be undertaken so that the income potential for both buildings was maximised.

### **2014/010 Finances and Fundraising**

The Clerk reported that there had been no change in finances since the last meeting. It was **agreed** that Andrew Bax would ask the Parish Council at their February meeting for early release of some of the 2014-15 Drayton2020 feasibility grant so that work could start in February on the feasibility issues mentioned above. **Action:** Andrew Bax to apply to Drayton Parish Council for early release of 2014-15 funds so that feasibility studies can be undertaken from February

### **2014/011 Any Other Business**

It was **agreed** that David Mercer would complete the Sustainably Appraisal with help from John Scott  
**Action:** David Mercer and John Scott to complete the Sustainability Appraisal document.  
Tom Shebbeare gave his apologies for the next meeting on 24<sup>th</sup> January

**2014/012 The dates and time of Future Meetings were noted:** All at 7pm at the Caudwell Day Centre.

- **Friday 7<sup>th</sup> February 2014**
- **Friday 21<sup>st</sup> February 2014**
- **Friday 7<sup>th</sup> March 2014**
- **Friday 21<sup>st</sup> March 2014**

**The meeting concluded at 8.55 pm**

**Signed:**

**Andrew Bax (Chairman)  
24<sup>th</sup> January 2014**

## ACTION CHECKLIST- DRAYTON2020 MEETING – 10th January 2014

| Who                                | Action Point   | Report back on Action |
|------------------------------------|--|-----------------------|
| <b>Andrew Bax</b>                  | Andrew Bax to apply to Drayton Parish Council for early release of 2014-15 funds so that feasibility studies can be undertaken from February |                       |
| <b>David Mercer/Drafting Group</b> | David Mercer to select appropriate photos to illustrate the Submission copy and to co-ordinate the revision of the Pre-Submission copy.      |                       |
| <b>David Mercer/John Scott</b>     | David Mercer and John Scott to complete the Sustainability Appraisal document  | <b>Done</b>           |
| <b>Janet Manning</b>               | Janet Manning to co-ordinate final revisions to the Village Design Code  |                       |
| <b>Richard Webber</b>              | Richard Webber to circulate possible dates to meet Paul Fermer, OCC Highways   | <b>Done</b>           |
| <b>Richard Williams</b>            | Richard Williams to write article for February Drayton Chronicle   |                       |
| <b>Parish Clerk</b>                | Clerk to follow up with Sovereign Housing/VWHDC Planning dept. about Lyford Close land   |                       |
| <b>Parish Clerk</b>                | Clerk to place an advert in the next Chronicle advertising the Pre-Submission consultation   |                       |
| <b>Parish Clerk</b>                | Clerk to obtain contact details for village groups   | <b>Done</b>           |
|                                    | Clerk to collate responses to the Pre-Submission copy  |                       |