

# Minutes of the meeting of the Strategy Committee Held in the Community Office at 8pm on Tuesday 23<sup>rd</sup> October 2018

**Present:**

**Councillors:**

Stephanie Van de Pette (Chair) (SVP)  
Andrew McAuley (Vice Chair) (AM)  
Ian Hill (IH)  
Terry Jackson (TJ)  
Tony Williamson (TW)  
Fergus Lapage (FL)

**Co-opted Members:**

Gill Bindoff (GB), Keith Jackson (KJ)

**Officer:**

Kristina Tynan (KT)

**Members of the Public:**

Peter Logan and Jonathan Compton for Pyrton Lane Improvement Item.

78/18 Apologies for absence  
Matt Reid, Rob Smith

79/18 Minutes  
Wycombe AQMA (Minute 71/18 item 9) to add to the resolution the words; 'them to consider the' after the word 'requesting'. Ox-Cam (Minute 74/18 Item 2) to take out the sentence after 'West of Oxford'. OCC Operating Model (Minute 74/18 Item 3) to change 'as' to 'to' on the last sentence. SODC Gambling Act (Minute 74/18 Item 4) the word 'ws' to 'was'.  
**Resolved:** That with the changes noted above, the Minutes of the Strategy Meeting held on 25<sup>th</sup> September 2018 which were received by Council on the 9<sup>th</sup> October to be signed as a correct record.

80/18 Matters Arising  
**Welcome Pack** (Minute 71/18 Item 8 refers) – TW stated that WPC needs to take a co-ordinating role. When the new houses are built, how we relate to the new residents is a serious matter and should not only be available on the website. SvP reassured TW that the Communications Working Group are looking into all options on how best to give out information.  
**Allotment Society** (Minute 71/18 Item 6 refers) – This has been done.  
**Air Quality** (Minute 71/18 Item 9 refers) – IH will draft the letter to be sent to SODC on the issue of designating the M40 as an AQMA in South Oxfordshire, as Wycombe has done  
**Outreach Meeting at Christmas Common** (Minute 72/18 refers) - The next meeting will be held in March 2019.

81/18 Declaration of Interests  
There were none declared.

82/18 Action Items  
**1. Cycleway** – RS / AM – to discuss proposals for a new cycleway between Watlington and Lewknor  
AM said that he has gone through the file on this. He said that in 2002 OCC carried out a

Feasibility Study on this. However, OCC did not take this any further as it was not financially viable to construct as it was costed at £200,000.

In 2005 WPC re- looked at this idea but could not progress as the land needed belonged to Beechwood Estates who were not in favour of it.

AM said that the idea is even more relevant today with the new housing in Watlington and Pyrton. It was noted that this would not have lighting.

The main issues are:

1. Ownership – the Beechwood Estates are now split.
2. Funding
3. Useage –recreational and for commuting to J6
4. Would we have local support and support from other settlements?
5. The cycleway would go through the parishes of Pyrton, Shirburn, Lewknor and a part of Watlington.

TW said that he did not see why the owners could not be approached again. This would need to be done through Carter Jonas, the land agents. We would also need to approach the other parishes and have their support. This issue has been in the background a long time, but it was agreed it was worth looking at again. That we keep this on the back burner but look at in parallel with any developments

**Resolved:** That it be put on the Strategic Plan to look at in 12 months' time.

GB stated that this could link in with Section 106, there is a development in Lewknor which has gone to Appeal.

#### **Governance Documents Policies Update – SVP**

1. **Policies and governance documents schedule** – This was noted. TW said could a column be added for next review date. Play Policy will be looked at next month as part of the Sport and Recreation item. It was agreed that policies and governance documents should be reviewed every two years.

#### **2. Discussion on Draft Health, Safety & Wellbeing Policy and Lone Working Policy**

SvP stated that this has come out of looking at the Allotment issues and the Risk Assesment. GB said that this should also include Members. Where necessary risk assessments will be undertaken and documented. To also ensure that training where available is undertaken.

