

Meeting of Parish Council and NDO Steering Committee
Held on 2nd June 2023 11am on Microsoft Teams

Present

Marc Juffkins (MJ) - chair
Giles Baxter (GB) – co-chair

Christine McCulloch (CM)
Chris Brotherton (CB)
Chris Neill (CN)
Christopher Purvis (CP)
Glenn Pereira (GP)
Nick Fielding (NF)
Penny Hill (PH)
Simon Russell (SR)
Suzanne Neave (SN)

Apologies

Anne Davies
Charles Campion

1) Pre-ambule and Opening Remarks: [00:01:10 – 00:02:07]

Participants agreed that the meeting could be recorded, but only for the purpose of writing the minutes and not to be distributed further. [approximate time on the recording indicated for ease of reference by members during their review of the draft minutes]

SN agreed to take the minutes

GB said that Part 1 was about establishing the relationship, Part 2 about providing information. Key items from the SG perspective were 8 and 9, as the Examination is ongoing. A clarification question could come in tomorrow so need to know how to process it.

MJ confirmed that the PC has requested Ricardo Rios, SODC Planning officer, to pause the Examination. Ricardo has responded saying the Examiner has agreed to pause the examination. GP said that Ricardo had also said that the Examiner has not yet started.

GP explained the PC objectives of the meeting – better understanding of the components and financial structure of the NDO, mostly cited as benefits so would like to go through them, how to work together, administrative arrangements, then to the “guts of it”.

2) Declaration of Interests: [00:04:54 – 00:10:35]

GB explained everyone needs to declare interests in accordance with Code of Conduct. At this stage the requirement was to declare interests. These may or may not manifest as a conflict, but just interests for now.

Giles Baxter	Previously declared: Landowner of a contiguous site New: Trustee of the Community land trust
Christopher Purvis	Previously declared: Trustee of main trust that owns the land New: Church Warden, Trustee of Clifton Hampden Village Charity
Glenn Pereira	Field opposite and cottage rented out New: Now as the Chair of Parish Council: Trustee of Clifton Hampden Village Charity
Chris Neill	Tenant for post office and shop, business owner for post office and shop, Trustee of Clifton Hampden Village Charity

Chris Brotherton	Developer who has been brought in to deliver the scheme
Simon Russell	Trustee of community land trust
Nick Fielding	supporter of the Friends
Christine McCulloch	Property in Burcot , member of the Friends
Suzanne Neave	Resident of Watery Lane close to development; member of the Friends
Penny Hill	Resident in Oxford road
Marc Juffkins	House borders Paddock land, member of Friends

SR raised as an issue membership of Friends of Burcot and Clifton Hampden or Village Voice group should be declared as a lobbying group SN and NF stated they did not consider the Friends to be a lobbying group. NF stated that the Friends had no formal structure, no membership lists, so asked how anyone would know? SR responded by saying NF had just told the meeting so.

3) Confidentiality Undertakings [00:10:40 – 00:12:06] (GB) Previous practice has been to keep tight around the Steering Group. Anne Davies has advised GB that any data owned by the SG is also owned by the PC, some of which is confidential. GB emphasised that the SG had been very, very careful to manage any release of information so that every resident gets to see the right information at the right time, i.e. together, and that this principle must continue to apply. Everyone confirmed they have read and agreed to abide by the Model Councillor Code of Conduct principles.

4) Building Trust [00:12:10 – 00:14:45] MJ lead. Trust is imperative to this process – hard to build and easy to lose. we need to recognise we have a divided community, many support the NDO, many don't, the whole divide represented in the room; Transparency will be key to building trust with the community. Discussions on these points are needed, how we are transparent, how we appear transparent Respectful of each other in the room as we all want the best for the community. The PC has genuine concerns and on some issues SODC agrees with the PC, but we need to work together. PC and SG mutually reliant.

5) Working relationships and reporting arrangements [00:14:45 – 00:24:30].

PC is responsible for NDO in terms of being the qualifying body.

The following communication protocol was agreed:

- a. Communications from SODC and/or examiner will be directed via Anne Davies, PC Clerk. Councillors will work with Anne to determine onward distribution, eg to the NDO SG. All official communication, including the responses to questions/clarifications, to SODC/Examiner will be from the Parish Council via Anne Davies. PC will liaise with SG where necessary.
- b. GB raised protocol for handling questions without delay. His understanding is that questions will be published on the SODC website. GB explained that we haven't seen SODC's response so don't know what their concerns are. May require a dialogue, most likely issue is affordable housing. Re Protocol for decisions to be made out of committee: GP confirmed Decisions can be made, for example, via email by the Councillors, if the majority agree, these decisions will then be ratified at next PC meetings.
- c. Where necessary, discussions between Councillors and SG may take place in working group sessions.

GB to continue current practice of reporting to the Parish Council, on behalf of SG, and to appoint someone else to do so if not available.

6) The remainder of the meeting comprised the imparting of information from the SG to the PC. .