

Benson Neighbourhood Plan Steering Committee Meeting
03 May 2016

Minutes

Present - Jon Fowler (JR), Frank Farquharson (FF), Dave Rushton (DR), Catherine Murray (CM), Philip Murray (PM), Michael Winton (MW), Edel McGurk (EM)

Apologies - Andrew Ashcroft (AA), Lorna Denby (LD), Martyn Spence (MS)

SC= Steering Committee.

Edel McGurk volunteered to take minutes

1. Review of Actions from last meeting

- a. JF has continued to contact SODC staff with a view to securing their improved engagement with the Neighbourhood Plan.
- b. FF reported that Jane Farquharson is continuing to develop the NP introduction. It is proving a challenge to edit the significant volume of text down to a suitable length. DR offered his assistance.
- c. Progress with Preamble for each work-stream
 - FF has drafted something but it needs further work.
 - CM has drafted a short preamble for each policy. Helpful to explain the policy context for each policy.
 - DR keen to follow the Woodcote NP format - each work-stream has an intro and refers to appendices (latter will include for example traffic flow data)
- d. Work stream group membership has been shared as agreed. DR reported that Mike Fleming will contact FF regarding a point of contact on understanding the health facilities question.
- e. JF has circulated the Chinnor appeal decision.
- f. A meeting with SODC has been arranged by PM/JF on Friday 6 May to cover a number of issues including confirming their support for the timetable we are working to.
- g. Housing Needs Survey and cover letter were finalised as agreed. PM reported back on delivery arrangements, which are all in place. The exercise to generate more volunteers for delivery had been very successful with over 50 offering to help. PM responded to each, including those not needed this time to ensure they remain interested in providing further help.
- h. All 3 village centre shops approached were happy to host collection points
- i. JF spoke to AA about deadline extension and has revised the timeline as a result. The deadline for reaching submission stage is September.

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- j. JF booked the lounge for the Drop in event - room booked. (Detail is a substantive agenda item discussed below)
- k. PM met with Jo Whittaker to discuss increased comms activity via local facebook groups The production of posters to encourage residents to participate with the HNS is in hand.
- l. JF circulated a list of local events from BB. The School Summer Fayre appears to be the main opportunity to run a NP activity on the back of another event.
- m. DR has ordered traffic surveys as agreed. MW asked whether the survey times can be specified. DR reassured that the surveys are conducted during term time and over a full 24 hour period.
- n. JF asked AA what number of houses might tip Benson into a strategic development space. This is not a simple question to answer because until the housing allocation of all larger villages is determined, there is nothing against which to gauge this.

Action PM to ask Lorna circulate the video tutorial for linking the 'bensonplan' mailboxes to personal email clients.

Action All to include Catherine Murray on group emails

2. Update on Housing Needs Survey

2a. All actions agreed around this are complete. Collection by volunteers will take place on Saturday at the latest. Approx. 24 Posters will go up from Thursday onwards.

2b. MW asked whether the surveys forms could be annotated with street names so that the range and extent of coverage of returned forms could be determined. The Survey team advised that it is now too late to do this, and in any case it is only CFO that will see the returned forms rather the SC. The likely geographic spread of returns may be best judged across the breadth of the village by asking volunteer delivery staff.

Action PM to brief all delivery volunteers to get the surveys delivered asap from Sat 7th May onwards, and if they can, to remind residents to return them (if they see them over the survey period).

Action PM to alert all contacts to raise awareness incl Alice Jones-Evans, Jo Whittaker and all on volunteer/contact list that the survey is getting underway.

Action PM to send Ivor the revised housing numbers to use and test as appropriate. (The current estimate is 1310 households.)

2c. CM suggested we should thank the community for their input/responses to the survey. The SC agreed on a range of mechanisms for this including notes via the local Facebook Groups, in the Benson Bulletin, and 'Thank you Benson' banners pasted over the posters. The SC further agreed that similar measures but with a slightly different message (eg Keep going, Benson! Return your survey by 22nd) should be put in place midway through the survey period to encourage responses

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2d. PM suggested a possible special issue of the Benson Bulletin, focused on the NP to keep it in minds of village residents. The SC concluded that there isn't time to do this.

Action PM to task the comms team to arrange for the messages at 2c above to be issued.
Action DR to investigate stick -on stickers from the same source as the posters.

3. Policy Development

3a. All work stream leads had taken an action to develop initial draft policies, recognising that these will need to evolve as we identify overlap between work streams and feedback from the Survey is received.