**RECOMMENDATION TO COUNCIL:** That the Health, Safety and Wellbeing Policy and the Lone Working Policy be agreed.

**Pavilion Extension** – to note request for committee to consider the potential of an extension to the Pavilion for the Youth Club.

It was agreed that this be added to the Sports and Youth Provision item on the Strategic Plan. It will need to be considered on the basis of is it the right provision, the right size, the right location. There will need to be evidence of this and whether this is the best option.

GB said that the NPAB are arranging a meeting with the SODC Leisure and Recreation Officer and will notify members of the date if anyone wishes to attend from Strategy. She said that Watlington does not have sufficient recreational space. SvP said she would like to be part of the Sports and Youth Provision Working Group. There will need to be an outline for the November Strategy Meeting.

83/18

#### Standing Items

1. **Pyrton Lane traffic calming** – IH - to note progress of discussions with OCC and residents IH reported that we are waiting for a new version of their road improvement plan which will then be sent to OCC. IH said that a draft survey has been done which needs to be amended when we have the final version. The area for the survey still needs to be defined. TW said he hoped that the area to be surveyed would be wide so that many residents can give their views, not just those that live on Pyrton Lane and St Leonards Close. It was noted that some houses on Ash and Sycamore Close back onto Pyrton Lane. The views of some of the residents on Pyrton Lane and St Leonards Close are that they only want people surveyed in the very close locality.

After discussion the following was:

**Resolved:** That the residents in Pyrton Lane, St Leonards Close and the properties on Marlbrook who back onto Pyrton Lane have leaflet drops and collections. That the survey is mentioned in the Watlington Times and how to obtain a copy. A link will be put on the Parish Website and the Town Facebook Page

**Vote: 7 in favour, 1 abstention (IH)**

Following IH's resignation as the representative on the Pyrton Lane Steering Group, they now need to deal directly with the Clerk.

**2. 33 High Street and the Charlotte Coxe Charity** – TW / MR – to note progress on resolving ownership issues

TW reported that after meeting our Solicitor a meeting also has taken place with OCC. The decision we made at Full Council was reported to Greg Stacey at OCC. More information has been requested from OCC on the list of the percentage of services to each property and the cost of maintaining the Library, but we have not got this to date. TW said that some areas are not listed with Land Registry.

**3. Christmas Common traffic calming** – IH / MR - to note progress on traffic issues at Christmas Common

KT reported that she is having a site meeting with Jon Beale (OCC) and members of the Outreach Group on Tuesday 30<sup>th</sup> October. One of the main issues is to agree the materials to be used.

84/18

External Liaisons – to note any update/consider any request from the following organisations

**1. Icknield Community College School Council** – MR / NS

Matt Reid's (MR) email update was read stating that the relationship continues to strengthen. He also attended the ICC Music Departments Fundraiser event.

**2. Watlington Business Association** – SVP

SvP reported that she has attended two meetings. Some issues have been raised which she has passed to the Operations Committee. She said that hopefully we can now engage with them more easily. There are approximately six people who regularly attend the meetings. It has been said that the noticeboard in the car park and at J6 are out of date and Operations will discuss this.

One of the main discussion items was Watlington participating in Art Weeks next year. Each participating business will partner up with an artist. The idea of getting a sculptor to display works in the Paddock was also discussed. There would be no cost to the WPC.

**RECOMMENDATION TO COUNCIL:** That we allow the Paddock to be used by WBA for Art Weeks in 2019.

**3. Watlington Education Foundation**

MR had sent a report stating that he has attended the first meeting and was impressed with the awards to date and how the fund is able to give individuals access to educational opportunities that they might otherwise have had to miss out on. He has also become an educational champion at work (Pitney Bowes Software Inc), so he is also looking to get some monies directed in Watlington's direction as a result of that appointment.

