

Minutes

Wolvercote Neighbourhood Plan Steering Committee:
Wednesday 24 September 2014, 7.30 pm to 9.55 pm, at 47 Rosamund Road, Wolvercote.

Agenda item

- 1.1 **Present:** John Bleach (chair and host), Jean Fooks (from 8.00 pm),
Angie Goff, Christopher Hardman, Graham Jones, Sue Pfunder, Kate Richenburg.
- 1.2 **Apologies:** Mike Gotch, Jackie Gray, Richard Lawrence-Wilson, Alex Martyn,
David Stone.

2. **Previous minutes - 26 August 2014**

3.1, 5th paragraph. Kate asked for corrections to be made so as to capture her points more accurately. After 'highly skilled', insert 'and many would be recruited from afar'. Before 'travel patterns', insert 'housing and'. Before 'therefore', remove 'and'. Replace 'traffic volumes' with 'economic benefits'. These amendments were accepted.

4.1, 1st paragraph. After 'other websites', insert 'in relation to HMO policy'.
Amendment accepted.

The minutes were otherwise agreed.

3. **Constitution**

After much discussion, the following revisions to the version of the Constitution (dated September 2014) that had been circulated and seen by OCC were recommended:

Clause 8.2. Concern was expressed that there might be insufficient candidates to allow for the election of eleven Committee members, therefore it was proposed to replace 'Eleven SC members' by 'The officers of the Forum, namely the Chair, Vice-chair, Secretary and Treasurer, and a maximum of seven ordinary Committee members'.

Clause 8.3. To be deleted. Subsequent clauses to be renumbered.

Clause 8.4 (revised to become 8.3). After 'may subsequently be re-elected', insert 'for a further two years'.

Clause 12.2. Christopher drew attention to the need to clarify the availability of any proposed changes to the Constitution in advance of an AGM or EGM. Therefore insert 'made' before 'available'. Replace 'in writing to all attending' by 'one week in advance of'.

Clause 12.3. This clause had been added at the suggestion of Richard.

Some consideration was given to whether the Constitution should include a clause that would reinforce the role of the Neighbourhood Plan in planning matters in Wolvercote Ward, given that in Thame, attempts are being made to over-ride the relevant Plan on grounds of 'need for housing'. It was felt that such

Minutes

a clause might complicate the Constitution, which was best kept simple to avoid creating a straitjacket.

In advance of the AGM, John will post the unamended circulated version (dated September 2014) of the Constitution on the Forum website, together with the proposed version with the small number of minor revisions specified above and recommended by the Steering Committee. **Action: JB**

4. **AGM**

4.1 Election procedure

Criteria for voting established: all those who live or work in Wolvercote Ward. To identify those eligible to vote, attendees at the AGM will be asked to sign in, giving their address; if eligible, they will be supplied with a token (a strip of coloured paper) to identify them as voters. **Action: AG (voting strips); AG and KR to be on the door at AGM overseeing signing in and distribution of voting strips.**

Advance nominations

Advertising material for the AGM should make clear that nominations may be made in advance or at the meeting itself. In all cases, a proposer and a seconder will be required. The nominee may submit a brief personal statement or may be invited to say a few words about themselves at the meeting. **Action: CH**

SC members should endeavour to contact potential Committee members and encourage them to participate. **Action: all**

Jean reported that Councillor Steve Goddard was prepared to join the SC but has limited time available.

Kate and Sue both stated that they would not be standing for election due to pressure of other commitments.

It was noted that if there were eleven or fewer nominations, voting would not be necessary.

4.2 Publicity/poster design/distribution

Letters or email messages to be sent to local businesses and individuals recorded as Forum members. **Action: JB as lead; SP volunteered to assist with distribution.**

Flyers will not be used – distribution too time-consuming.

Poster design to be taken over by John, as previously suggested designer was probably too busy. **Action: JB**

Various Committee members undertook to put up posters across the Ward. **Action: JB, AG, KR.**

Jean offered to supply relevant copy to the *Oxford Times/Mail* for the community news

Minutes

pages. **Action: JF**

4.3 Guest speaker

Jean suggested Bill Heine, with Ian Scargill (Chairman of the Oxford Green Belt Network) as another option. **Action: JF to contact. Stop press: Jean drew blank, but Geoff Botting, Chair of Woodcote Neighbourhood Forum, agreed to speak about the development and approval of Woodcote's Neighbourhood Plan.**

4.4 Other actions

John organising printing of posters, Agenda and Constitution. **Action: JB**

Angie to borrow blackboard/whiteboard/ flipchart to display the names of those nominated. **Action: AG**

On the day, helpers should be at Wolvercote Village Hall by 6.45 pm. **Action: all**

Angie and Kate to be on the door to register people and hand out voting strips. **Action: AG, KR**

Sue suggested that the voting strips should be numbered and linked to a raffle for a bottle of wine, the raffle to be drawn at the end of the meeting thereby encouraging attendees not to leave early. Everyone agreed that this was a brilliant idea. Sue offered to provide the wine. **Action: SP**

Sue will give the Introduction to the meeting. **Action: SP**

Refreshments to be provided by Kay Richardson/WI.

There will be a collection on the door as people leave. **Action: AG, KR**

Due to pressure of time, discussion of the remaining items on the Agenda was abbreviated, with only the following issues being covered:

5 Brief updates on planning issues

5.3 Elsfield Way

Kate reported that Shanley Homes had appealed against the refusal of planning permission for their proposed development. The Forum needs to keep abreast of the appeal and should probably make a representation to the Inspectorate. **Action: KR and others. Stop press: JB and KR submitted a representation on behalf of the Forum on 27 October 2014.**

9. AOB

Jean showed a Neighbourhood Planning Toolkit document, which was felt to be potentially useful.

Minutes

Graham reported briefly on the Heritage course (run by English Heritage, the Oxford Preservation Trust, and Oxford City Council) that he had attended. He found it very worthwhile.

10. **Dates of forthcoming meetings**

To be determined after AGM.