

MINUTES of the meeting of the meeting of the Berinsfield Neighbourhood Development Plan Steering Group held on Tuesday 10th September 2019 at 7 p.m. in the Pavilion, Lay Avenue, Berinsfield.

PRESENT

Councillor S. Scott-Ely	
Councillor P. Bridge	
Councillor I. Bunyan	
Councillor S. Crawford	
Councillor Ms. A. Jones	
Mr. D. Eldridge	Resident
Mrs. J. Logan	Resident Engagement and Communities Manager, SOHA Housing

Prior to the start of the meeting, the Steering Group thanked Miss J. Garvey for the work she has already carried out with regard to the Neighbourhood Development Plan.

1. Apologies for absence were received from District Councillor Robin Bennett, Mrs. Linda Champion, Berin Centre, Mrs. Caroline Wade, Berinsfield Information and Volunteer Centre.
2. Declarations of Interest. Councillor Scott-Ely declared an interest in Site BER24 and items relating to Berinsfield Information and Volunteer Centre and Berinsfield Voluntary Day Centre.
3. Election of Chairman. It was proposed by Councillor Bridge, seconded by Councillor Mrs. Jones and unanimously agreed that Councillor Stuart Scott-Ely should be Chairman of the Berinsfield Neighbourhood Development Plan Steering Group.
4. To receive the Minutes of the Berinsfield Neighbourhood Development Plan Steering Group meeting held on 17th June, 2019. The Steering Group noted the contents of the Minutes of the meeting held on 17th June 2019.
5. Terms of Reference. The Steering Group reviewed the Terms of Reference and recommended the following amendments. It was AGREED that the Steering Group should review the Terms of Reference in the future, if required. An amended copy of the Terms of Reference is attached to the Minutes.

a) Defining Roles.

i) It was AGREED that the Clerk, Annette Loveland, should be the Secretary and Finance Co-ordinator.

ii) It was AGREED that Jackie Logan and Caroline Wade should be the Communications Co-ordinators.

b) Roles & Relationships

The Steering Group considered that it would not be necessary to elect a Volunteer Co-ordinator and a Bridging Co-ordinator as several Members of the Parish Council were also Members of the Steering Group. It was AGREED that the appointment of a Volunteer Co-ordinator and Bridging Co-ordinator should be deleted from the Terms of Reference

c) Meetings. It was AGREED that the method of communication should be email.

d) Finance. It was AGREED that payment of expenses incurred by volunteers should be approved by the Parish Council.

6. Consultants. The Clerk had been asked to contact three Consultants to invite them to meet with the Steering Group and to tender for providing professional services with regard to preparing the Neighbourhood Development Plan. Two Consultants had responded and agreed that they could meet with the Steering Group and had provided dates on which they would be available.

The Steering Group specified that the following brief should be given to the Consultants:-

a) To review all the work the Berinsfield Neighbourhood Development Plan Steering Group has done so far, as detailed on the Parish Council's website, including the report from the Examiner, with a view to advising the Steering Group how to get a new Neighbourhood Development Plan to pass examination.

b) To tender for what actions they see going forward to prepare a successful Neighbourhood Development Plan.

It was AGREED that the Consultants should be asked to meet with the Steering Group on Thursday 19th September, 2019 at the Pavilion, Lay Avenue, Berinsfield at hourly intervals starting at 6.30 p.m.

The Steering Group discussed the Service Level Agreement that had been drawn up by South Oxfordshire District Council as a contract to be entered into by Berinsfield Parish Council if it wished to accept the services of the South Oxfordshire District Council Neighbourhood Planning Team to assist with the preparation of the Berinsfield Neighbourhood Development Plan. The Steering Group considered that it would be helpful if the Neighbourhood Development Plan Officers from South Oxfordshire District Council could meet with the Steering Group on the 19th September prior to the Consultants being interviewed and it was AGREED that the Clerk should invite them. It was also AGREED that the Chairman, Councillor Stuart Scott-Ely should speak to the Support Officer, Cheryl Soppet.

7. Housing Needs Survey. Jackie Logan referred to the Housing Needs Survey which is currently taking place in Berinsfield and informed the meeting that she could contact South Oxfordshire District Council to ask them to share the results with the Steering Group when they are available.

8. Technical Support. The Steering Group was informed that an application had been made to Locality for Technical Support and that this had been approved and Urban Vision Enterprise CIC had been appointed to provide this. The Director of the company had contacted the Clerk to ask to speak to a representative from the Steering Group and the Steering Group AGREED to nominate the Chairman, Councillor Stuart Scott-Ely to liaise with the Director of Urban Vision Enterprise CIC.

9. Grant from Locality. It was AGREED that no action should be taken with regard to obtaining permission to change the use of the grant at the present time.

10. Appointment of Spokespersons. It was AGREED that Councillor Stuart Scott-Ely should be authorised to speak to external stakeholders.

11. Planning for housing. The Chairman explained that Berinsfield has been allocated more houses as it is a service village providing facilities such as the Health Centre, Library, Sports Centre, etc. The current SODC Core Strategy specified that Berinsfield should plan for 109 houses and the Steering Group agreed that, subject to what the Consultants might advise, the new Neighbourhood Development Plan should plan for 109 houses. The Chairman, Councillor Stuart Scott-Ely suggested that Members of the Steering Group should look at the sites in the existing Neighbourhood Development Plan and make notes about them to bring back to a future meeting.

12. Dates of future meetings
19th September, 2019 - Interviews only
25th September, 2019

