

**Minutes of the meeting of the Blewbury Neighbourhood Plan Steering Group  
held on 14<sup>th</sup> July 2014 at the Melland Room**

**Present:** Dermot Mathias(DM), Ian Bacon(IB), Nick Chancellor(NC), Mike Marshall(MM), John Ogden(JO) , Anne Millman(AM), Kalle Peigne(KP), Richard Farrell(RF), Caroline O'Donnell(CO'D), Joe Goyder(JG)

**Apologies:** Vanessa Fox, Jo Lakeland, Gwyn Rees, Alex Musson

**Minutes:** Minutes of the meeting on 9<sup>th</sup> June were agreed. It was noted that the Borlase application had been withdrawn.

**Landscaping survey:** DM had spoken to Brian Duckett (BD) who had mentioned a possible conflict of interest as he had been appointed by the Vale to complete a landscape survey of the land east of Harwell. Although Vale officers had suggested that there might be a conflict of interest if BD was to do similar work for Blewbury, they now accepted that this would not be the case. DM thought it right that people should be aware of the situation. RF raised the desirability of the pro bono element in the fee. After discussion no anxieties were expressed about either issue and it was agreed that DM and IB should agree terms with BD. (Action DM/IB)

**Housing needs survey:** AM reported that Version 5 was complete and ready to go and RF was reminded that he had already drafted a covering letter for the Parish Council's approval. In order to encourage participation, posters and also window stickers would be prepared for people to indicate that they had returned their survey. Kalle and Elfin will design branding/posters/stickers.

The core list of helpers would be invited to training meetings on 17<sup>th</sup> and 21<sup>st</sup> September. NC said that there were 60 unique post codes in the village. The plan is that each helper will have a log of houses in his/her patch and would call back a week or so after delivery. There would be a deadline of October 31<sup>st</sup> with a possible extension to mid November. The multiple choice questions would enable households to complete the survey where there was a difference of opinion among occupants.

After discussion about the best way to organise the raffle to encourage participation it was agreed that we would ask ORCC to undertake this when collating the survey responses.

Target date for preparation of all contact lists, post codes and email addresses: 31<sup>st</sup> July.

**Papers circulated prior to meeting:**

**Objectives:** IB's paper on Neighbour Plan objectives which had been circulated was welcomed. IB agreed to review the document in the light of a number of amendments suggested by CO'D. (Action IB)

**Gantt chart:** DM said that publication date of Part 1 of the Vale's Local Plan had been pushed out from August (2014) to October and the completion Part 2 of the Plan is not now expected before 2017. He believed that completion of our Plan should not precede completion of the Vale's plan by much time to guard against the possibility of late changes which might invalidate part of our own Plan. Ann Millman suggested that a Risk Register with traffic lights would enable us to recognise emerging risks. This was agreed and she said that she would draw up something for people to populate. (AM)

**Strategic environmental assessment:** CO'D suggested that we sit on this for the time being.

**Living in the village:** Group looking at this has only had a preliminary meeting and has not yet had a working session.

**Engagement:** An event to discuss the housing survey was discussed. By the time that the survey results were available it would be quite close to Christmas and an event in the New Year would seem to be preferable.

**Funding:** The Vale has now paid the £10,000 promised. During a discussion about forthcoming expenses it was recognised that drafting our Plan would be an expensive item. CO'D kindly offered her assistance for when the time came.

**Website:** Following comments about the lack of items on the website it was agreed to put the Office of National Statistics survey of Blewbury on the web.

**Next meeting:** While it was recognised that a number of people might be on holiday, we would plan to have a meeting on 11<sup>th</sup> August. A check would be made shortly before the meeting to confirm that there would a worthwhile number who could attend.