Minutes of a Meeting – 10am-12am 12 October 2018 – The Vineyard, High Street, Clifton Hampden, OX14 EQ.

Attended Giles Baxter (Chair), Jerry Moscrop, , Glenn Pereira, Simon Russell, Laura Buxton, , Neil Homer (Consultant).

Apologies: Jaqi Mason: Debbie Croft; Vanessa Bailey, James Hammond, Chris Neill

Ser	Item	Action	Action By	Due Date
1	 Welcome (GB) Introduce Neil Homer Main purposes of meeting: Update Neil on current state of play Create single project plan 'the straight and narrow'. Objectives/purpose of drop-in events and progress on design Call for Sites letter. Other key issues as advised by Neil. Confirm Evidence Gathering requirements Identify businesses, eg Forge, Garage, 	NH advised on external factors: Ox to Cambridge Expressway (most obvious route is south of Abingdon near CH) SODC Core Strategy – any changes unlikely to change impact on us, specifically overall housing numbers. There will be debate over housing numbers, but requirements on small villages unlikely to change. Policy is 5-10% (=10-20 houses for BACH) Keep close to SODC planning team, Ricardo & Holly in particular. Examination of SODLP NB Autumn 2019 Aim to submit NDP July 2019 for examination cNovember 2019.	All	
2	Previous Minutes (GB) At	Not discussed.		

Ser	Item	Action	Action By	Due Date
3	Update (GP) a. Activity since 1 October Meeting Survey – distribute w/c 15/10 (done) Flyers – distribute w/c 15/10 (done) VH Booking (done) Bridge Article (done, with amendments reflecting NH	Communication channels; Email (DC) Social Media Website (Anne D to post, but will need content) Village Meetings Bridge Magazine	Action By	Due Date
	advice on call for sites)	Bridge Magazine		

Ser	Item	Action	Action By	Due Date
4	Create one plan from two versions as shown on Brown paper/post it plan. To reflect NH input on about which technical assessments are needed: Housing Needs Assessment Housing Needs Survey (reviews external material, policies, plans etc) Design Codes Site Assessments And consultation requirements.	Discussed and agreed overall approach to next few weeks: Start from what we know from previous consultations Housing: 20+ on two or more sites. But need to confirm exact target, what type, and where. Amenities: new site for surgery; school facilities on existing, new, or current site+. What is missing is a Vision to guide spatial options. Discussion about Identity. Committee agree that we are currently one Parish with two villages each with its own identity. Need residents views on whether they wish to retain this, or to create a single village with a single shared identity. Three main information requirements: School, Surgery, Vision. Then committee to do some spatial modelling: develop options and test against Vision. Only write to landowners relevant to those sites within options that will deliver the Vision. No point in writing to those who own sites that do not fall within the vision. NH will draft letters to: Surgery/CCG; School/LEA. Get definitive SODC advice on what technical assessments are needed. Will almost certainly need SEA and Habitat assessments. NH doesn't think we will need HN Survey (which is a review of external context and drivers) or Design Codes. NH will provide draft letter for SODC. GB will update project plan on this basis.		

Ser	Item	Action	Action By	Due Date
5.	Drop-In Events (GP/NH) Survey Flyer Objectives/Purpose Design	 Agreed <u>purpose</u> of Drop-In Events. Feedback on survey results. Publicise project plan and CLT (and to initiate recruitment of members/board members) (Afternote: we need a simple statement that explains the relationship between NDP, CRBO, CLT and the expectations or interested parties (residents, SODC, landowners etc). GB to draft. Test spatial vision. Invite residents to test two alternatives: propose and invite residents to say what they think the pros and cons are. NH will help phrase alternatives. Test scope of policies: key NDP policies as drafted, eg footpaths and cyclepaths, green spaces; housing; amenities (surgery, school, community centre (combine or upgrade existing). To be used as Design Guidance. 	LB to lead. GB NH	
6.	Call for Sites Letter (GB/NH) Design/Template Criteria to take forward for consideration	NH to provide drafts once spatial modelling exercise has been completed by committee. Selected landowners only. (Must be transparent about how selections have been made, linking back to the spatial vision, survey results, and drop-in consultation).	NH/GB	

Ser	Item	Action	Action By	Due Date
7	AOB.	NH to provide report/drafts by mid week (w/c 15 Oct) to include: Draft letters for: Surgery School SODC Wording for Spatial Vision alternatives.		
8	 a. 30 Oct at 8pm. b. 7 November in the evening: 1st Drop in Event – Village Hall c. 10 November in the afternoon: 2nd drop In event at the VH. d. [] November 			