

## Minutes

Wolvercote Neighbourhood Plan Steering Group:  
 Tuesday 3<sup>rd</sup> Dec. 2013 7.30pm to 10:00pm, held at 49 Lakeside, Oxford.

Agenda	Action
Item	
1	<b>Present:</b> Christopher Hardman, John Bleach, Jonathan Gittos, Angie Goff, Jean Fooks, Sue Pfunder, Graham Jones, David Stone (from 8:50pm). <b>Apologies:</b> Alison Weller, Allie Noel, Mike Gotch, Kate Richenburg, Richard Lawrence-Wilson, Bridget Eley, John Foster (possible helper invitee).
2	<b>Previous minutes:</b> The minutes were agreed.
3	<b>Update on recent events/work</b> 3.1 <b>Northern Gateway</b> (21 <sup>st</sup> Nov. at The Oxford Hotel): Good meeting – congratulations and thanks to Jean and OCC planning department for helping to organise it. Oxford Mail impressed by numbers attending. Timetable for Area Action Plan (AAP) seems tight – see item 4.1 below. Report of meeting in Oxford Times mentioned closure of access to Wolvercote Roundabout from Godstow Road and some people are very concerned – JF and JB believed that this was not accurate. Closure of access from Five Mile Drive did seem to be an option under consideration. Some disappointment about feedback allowed and plans not clear at this stage. For useful information, see Background Notes for Facilitators, prepared by the Planning Officer in advance of the meeting (attached to these minutes).
3.2	<b>Elsfield Hall:</b> no news. Agreed that Allie and Kate should be encouraged to continue liaising on this. AN KR
3.3	<b>Wolvercote Paper Mill:</b> latest information via Michael Crofton-Briggs: University is going to have meeting soon to decide what to do. Choices are to resubmit outline planning (with community comments taken into account) or sell site now and leave it to a developer. John to contact University Estates requesting information when it comes available and offering Forum's help. JB
3.4	<b>WCC drop-in</b> (14 <sup>th</sup> Nov. at The Plough pub): considered useful for disseminating info and making contacts. Angie now has the sign-in sheets on which expressions of interest in the forthcoming training session with Planning Aid were recorded. One or two possible people willing to share in WNF tasks were identified. There was a request to remember to include Godstow Nunnery as a historical treasure and Lower Wolvercote bridges as part of our heritage.
4	<b>Plan Making – WHAT NOW?</b> 4.1 Northern Gateway AAP has a timetable (as announced at the 21 <sup>st</sup> Nov. meeting) and so do we for the WNP. The AAP is scheduled to go to examination in January 2015 with consultations in Feb/Mar.2014 and July/Aug.2014. The referendum on the WNP is not likely to be achieved before April 2015 at the earliest. So, we could be beaten by time if we are not careful to address early the issues highlighted in the public consultation, so that we fit in with the AAP timetable.

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Discussion around required actions:-

- 1) *Should Forum temporarily suspend its work on plan-making, concentrating instead on the AAP timetable (as we did when we contributed to the consultations on the Paper Mill planning application)?*

Agreed that Forum should be feeding into planning process at this stage of the AAP timetable, but aiming to maintain progress on the Plan at the same time.

- 2) *Should Forum wait until results of the public consultation (meeting of 21<sup>st</sup> Nov.) or try to proceed with other ideas with or without more consultations with the public in the Ward?*

It was recognized that more widespread public engagement was needed and to build up our evidence base to support the Plan. Further questions were discussed:-

- a) *Should Forum produce document to present to public meeting in February? - Undecided.*

- b) *Should we formulate a survey (for instance on Survey Monkey) and ask for younger views? – Agreed that we should do this – see item 4.2.3 below. (It was suggested that a ‘viral campaign’, use of Twitter and use of social media would be possible.)*

- 3) *Should we wait until meeting 18<sup>th</sup> Jan. with Bob Keith? – No, but accepted that this meeting would present an opportunity to discuss methodology with BK.*

### 4.2

#### **Actions:**

- 1) Need meeting with Rachel Williams (OCC planner assigned to draft the AAP) to discuss results from 21<sup>st</sup> Nov. public meeting. Graham agreed to phone Rachel Williams next day to find out when her report would be ready and when she could meet with Steering Group. (STOP PRESS – report should be ready before Christmas. 8th January, 3.30 pm booked for meeting – venue to be decided.)  
Need to prepare report following this meeting .

