

**Whitchurch on Thames Neighbourhood Plan (NP) Steering Committee (SC)**  
**Minutes of Meeting**  
**Wednesday 8<sup>th</sup> November 2017**

**Attendees:**

- Will Barclay
- Cllr Dave Bowen
- John Bradon
- Cllr Keith Brooks
- Charles Cotgreave
- Cllr Jim Donahue - Chair
- Peter Ferguson
- Jean-Marc Grosfort
- Racheal Hatcher
- Sarah Hanfrey
- Leslie Maynerd
- Ben Riordan

- **Apologies:** Emily Williamson, Jason Whitley, Leslie Prater, Richards Williams

### **1. Introductions**

Jim gave some background on the process we were following to update the village plan.

Everyone introduced themselves and said something about their interests.

### **2. Minutes of Monday 16th October Meeting**

The minutes were approved.

### **3. Review & discuss the output on Working Groups from previous meeting.**

In the 16<sup>th</sup> October meeting the group had made an initial list of topics which the village plan might cover and had grouped these into 6 potential working groups.

We went through the write up Jim had done with the aim of reducing the number of working groups to 3 or 4, adding suggestions for new topics.

Some general points made were

- We should learn from the previous successful village plan. Action: Charles to present a summary of the previous plan in the next meeting (with help from Dave and Keith as required)
- We should combine finding some practical things we can get on with as well as planning for the future.

There were some additional topics to add

- Churchyard to Open Spaces

- Bulletin and Website

Rachel provided helpful background on the work the Traffic Group has been working on:

- She is happy to include the work already being done as part of the Village Plan. There is lots to do and more resources might help.
- Ideas being considered include Controlling parking (e.g. yellow lines or residents parking, 20 mph zone)
- They have considered having a consultant to help. PC Bell is already involved.

### 3.1 Working Groups and Members

We agreed on the following four groups and people at the meeting said which groups they wished to belong to.

It was agreed that someone could be in Working Groups and the Steering Group.

**Traffic and Parking** Previous consultations show this is a big concern in the village. A group is already set up. Racheal and Ben (possibly Will) and existing team.

**Community Facilities** (Village Hall, Pavilion etc.) Charles and Jean-Marc

**Community Groups**. Sarah. Keith offered to help but is obviously already very committed on the parish Council.

**Environment**. Made up of three of the groups previously considered: Open Spaces, Pavements & Walking and Built Environment. This will have a wide remit but the three areas overlap. John, Leslie M, Leslie P (has expressed interest in this sort of area) and Will (possibly).

Ideally, we would have at least 4 people in each group so there is still some recruitment needed.

### 4. Governance, Roles, etc.

We did not have time to discuss Governance and Roles in any detail.

The present arrangement is Jim as Chairman, John as Secretary Sarah as Treasurer/ Finance Expert (aided by Ben).

The Chairman should report to the Parish Council.

There was a wish not to make the Steering Group too formal (with voting etc), but to keep it as a coordination group - supporting and bringing together the input of the Working Groups.

### 5. Next Meeting: 8PM Wednesday 10<sup>th</sup> January (location TBA)