

**MINUTES OF A MEETING OF THE NEIGHBOURHOOD PLAN
STEERING GROUP**

at the Goring Parish Council Offices on Monday 25 January 2016

Present: Chairman David Wilkins, Andy Best, Stephanie Bridle, Michael Stares, Tom Rothwell and 14 members of the public

1. Apologies

Apologies were received from Nigel Gilson

2 Declaration of interest

None

3. Public Forum

Jill Jephson enquired about an article in the Henley Standard which mentioned that a developer had already submitted a proposal for building on behalf of a landowner in Gatehampton but that there was some question about land boundaries. DW said that the site selection leader had reported some difficulties over ownership.

Adrian K of Nexus Planning for Mr Cardy, a Gatehampton landowner, replied that they are in discussion with other owners and that a site form will be submitted.

Maureen Whitcher referred to the Terms of Reference of the GNP that require that formal meetings of the Steering Group should be advertised by public notice at least 7 days before the date of the meeting, see Section 6 of the GNP Constitution and Terms of Reference. GPC Planning Committee Meetings, for instance, have a different notice period because planning applications can come in at the last minute and need a recommendation to SODC by a set deadline. This meeting did not fulfil that criterion.

4. Minutes

This being the first formal meeting of the Steering Group, there are no minutes to be approved. The SG had no formal status till the end of November when it agreed Terms of Reference with the Parish Council and after the SODC had set the boundaries for the scope of the plan. However the STG held 24 meetings before that which are listed on the NDP website.

5. No matter arising

6. Chairman's report

The Chairman said that great progress had been made since the inception of the Neighbourhood Plan and that his report summarizing the principal elements is available on the websites of the Parish Council and the Neighbourhood Plan.

7. Report on Village Consultation 16 January

<p>TR summarised his report which is on the website: 330 people attended and photos had been taken for future documentation and publicity. There had been no negative reports but suggestions had been made about having the consultation a second time in a different venue. The event had been intensive. The distribution of leaflets beforehand had missed a few addresses and the distribution process needs to be reviewed before the next consultation. The sustainability stand was particularly well attended and a total of 1667 dots distributed. The site identification process is open from 11 January till 31 March and is accessible on-line.</p> <p>DW emphasised that the aim in presenting the questionnaire on site selection criteria was to gather opinions on the criteria proposed and the form of the questions rather than to elicit preferences between the criteria. AB commented on the success of the event and recorded his thanks to all those involved.</p> <p>The report was accepted.</p>	
<p>8. Village Consultation 5 March</p> <p>DW said that the last consultation was hurried due to seasonal distractions so good preparations are required for the March one and all groups will be asked for plans, commitments, activities and dates prior to the next consultation.</p> <p>TR explained that the Operational Management Group meets every 2 weeks to coordinate the plans of the Working Groups, the next meeting being scheduled for 1 February. There needed to be a clear boundary between the responsibilities of the management group and the steering committee.</p> <p>DW stated that the next formal meeting of the Steering Group will be on 14 March.</p> <p>MS emphasised the need for an alternative delivery system for the housing need survey</p> <p>TR agreed and reiterated that the last delivery had not worked as well as expected as well as being carried out with advertising material which was not expected. The housing need survey needs to be returned by 5 February for analysis and review. The site selection criteria form will be modified and presented at the next village consultation meeting on March 5th. It will then be distributed to all households as well as being available on the Plan website.</p>	
<p>9. Finance</p> <p>DW recorded his thanks to Lesley Best for taking over the management of the finances. The grant application had not yet been made and the Goring Parish Council is funding the Plan till that is done. All members of the SG can sign purchase orders and invoices – in addition, David Bermingham, as Leader of the Communications Group, can sign for invoices up to £250.</p> <p>Agreed by David Wilkins, Andy Best, Stephanie Bridle, Tom Rothwell, Michael Stares</p>	
<p>10. To receive Working Group Terms of Reference</p> <p>The Goring Parish Council has formally agreed Terms of Reference with each working group. These will now go on the website.</p>	

11. Working Groups Declarations of Interest

DW; All members of the advisory group have already completed declarations. All members of the working groups should now do the same – reminders to the leaders will be sent.

12. Matters for Future Discussion

SB proposed the title of this item should be changed to **Any other Business** – unanimously approved by the committee.

AB proposed that working groups should now prepare more detailed plans of their forthcoming activities to enable future budgetary needs to be more clearly identified. TR replied that so far budgetary requirements had been largely based on the Woodcote plan but that he would be asking the working groups for an up-to-date plan of costs before applying for the grant.

SB suggested that Luke Brown, the SODC officer assigned to the GNP, should be involved. All agreed. MS and SB proposed that he be invited to a SG meeting.

SB inquired about insurance and whether the council insurance could cover the GNP. DW had approached Zurich Insurance who provide insurance for the GPC – they had never heard of a Neighbourhood Plan but would offer a cheaper premium on-line. DW will discuss options with the Clerk to the GPC on 27 January. It will require an estimation of the number of people attending meetings, their frequency, their duration and their location, whether inside or outdoors.

DW was concerned about the speed of updating the website – Mike Robson is doing this but depends on the group leaders for information. He may need some assistance.

DW and NG had met with the Goring Medical Practice about future needs. They are not opposed to a larger population which may change the demographic balance.

DW and SB had also met the governors of the Primary School which is full and has no possibility of expansion on its present site. One possibility could be some form of land swap. The SG must ensure that the OCC are aware of the concerns of the village. DW will emphasize this when he talks to an educational officer of OCC soon. AB felt that a formal question on the subject should be raised with OCC. Jill Jephson suggested the SG and OCC consider the expansion of the school into the Bourdillon Field. SB said that the field was a registered public open space and that, for health and safety reasons, the school could not use it. If the school were to expand there would be additional traffic problems in the Wallingford Road. These issues should be reviewed. DW noted that it was only in relation to housing that the GNP would have statutory force. MS suggested that the OCC who run the school and the C of E who own it should discuss the matter. AB suggested that the OCC provide numbers of the projected increase in population. DW replied that the OCC have a formula. SB said that the new housing in Iceni Close had added only 4 pupils to the school numbers. DW observed that numbers are difficult to predict and will also depend on the type of housing provided.

MS Comments may be put on website.		
Meeting closed at 20.20. The next formal meeting is on 14 March at 18.30 in the Belleme Room after the next consultation on 5 March.		
After the meeting there was an informal discussion about the cost of hiring the Village Hall which charges for use. It was felt by some present that those events that cover community interests such as the public consultations of the GNP should be able to use the hall at no charge. The GPC allows the GVP free use of their office.		

D. A. Wilkins

D. N. Wilkins

March 14th 2016