

## SCNP Steering Group Minutes of meeting on 9 October 2018

### Attendees:

Mike Jenkins (MJ), Rita Atkinson (RA), Peter Morris (PM), Kathy Whittaker (KW), Anne Morgan Smith (AMS), Sarah Eccles (SA) and Joanna O'Callaghan (JOC).

Margaret Cox, a resident of the village was also in attendance.

### Apologies:

Fred Cabbage (FC), Martin Howell (MH), Catriona Brodribb (CB), Clare Pennicott (CP), David Hignell (DH), and Geoff Armstrong (GA)

### Main Discussion Points:

1. We were all happy that the Parish Council, at their meeting in September, had agreed that the results of the NP Questionnaire should be uploaded onto the PC website. Both the raw data and the draft would appear but not the additional comments.
2. Everyone was given a chance to identify any thing that stood out in the questionnaire results. The following were raised:

Surprise that 24% of responses were completed by villagers who had only lived here for between 1 and 5 years;

Any new development should either be infill or on brown field sites;

The positive responses seemed to be balanced out by the negative ones which could make policy writing tricky;

It was clear that no one wanted any more large scale development;

It was clear that the facilities at the southern end of the village were lacking;

Concerned that we may not have responses from a cross section of villagers; and

Green space in all parts of the village and distant views were both a vital part of the village.

3. PM was thanked for producing 3 versions of a draft report. It was agreed that PM would write the final draft once further evidence had been gathered. It was agreed that the plan should still include visions and potential future projects as well as policies backed up by evidence. PM ran through how his most recent draft was referenced to the questionnaire results.
4. RA and MJ reminded us that a NP is essentially about land use and stressed the importance of the precise wording of the plan's policies in order to make them as water tight as possible. Evidence is needed to back up policies which must comply with The Vale's Local Plan.
5. Assessments we are likely to need include:
  - Housing needs assessment;
  - Landscape and open green space assessment;
  - Village character appraisal;
  - Traffic and infrastructure survey; and
  - Possibly an amenity and employment assessment.
6. It was concluded that experts should be identified who could carry out the various assessments. JOC said that she had collected a few names which had been emailed to

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others. RA said that Community First Oxfordshire used to offer a housing needs assessment.

7. MJ stressed the importance of the wording of the policies and suggested that we explore using an expert to write them rather than ourselves. JOC mentioned a company being used by Cumnor NPSG.
8. RA explained that an important part of the pre plan work was community consultation. This aspect was taken very seriously by the inspector. Possible further consultations were discussed. It was concluded that Community First should be asked to do an open house workshop for villagers to attend. It was felt that it was best if the steering group were not present. Residents would get a chance to say what they thought without our influence. Also there was a concern that the views of secondary school age children and teenagers were needed. This could be addressed by having something like a pizza evening.
9. As well as Simon's analysis it was felt that members of the SG should ensure that we are familiar with the questionnaire responses. SG members will pair up and analyse a section of the responses.
10. The possible data breach was discussed. RA brought us up to date on advice received from Simon, ICO and Jodie Wales, who has liaised with the Data Protection Officer at the Vale. It would appear that the conclusion is that there may be a potential breach. Jodie has made it clear that all the SG and other volunteers involved in delivery and collection confirm in writing that any lists held have been destroyed. MJ reminded us that should there be a reported breach it will be the PC via its data protection officer that has to defend its position and not the SG.
11. Margaret Cox was thanked for attending, and invited to the next meeting.

### Action Points:

1. JOC to approach Community First Oxfordshire to investigate arranging an open house workshop.
2. JOC to approach companies who specialise in appraisals such as village character assessments. Also the company who we believe are involved in preparing and writing the Cumnor NP.
3. All other members of the SG will pair up and analyse the results of one section of the questionnaire responses. JOC will email a list of pairings.
4. All SG members and other volunteers must email to confirm that lists have been destroyed.
5. RA to investigate pizza evening.

Date of Next meeting:

**Monday 19 November at 7pm in the village hall**