3b. JF has circulated AA's comments on the initial GI theme policies as an indication of the kind of wording that is suitable. EM agreed this has been really helpful but flagged that the work stream will need to find a way of representing the importance of the long open views in the policies. This is not about views from individual properties, which is a difficult area, but rather reflecting the landscape character and rural setting of the village, noting particularly the village's position in close proximity to two Areas of Outstanding Natural Beauty. The SC supported this.

3c. DR commented on specific overlaps, noting that 'Parking' appears in both the Strategic Infrastructure and Design work streams. CM advised that the perspective on that will differ, with DR focused on the amount of parking provision, but CM focused on how we would want to incorporate parking into the design - do we want front gardens, do we want to manage the tendency of some to turn their front gardens into hard standing for parking purposes? This requires further analysis of the overlap to ensure consistency as we develop policies. FF reflected on how the plan might describe the need for a 'multi-use community hall'.

3d. DR queried whether the methodology we are following is correct - ie identify issues and then draft policies. The SC agreed on the importance of gathering sufficient evidence for the policies we draft e.g. DR's assessment of each site against a set of criteria. It is possible that we need to think about policy development for specific geographic areas

3d. DR sought a cut off date for setting policies. JF advised that 28 June is the target date on the plan, but we need to allow time for AA to refine the wording. JF will send initial drafts to AA on Friday 6th May.

Action All Work-stream Leads to send their policies to JF (by Friday 6th May) so that he can share with AA. (They should also be shared with other workstream leads including CM (see section 1 above for personal email address) to ensure all are sighted so that overlaps and gaps can be identified).

Action JF to send policy drafts to AA

4. Update on Littleworth Road Phase 2

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4a. The position on this is still fairly uncertain. PM and JF will be attending a meeting with SODC to understand the position. The Neighbourhood Plan timetable will be presented, demonstrating that a NP can be completed to submission stage by September. In the meantime, the SC should remain focused on getting the NP in place because there are other development proposals in hand.

5. Planning for Drop-in Session

5a. The Lounge has been booked for Friday/Saturday 10/11 June.

5b. AA has confirmed that the style should not be one of formal presentation. Its purpose is to make information available and answer questions.

5c. The likely room layout was discussed, with a view to ensuring people flow through the room easily. The SC agreed that boards back-to-back in the middle of the room would be best.

5d. The importance of standardised content for display boards was agreed. Content should avoid detailed text which might take too long for people to read. Present 5/6 draft policies, with maps, and pictures to break it up. We will use the Whiteboards for post-it notes to gather feedback. One board will display the NP Vision and Objectives, and another the results of the survey (assuming they have been received). JF agreed to produce a description (layout/format/times/contents etc) and circulate for review.

5e. The SC agreed to defer advertising the drop in event until after the conclusion of the Survey to avoid overloading/confusing people.

5c. EM explained that Gavin McLauchlan, a member of the GI team, has photography skills and has offered to take photographs for use by the SC, both in building the NP and illustrating the final document. He is also prepared to make a short film, (possibly using timelapse video) which could be used at the drop in event, running in the background. The SC welcomed both offers, but would like to view a draft of the film to understand how well it might work as a tool.

Action JF to circulate a proposed layout/format for the event for comment.

Action PM to organise for comms to start after 22 May.

Action JF to approach Ivor to discuss placing put a flyer in the June Bulletin.

Action EM to respond to Gavin McLauchlan's offer, confirming the action agreed.

Action all work stream leads to contact EM with ideas/request for photographs for Gavin to take - these could be of specific issues to illustrate or positive attribute to capture.

6. AoB

6a. FF has noted an article in the Oxfordshire Guardian on proposed development in Benson. It appeared to misrepresent the number of houses in the village by including the

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houses located at RAF Benson. FF is checking with RAF Benson via the Community Liaison Officers on the exact number of houses, with a view to considering an approach to the paper.

6b. PM noted that Felix Bloomfield's piece in the Benson Bulletin didn't specifically acknowledge the development of the Benson NP. PM will take steps to ensure that he is fully aware.

6c. MW sought a funding update. JF has secured 6K from Locality (SODC didn't respond on the SEA screening requirement); we can go back to Locality for a further £3K if necessary once we have a decision on the SEA.

6d. JF asked work stream leads to send any updates they have for the website to LD.

6e. JF reported that he had discussed whether any conflict of interest arises from his dual role as both Chair of the Parish Council planning committee and Chair of the NP SC, and it was concluded that there is not.

Action - All workstream leads to send any updates necessary to LD
End