

Minutes of Initial meeting of Whitchurch Village Plan Steering Group

Tuesday 22nd January 2019 St John's Hall, Whitchurch

Present :- Helen Armour, Caroline Heron, Amy Lincoln, Charlotte Lincoln, Jane Holliday, Judith Foster, John Southwood, Gordon Pell, Karen Smethurst, Matthew Smethurst, Rachael Thompson, Brian Marshall, Mary Berrington, Mel Perry, Diane Cox, Jeremy Sampson

Apologies:- Jason Churchill, Lucy Earl, Lucy Tallyn, Kay Jackson, Patrick Ferrell

Jeremy Sampson on behalf of the Parish Council opened the meeting, and explained that the remit of the Steering Group was to evaluate whether there was support amongst residents for a type of village plan to be developed and to report back to the Parish council within 6 months. He clarified that there was 2 types of plan, a Neighbourhood Plan, which was particularly relevant to planning and development and a Village Plan which related to the community, amenities and traffic/parking etc. He explained the Steering Group was completely independent of the Parish Council but should keep the Parish Council informed on a monthly basis by way of a written report or attendance by a member at the PC meeting.

Jeremy Sampson reminded the Steering Group that they should abide by the GDPR, Environmental Requirements and Data Protection rules adhered to by the Parish Council.

Election of Officers

Charlotte Lincoln was elected Chair having been proposed by Matthew Smethurst and seconded by Amy Lincoln.

Karen Smethurst was elected Secretary having been proposed by Amy Lincoln and seconded by Judith Foster.

The Way Forward

The Chair gave a general introduction and all members introduced themselves.

The Chair suggested that roles and plans going forward would be discussed/agreed at the next meeting. At that meeting, the committee would start with a "clean sheet" and determine the best way going forward in determining what villagers wanted, i.e. with a meeting, a survey, either paper or electronically. It was suggested that villagers should be given the full facts about both types of village plan so they could inform the steering group as to whether there was support for either type of plan or both.

It was discussed that in the future sub committees may be set up to deal with various aspects or for different plans, and it was agreed that this would be considered at future meetings subject to circumstance.

The Chair closed the formal part of the meeting but a general discussion was had by all attending, and the following points were raised:-

With a survey of villagers, how do we identify who is resident.

As many residents in the village are elderly, some/many may not have access to a computer so a paper copy of a survey should be available if the electronic method is chosen.

The steering group should ensure that villagers are engaged with any feedback and the continuing process.

Consideration should be given to having a meeting to inform the village of what the Steering Group is doing.

While villagers should be informed of the various types of plan, this has to be concise and easy to understand.

All information that is provided to villagers by the steering group should be unbiased and factually accurate.

We should consider setting up a website /Facebook page.

We need to establish what grants or other funds are available to fund the possible production of a plan.

The meeting closed at 8.45

Dates of future meetings Tuesday 5th February 8pm

Tuesday 19th February 8pm

Actions

Chair to approach AVDC and Waddesdon Neighbourhood Plan groups to arrange speakers for next meeting.

Jeremy Sampson to send GDPR, Environmental requirements and Data Protection Regulations to Chair and Secretary.

Jeremy Sampson to send presentation and documentation from original village meeting to the Chair who will circulate it to members before the next meeting.

The Secretary will book the hall for planned future meetings.