**4. Friends of Watlington Library (FOWL)** – to nominate a representative (deferred from May FC)

**RECOMMENDATION TO COUNCIL:** That Fergus Lapage be appointed as the WPC representative to FOWL.

**5. Watlington Youth Club** - to nominate a representative (deferred from May FC)

**RECOMMENDATION TO COUNCIL:** That Stephanie Van de Pette be appointed as the WPC representative to Watlington Youth Club

**6. Five Parishes Transport Group** – Ian Hill – appointment of 2<sup>nd</sup> representative (deferred from May FC)

No nominations received. To bring up at Full Council

**7. Town Hall Charity** – TW / BW / RB / TJ

The WPC cannot make decisions but can be kept informed on what issues they are looking at. TW said that WPC should not get the minutes, but they can be found on the Town Hall website. The next thing to be done will be to put a large noticeboard on the Town Hall gate for which we need to obtain Listed Building permission.

85/18

Focus Item – Communications

**1. Communications strategy** – AM

AM stated that we have a Communications Policy in place since Feb 2016 which deals with how we should conduct ourselves to the community, across meetings etc. He said that WPC are not very good about communicating what it does for the community and what remit and responsibilities we bear. As regards major plans the NP and all things on the Strategic Plan are specific for the projects in the what, where and how. AM said he has put together a draft communications strategy of what this should do and what should be taken into account. The MUGA application (presently withdrawn) raised concerns among the Love Lane residents because they had not been communicated with.

AM will send out a copy of the draft and would like Members to come back with any views on whether this is the right way to go.

WPC needs to communicate on a regular and specific basis to engage with our community.

The NALC Toolkit 2010 gives very good guidance on this.

We need to communicate with other settlements, OCC, SODC, WBA, families, single people, the youth, older residents etc. A lot of what we do impacts on other groups. We need to be aware, as a Council of what we do when we bring forward issues from the NP and the Strategic Plan.

Communication is a two-way process. TW said that Councillors should be publicly available to speak to residents and that most people are only interested in things that affect them directly.

GB stated that regarding visibility, it would be much better to have a regular time and place when residents know Councillors are available to speak to. She said that the Drop-In sessions on specific issues of the NP were very popular. We need to be seen to be making an effort to communicate.

FL said that the profile of the WPC needs to be raised and now is the right time with big changes happening.

TW said that we need to also be listening to our residents.

It was agreed that we look at the Communications Strategy paper next month.

**Website & Events calendar** – SVP

SvP has put on a lot of information on the new website. We now need to re-route the existing domain name, decommission the old website and complete the transfer of existing information (eg minutes air quality reports etc) from the current website. The Event Calendar is up and working and has over 800 hits to date. People can submit their own entries to this which KT will review and approve before publication to the calendar.

**WPC Christmas Market Stall** – TJ / KJ / AM / SVP

There is a proposal for the WPC stall, to highlight the new Website, to have a big map of the parish which highlights plans and projects etc. There will be a number of jars and people can vote on what they think is important by putting beads into the jars. There will also be post- its available. TW suggested also putting a question as to how people would like us to communicate with them.,

86/18

Upcoming Events

Photograph Exhibition in the Granary of photos of people and things in the Allotments,  
Bonfire Night at Watlington Club

Remembrance Sunday

Open Mic night at St Leonards.  
Christmas Market  
Christmas Tree Festival  
Christmas Eve Carols

These were noted.

87/18

Consultations

There were no consultations to comment on.

88/18

Correspondence

1. **SODC** – Notice of Interim Review of Polling Districts, Polling Places – It was noted that both Watlington and Christmas Common are on the list. KT to write that we wish to keep the Christmas Common one as it is very important.

89/18

Focus Items for Future Meetings

November 2018	Sport & Recreation
December 2018	Parking
January 2019	Youth
February 2019	Housing
March 2019	Tourism & Economy

90/18

Any Other Business

Items to be notified to the Clerk in advance of the meeting.

**CIL** – GB said that there will a note on this for the next months meetings about potential CIL projects.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10PM**