

## **Wolvercote Neighbourhood Forum**

### **Steering Committee Meeting**

**Wednesday 15<sup>th</sup> November 2017**

**7.30pm, The White Hart, Wolvercote**

**Present:** Christopher Hardman (Chairman), John Bleach, Mary Brown, Cllr Paul Buckley, Cllr Steve Goddard, Cllr Angela Goff, Graham Jones, Sadie Paige, Richard Lawrence-Wilson, David Stone

**Apologies:** Adam Symons

1. **CALA Homes' Planning Officer** who had requested a meeting with WNF Steering Committee to get guidance on consultation planning, was unfortunately not able to take advantage of this scheduled SC meeting.

CH will contact CALA Homes:

- to suggest the White Hart as a possible venue for their consultation event
- to request some meeting date options that suit their timetable.

It was agreed that a pre-meeting of the SC would take place, once the meeting objectives have been clarified by CALA Homes.

2. **Minutes from last meeting were approved.**

3. **Matters arising**

- Referring to a matter arising in last meeting's minutes, GJ sought clarification of the status of the review of several sections of the Draft Neighbourhood Plan. It was explained that this was a brief exercise to get the Plan "consultation-ready".
- GJ noted that the status of the Cherwell Plan consultation was not clear – with no information available on the website.

*(I spoke to David Peckford at Cherwell DC. They had about 1500 responses to the consultation, and anticipate that results and recommendations will be taken to Members at the end February 2018. I was referred to this recently updated document <https://www.cherwell.gov.uk/download/downloads/id/3837/pr65-local-development-scheme---april-2017.pdf>)*

4. **Review of the Project Plan (including Budget)**

An updated version of the project plan spreadsheet was circulated prior to the meeting. Some key points from the discussion:

- AS is preparing the budget and CH will take it to Locality by the end 2017
- CH to suggest adding some additional costs to cover Project Manager time through to the referendum.

- An informal draft will be sent to the Planning Officer prior to the formal submission in March 2018.

*(According to the City Council's Forward Plan, CEB will be held on 22 May 2018.)*

#### **5. Review of the responses to the Draft Neighbourhood Plan consultation.**

An interim report of the consultation responses was prepared by AS and circulated prior to the meeting. Consultation will close on Friday 17<sup>th</sup> November. Some of the key points arising:

- In general the comments are supportive of the Draft Plan and work done by the Steering Committee and beyond
- There is a need to articulate the aspirations contained within the Draft Plan as clearly defined and enforceable planning policies. CH will meet with AS, and using examples from each section provide guidance to the section owners.
- Work on Character Assessments can be started - they are not dependent upon the adoption of the Neighbourhood Plan.
- The SC was not clear if there is a minimum size of development to which the Neighbourhood Plan policies are applied. CH to follow up with AS.

#### **6. Definition of Member of Neighbourhood Forum**

It was agreed that the definition of a Member of the Neighbourhood Forum, as described in the Constitution is correct, and that to avoid confusion our public meeting sign-in sheets do not need to ask attendees if they wish to join the Forum.

*(AG will contact Ruth Wilkinson, City Councillor and member of Headington Neighbourhood Forum to understand how they deal with the fact that businesses can be members but presumably cannot vote in the referendum if they are not on the electoral register.)*

#### **7. AOB**

AG raised a concern about attendance at the Steering Committee meetings. It was agreed that, although interest from members of the community in the Steering Committee meetings was welcomed, attendance should be limited to Steering Committee members, co-opted members and invited guests.

JB sought clarification of the next steps and actions for SC members. Aside from actions included in these minutes, the next steps will focus on developing the next revision of the Neighbourhood Plan. Following his discussion with AS, CH will be able to provide direction.

#### **8. Next meeting will be Friday 15<sup>th</sup> December 2017 at 2.30pm, at the White Hart, Wolvercote**

Meeting closed at 10.15pm

Sadie Paige 19/11/17