

Whitchurch on Thames
Neighbourhood Plan (NP) Steering Committee (SC) Meeting
Old Stables
06 March 2017

Attendees:

- Cllr Jim Donahue- PC Chair
- Cllr Dave Bowen – PC
- Cllr Keith Brooks - PC
- Sarah Hanfrey
- Charles Cotgreave
- Peter Ferguson
- Jean-Marc Grosfort
- John Bradon
- Emily Williamson

General

Charles suggested that the plan for Long Wittenham be looked at as an example of a Neighbourhood plan from a similar sized local community. The website includes the draft plan that was just issued on 1st March 2017.

<http://www.longwittenham.com/neighbourhood-plan/>

Peter Ferguson is pulling together a summary of the information we have reviewed and discussed so far in a working draft document that he plans to maintain and develop going forward until we are in a position to issue draft versions for review.

A suggestion for formalising the meeting was made and agreed. In future:

- 1) Meetings will start with a declaration of interests that will be recorded in the minutes.
- 2) The minutes from the previous meeting will need to be confirmed as being a true record (with or without amendments as required) by all Working Group members present.
- 3) The Chairman will report to the Neighbourhood Plan Working Group any Parish Council discussions related to the Neighbourhood Plan.

Draft Neighbourhood Plan Process and Timelines

Cllr Donahue went through a draft proposed diagram for the NDP development process and timeframes. Initial feedback was that this was a good overview, but a more detailed plan would be required to flesh out all the tasks involved and better understand their required timescales. The draft plan shows a referendum in March or April 2018, but it was thought that September may be a more realistic target. It was noted that there will likely be a general election in May 2019 as a worst case date. Cllr Donahue agreed to develop a more detailed plan and also continue to draft a budget.

Sarah recommended the Planning Aid toolkit as useful for developing a more detailed plan.

Planning Aid is an organisation the Working Group was directed to by SODC for help with creating a Neighbourhood Plan. During the meeting, Planning Aid's document 'How to work with landowners and the development industry' was circulated. Attention was drawn to section 5 regarding good practice to ensure transparency, independence and impartiality. It was agreed that the Working Group should adopt the good practices outlined and all contact with landowners will be logged in future. Previous conversations between two Parish Council members and a landowner that took place in January 2017 will be included in this log retrospectively.

Vision and Objectives Consultation

The Group discussed options for an initial Vision and Objectives for the NDP to use as a strawman to take to a village consultation process. The goal should be to get engagement from the residents and draw out objectives from the residents.

Sarah provided examples of aspirational visions that could apply to Whitchurch and agreed to send a proposal in the next week ahead of the Parish Council planned for the 13th March.

John Bradon agreed to go through the objectives from the minutes of the last meeting and propose something that could be presented for feedback, also ahead of the Parish Council Meeting on the 13th March.

The consultation process should include several elements:

- One or more meetings at the Art Café
- A village meeting or open day session at the Village Hall
- On-line feedback form on the web-site and email distribution
- Bulletin Article

The next meeting is arranged at the end of March to allow an agreed draft vision and objective ahead to the deadline for the next Bulletin on 6th April.

Next Meeting

The next meeting will be held on Monday 27th March, 8pm, Old Stables.