GJ

tbd

- 2) Need Steering Group meeting in January to digest results of 21<sup>st</sup> Nov. public meeting some time after meeting with Bob Keith on 18<sup>th</sup> Jan.

JB

- 3) Jonathan volunteered to do questionnaire/video etc on Survey Monkey. He expected that it would involve one day’s work. Christopher and John might be available to help. Sue to look at the questionnaire once it had been set up.

JG

SPF

### 5

#### **Management and help**

##### 5.1

Review of Planning Aid agreement: no discussion

##### 5.2

Secretary/project manager + publicity : no discussion

##### 5.3

Applying for funding: no discussion

### 6

#### **Topics/meetings coming up**

##### 6.1

**Planning Aid training session, 18<sup>th</sup> January** (responsibilities and practicalities).

- 1) Need email to Forum members/Steering Group members and interested non-members to inform of training session and its content.

GJ

- 2) Send list of Forum members to GJ.

JB

- 3) Pick up key to hall.

GJ

- 4) Obtain from Bob Keith details of equipment needed (projector, screen, laptop,

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	extension leads, materials, tables etc.) and arrange for equipment, not being brought by BK, is provided.	GJ
	5) Discuss layout of seating with BK in advance.	GJ
	6) Provide name badges for SG members and provide help to Graham.	AG
6.2	<b>What we hope to get out of this meeting.</b>	
	AGENDA as proposed by Bob Keith:	
	<ul style="list-style-type: none"> <li>• <i>The background to neighbourhood planning</i></li> <li>• <i>The national and local planning policy context</i></li> <li>• <i>The various stages in the statutory process and what is required</i></li> <li>• <i>The main elements of plan preparation:</i> <ul style="list-style-type: none"> <li>- <i>Effective community engagement</i></li> <li>- <i>How to build an evidence base</i></li> <li>- <i>Site assessments and making allocations</i></li> <li>- <i>The systematic approach from identifying issues to creating a vision and objectives</i></li> <li>- <i>Drafting policies and proposals</i></li> <li>- <i>Sustainability appraisal/strategic environmental assessment.</i></li> </ul> </li> </ul>	
	Agreed that the meeting should concentrate on the 4 <sup>th</sup> item: 'main elements of plan preparation'. However the first 3 items need to be summarized. Graham to condense text for inclusion in the invitations to make the content sound more attractive.	GJ
	Graham to request a short session at the end of the meeting with SG members.	GJ
7	<b>Treasurer's report:</b> Healthy. £1,194. 42 in funds.	
8	<b>Matters arising from Minutes not already dealt with above:</b> none.	
9	<b>Publicity/communications strategy:</b> – no time to discuss but Angie has names of some people who might help.	AG
10	<b>The Transport Group</b>	
10.1	A draft report summarizing work so far has been circulated to Steering Committee for comments. Transport Sub-Committee was thanked.	
10.2	Discussion around need to ensure that Transport measures are in place before further development takes place on Northern Gateway (see report and original City Core Strategy). Agreed that Steering Group needs to 'police' this, emphatically.	
10.3	<b>Actions:</b> <ol style="list-style-type: none"> <li>1) Need to find original wording on obligations with reference to transport infrastructure being in place before start of rest of development (need details here on which phases this should apply to – see conditions imposed by Inspector). Jonathan agreed to provide this information.</li> <li>2) David agreed to review and finalize the report. Then circulate this to the SG.</li> </ol>	JG DS

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### 11 AOB

11.1 **Report on Brookes students' planning seminar:** No discussion.

11.2 **Deadline for Flying Goose:** To be discussed at next meeting as next publication needs copy by 15<sup>th</sup> Feb 2014 for publication end March.

### 12 Dates of forthcoming meetings:

1) 8th January, 3:30pm (Meeting with OCC planner) – venue to be confirmed – likely to be held in the Ward – all SG members welcome.

2) 18<sup>th</sup> January, 10am till noon (Planning Aid training) - venue Lower Wolvercote Baptist Church Hall – time to be confirmed – all SG members to attend if possible.