Minutes of the Stanford in the Vale NP Steering Committee Meeting

Monday 9 November 2015 – Stanford School at 7.00pm

Item		Action
1.	Welcome from Chairman - Peter Gill In attendance – CMit/RP/RR/RG/SM Apologies - JW/HW	
2.	Minutes of meeting 26/10/15 were agreed with handwritten amendments	PG/JW
3.	Matters arising not on the Agenda • QE II lease - now available on PC website together with map • Footpath areas to be identified in PC Newsletter (December)	
4.	Comments from Consultation RR has contacted Tom McCullough (ORCC) to sort out problems with data tables mainly confusion with sites which have been referred to in different ways. Summary has been added and the report should be re-submitted this week to enable it to be circulated to the SC for discussion at the next meeting (23/11/15).	RR/TMcC All
5.	Sustainability Appraisal Agreed to go ahead based on the Long Wittenham Appraisal. RG starting to populate text for SitV. Chapter 1 circulated for comments - feedback required as soon as possible areas highlighted blue - require checking against guidance. yellow - believed accurate but require independent verification. Red - needs checking for accuracy JW to provide historical list of meetings and other documents already prepared Vision/ Objectives taken from NP website Ronan Leydon and Tom McCullough have provided documents for policy chapter	RG JW All
6.	Skeleton Draft Plan provided by Peter Lewis (XL) Brief discussion but unable to complete 'wish list' requested by PL without further discussion. However, some documents are already available or could be produced with little effort. RG to circulate pdf of previous Project Plan headings. 1. Project Plan 2. Introduction 3. Submitting Body - PC. PG 5. Neighbourhood Plan Area Map (approved by VWHDC) PG 6. Community Engagement. PG 7. Steering Group Meetings List. JW 8. Surveys/Consultations (are 8 and 6 the same document?). JW 9. Evidence Base ? 10. Introduction ? 11. Location ? map? 12. Landscape ? 13. Natural Environment ? 14. Heritage? 15. Population? (WG 1 report?) 16. Housing (Housing Needs Survey?) 17. SWOT Analysis. JW 18. Vision/Objectives (from web site?) RR to check availability of Dropbox folder and circulate details File identifiers to use the same format eg 2015.11.09 SC or Public Domain (PD) File title. Version no. 7/12 meeting discuss/rationalise headings against Drayton NP and relevance to Stanford NP.	PL/PG/JW RR
7.	None raised	
8.	Updates: Finance - awaiting detail from Parish Clerk Web site - all updated Agendas and approved Minutes and Forthcoming meetings	
9.	AOB: 23/11 meeting – to discuss/review Consultation results and agree response to comments 7/12 meeting - Sustainability Appraisal rationalisation against Drayton NP	
	Next meetings 23/11 and 7/12 in the School at 7.00pm	