

## CUMNOR PARISH COUNCIL

**Minutes of the Meeting of the Neighbourhood Development Plan Steering Group  
held in the United Reformed Church Hall, Leys Road, Cumnor  
on Monday 13 February 2017 at 7.30pm**

**Present:** Kathy Davies, Trevor Halls (Cumnor Parish Council (CPC)), Ted Mott, Fiona Newton (CPC), Tim Pottle, Judy Roberts (CPC), Julie Van Onselen and Tina Brock (CPC) Clerk.

**13/17 Apologies for Absence.** Neil Grady no longer would be a member of the Steering Group due to health problems. The group thanked Neil for his input to date and hoped that he would re-join the Steering Group at a later date.

**14/17 Declarations of Interests.** Members discussed personal and prejudicial conflict of interest. Julie Van Onselen declared that she is a landowner of a site put forward and rejected in Local Plan Part 1, but had no prejudicial interest in any agenda items. There were no other declarations of interest.

**15/17 Election of Chairman.** Trevor Halls agreed to Chair future meetings.

**16/17 Minutes of the Meeting of Neighbourhood Development Plan Steering Group** held on 16 January 2017 were agreed and signed by the Chairman.

**17/17 Nomination of Roles** were agreed.

- i. Vice-Chairman. None.
- ii. Secretary. Tina Brock
- iii. Treasure. Tina Brock and Judy Roberts
- iv. Project Manager. Fiona Newton (approved at previous meeting minutes 06/17).

**18/17 Communications update.** Fiona Newton informed the group:

That the website was up and running and was entirely configurable. The website address is [www.cumnorneighbourhoodplan.co.uk](http://www.cumnorneighbourhoodplan.co.uk). Members unanimously approved the website and suggested that a Neighbourhood Plan email address should be set up, names of the members of the Steering Group and a list of defined tasks to encourage recruitment to the Working Groups should be on the home page. Twitter and Facebook accounts had been set up - @MyCumnor and Cumnor Neighbourhood Plan.

The group discussed ways of engaging with the community by attending local events, signup sheets in shop, regular updates in the Cumnor Parish News, contact local groups such as the Historical Society etc and producing banners to place in the 4 wards of the parish. To be followed closely by an event run by the group, which was expected to be Character Assessment workshops.

**19/17 Working Parties.** Members discussed the documents they had produced to steer the Working Parties.

Trevor Halls - Building a healthy and sustainable community (Housing). The NP would have to comply with the Local Plan and not contradict, which may limit future growth. Local Plan Part 2 preferred options consultation commences on 9 March and runs for a period of 8 weeks.

Judy Roberts - Transport, accessibility, communication. The group discussed whether allotments, playing fields, leisure centres would come under environment or infrastructure. It was agreed that some areas may overlap.

Kathy Davies - Protecting and enhancing the environment (local distinctiveness, historic sites, natural resources, sustainability). An assessment of needs (not just housing) to show current provision, any issues, identifying how to solve those issues would be needed to form evidence to base the character of the parish. The group agreed this would be the first piece of work that needed to be undertaken.

Ted Mott - Supporting economic prosperity (Employment, retail, leisure, community). The document listed many questions for a working group to discuss and consider.

Fiona Newton - Community engagement and Project management and team building. A list of publicity milestones; Character Assessment, Parish Survey, establishing the vision and objectives,

publicising draft NP, referendum and outcome.

**20/17 Character Assessments.** The group agreed that 3 workshop sessions to be held in Cumnor Village Hall, Dean Court Community Centre and Farmoor Village Hall would be arranged to introduce interested residents in understanding character, using a Character Assessment Toolkit followed by field work in pairs or group. Kathy, Julie and Fiona would liaise to organise the content of the workshops and date of events. Venues would be booked when dates had been agreed.

**21/17 Terms of Reference** were approved.

**22/17 Date of next meeting.** The next meeting would take place on Monday 13 March 2017 at 7.30pm in the United Reformed Church Hall, Leys Road, Cumnor.

The meeting closed at 9.45pm.

Signed..... Date.....2017