10 September 2015

Dear Dr Gill

Freedom of Information Request 15/418 – Supplementary Planning Document for West Way, Botley

In response to your request, please see below, as well as the additional files attached. This gives details of all meetings that took place between officers or elected members of the Vale of White Horse District Council, and companies or individuals providing advice or support (e.g. DTZ, BDP), in connection with the preparation of the Development Brief or Supplementary Planning Document, for West Way, Botley, in the period from 1 March 2014 to 14 August 2015, to include, but not limited to:

- Dates and location of meeting
- Attendees
- Agenda
- Minutes or record of decisions from the meeting.

Meeting 1:
Date – 15 April 2015
Location – Abbey House, Abingdon on Thames
Attendees – Anna Sinnott (BDP), Gergana Draganova (BDP), Sophie Horsley (Vale), Ronan Leydon (Vale), Stuart Walker (Vale), Hanna Zembrzycka-Kisiel (Vale), David Buckle (Vale)
Agenda – Botley Development Brief: Inception meeting with BDP
Minutes or record of decisions – officer notes attached
Meeting 2:
Date – 6 May 2015
Location – John Eccles House, Oxford Science Park (temporary accommodation)
Attendees – Anna Sinnott (BDP), Gergana Draganova (BDP), Sophie Horsley (Vale),
Ronan Leydon (Vale), Suzanne Malcolm (Vale)
Agenda – Botley Development Brief: update on progress to date
Minutes or record of decisions – officer notes attached

Meeting 3:
Date – 1 June 2015
Location – Abbey House, Abingdon on Thames
Attendees – Anna Sinnott (BDP), Gergana Draganova (BDP), Sophie Horsley (Vale),
Ronan Leydon (Vale)
Agenda – Botley Development Brief: meeting to discuss draft outputs
Minutes or record of decisions – officer notes attached

Meeting 4:
Date – 8 July 2015
Location – 135 Eastern Avenue, Milton Park
Attendees – Anna Sinnott (BDP), Gergana Draganova (BDP), Paul Ellis (DTZ), Zoe
Faulkner (DTZ), Sophie Horsley (Vale), Ronan Leydon (Vale), Adrian Duffield (Vale)
Agenda – Botley Centre SPD: Meeting with Viability Consultants
Minutes or record of decisions – officer notes attached

Meeting 5:
Date – 28 July 2015
Location – 135 Eastern Avenue, Milton Park
Attendees – Anna Sinnott, Gergana Draganova, Sophie Horsley, Ronan Leydon,
Agenda – Meeting to discuss draft SPD
Minutes or record of decisions – no officer notes/minutes/actions were prepared as
part of this meeting. Meeting principally reviewed draft SPD, but also briefly went
through approach to evening viability workshop. Recommended changes to the draft
SPD were documented on paper copies of the draft SPD tabled at the meeting by
BDP for them to take away and update accordingly. Recommended changes to such
drafts would not normally be documented through minutes and notes taken from the
meeting.

I hope this provides you with the information you were seeking.

Yours sincerely

Ronan Leydon
Planning Policy Officer

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