

Present: Rita Atkinson, Catriona Brodribb, Fred Cabbage, David Hignell, Martin Howell, Mike Jenkins, Callum Mackenzie, Anne Morgan-Smith, Peter Morris, Liam O' Brien, Joanna O'Callaghan, Annie Shepherd, Kathy Whittaker.

- 1 **Welcome** by Mike Jenkins (MJ)
- 2 **Appointment of Chair for the Meeting:** Joanna O'Callaghan (JOC) agreed to chair this meeting, with view to appointing a permanent chair.
- 3 **Appointment of Deputy Chair:**
Martin Howell (MH) to ask Chris Parkes (not present at meeting) about being Deputy Chair
- 4 **Appointment of Interim Secretary/Minute Secretary:** Catriona Brodribb (CB) agreed to take the minutes and circulate them for this meeting but might not always be able to do them due to work patterns.
- 5 **Neighbourhood Plan Administrator:** the group agreed that the outline job description was suitable, with two additions:
 - a) that the post is stated as part time
 - b) under 'Job Description': as regards communications-regular updates on progress would be requiredIt was thought that the job if paying £15 an hour would amount to 12-15 hours a week, and that the hours would need to be flexible.

MH to contact Louise Thomas who has been involved with two neighbourhood plans- with possible view to her attending a meeting.

NB The clerk to SC Parish Council is unable to take on more work; Drayton Neighbourhood Planning Group was able to use their Parish Council clerk, and took on a clerk's assistant to deal with the additional workload.

The job description was agreed; MJ to take the job description back to the SC Parish Council Clerk, for advertising via the usual Local Authority channels.

At a later date the interview panel would be made up of members from the Parish Council and the Neighbourhood Plan Steering group.

It was noted that the 4th March deadline for potential job applicants, is probably too soon, so the group might need to agree a new deadline date.

- 6 **Terms of Reference for the Steering Group:** the Vale has a template document which can be downloaded from the Vale website.
CB to download and circulate with minutes to all members of group.
See in italics below from the document's 1st page.

Steering group role: *The role of the group is to:*

- *define the neighbourhood area*
- *agree a budget, how this will be funded and managed including appointment of specialist consultants or advisers*
- *agree the governance structure for the project e.g. any working groups and what their specific responsibilities will be*

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- *prepare and agree a project plan which complies with the legislative requirements for producing a neighbourhood plan*
- *manage working groups*
- *ensure working groups have clear terms of reference related to their responsibilities and the project plan*

7 Designating the NP area: the group agreed that the whole parish should be included, and additionally that MJ should contact Milton Parish Council about the possible inclusion of the fields between SC & Milton in the plan. Once we do / don't have their agreement-MJ to fill in the two page Neighbourhood Planning Area Designation Application Form.

NB This form must be completed in order to apply for funding.

CB to download parish map v from owls.oxfordshire.gov.uk to circulate to all.

8 Creating a Project Plan: possibly too early at this stage. Joanne OC to contact Steventon NPG who are 5 months further down the line than SC. JOC to talk to community actions groups. Rita to talk to Drayton NPG about their process /time scale ie flowcharts of stages. We could enlist help of Vale Neighbourhood Planning Officer but the recent officer has resigned, and a new one will be appointed. Callum Mackenzie (CM) to ask the Vale for updates of new appointment, as an officer could be very helpful to us in the early stages of getting set up, as well as later on down the line.

9 Working groups.

The topics and issues that are most pertinent to SCNPG seem to fall into four groups, though there may be inevitable overlap:

- a) Infrastructure: roads / transport (both public and private including cycling), broadband, utilities, sewage
- b) housing and related issues
- c) business and places of work, recreation and social facilities
- d) character / environment / green belt/ river and flooding / look and feel (including, presumably history and archaeology, flora and fauna, landfill, pollution.

Sustainability could be a common thread to all groups, so need not be a separate heading.

10. Next meeting Mon 22nd Feb 7.15pm at Village Hall. CB to email a reminder to everyone who has shown interest, so that current numbers are maintained.

NB any other people who are interested should give their email address, so that we can build up a comprehensive list and be able to keep them up to date as and when.