

Neighbourhood Plan Steering Group

Friday 8th January 2019 9:30 am – 12:30 pm

Morris Room, The Corner House

Present:

Peter Kenrick
Tony Merry
Juliet West
Graham Terry
Rod Evans

Apologies:

Reg James
Catherine Goyder
Chris Sharpe

1. Welcome, conflicts of interest, minutes of previous meeting

No conflicts declared.

Minutes of the previous meeting were agreed.

Re Section 6 Para 2 of December minutes it was agreed that Robert Courts, Liz Leffman and other representatives of local parties should be contacted with information about our plan prior to consultation.

2. Matters arising

None

3. Action log

Meeting with WODC – Peter and Tony met with Astrid of WODC before Christmas. The meeting was useful. WODC will look at draft pre-consultation.

Policy numbers – it was agreed that a “C” prefix should be added to our policy numbers to avoid confusion with WODC Local Plan. This is particularly important for housing policies where our proposed policy numbers currently clash with those in the Local Plan.

It has been suggested that it would be useful to find out how consultations for other plans have been handled. Peter to ask Astrid for advice.

Local green spaces – all assessments complete or are in progress. Tony had reported that some assessments could not be found. Need to ensure that the list is complete and to check numbering. [It was subsequently determined that the above issue was due to sites which were considered but are not to be taken forward. A decision is still required whether to renumber the sites to reflect this.]

Plan needs updating so that cross references reflect the final adopted version of the Local Plan and the revised NPPF which have both been changed. Rod will do this, though it was noted that the Local Plan still refers to the old NPPF as this was still current at the time of the Local Plan inspection.

Article 4 direction re suspending/limiting certain permitted development rights so that planning permission is required. If this is felt to be necessary, Peter will seek town council approval to pass on the request to WODC. Juliet & Jeff West and Peter to deal with this.

Green corridors - Chris has completed this work including the third corridor following the Evenlode Valley. Juliet recommended that the western boundary of the Evenlode Valley corridor should follow the parish boundary rather than the railway line as at present. This was agreed

References to “local needs” to be amended to refer to “local needs of the parish”.

Plan should include a glossary of terms for improved clarity.

4 NDP detailed status report

Introduction – a revised introduction including an improved vision statement is required. Peter is working on this.

Housing section – plan should document a concise description of the process that was applied. In particular, an explanation is

required of the decision to consider possible sites for development, the process followed and the subsequent decision (with reasons) not to include any such sites.

An Executive Summary has been drafted in response to a Town Council request for greater clarity on the central vision and purpose of the plan. This summary will be circulated to the town council ahead of the January TC meeting.

Further work required includes pulling the sections together into a complete plan and proof reading.

It is also necessary to consider associated documents and decide which should be incorporated as appendices/annexes and which should be referenced as supporting documents. Many of these important documents provide the evidence base on which the plan's policies depend.

Peter requested that all members of the steering group re-acquaint themselves with the issued plan sections and to feed back any further comments.

5 Document repository

Following Claire's departure it is necessary to establish a new shared repository for plan drafts and other documents associated with the Neighbourhood Plan. Peter agreed to set this up using his own Microsoft OneDrive cloud allocation. Peter will provide details for shared access to this repository once it is established.

In the meantime, the current Dropbox space is still available.

If possible, please use tracked changes and comments in word for any suggested amendments or comments.

6 Local List

Astrid has advised that this should be part of the plan and not an annexe. WODC do not currently have a Local List. (A local list enables non-designated assets includes of listed buildings (buildings not on national list of listed buildings).

Juliet and Jeff will start working towards the production of a local list. They will look at what is already listed –and will identify gaps using criteria. Will be looking at buildings that were substantially intact before 1850 (the time of railways when buildings changed) and also special to Charlbury (e.g. related to local Quakers and the glove industry) using historic maps. Will be explicit about criteria applied.

The time required to complete this task is a potential concern for the progress of the plan as a whole. Juliet indicated that the time challenge arises from providing detailed descriptions of the buildings, not from identifying them.

7 Design Guide

Thanks recorded to Jeff West for the excellent draft document. Astrid's recommendation is for this to be incorporated into the plan.

It was suggested that the design guide would benefit from the inclusion of pictures and/or a map.

Peter will send to Town Council.

8 NDP consolidation/reference revision/proof reading

Already covered. Rod will proof read as reads to check policy references.

9 Website and Notice Boards

Website revisions are required prior to plan consultation to avoid potential confusion with the Community Action Plan activities of the Neighbourhood Forum. The website will be the main portal for providing up-to-date information on the Plan and for those wishing to engage in the consultation.

A further issue is the restricted space available on the site which is insufficient to accommodate all of the documentation to be made available to the public.

A clearly recognised logo is also required for the Neighbourhood Plan.

Peter will discuss the requirements with Chris. It was also suggested that Richard Fairhurst might be able to help with the logo and with proof reading.

Tony will produce updated notices for the Neighbourhood Plan notice board.

10 Project plan review

No update.

11 Consultation plans

Aiming for April 2019 to commence (Regulation 14) pre-submission consultation.

WODC happy to review before the consultation.

A relative of Tony who works for the South Downs National Park with a knowledge of neighbourhood planning has offered to carry out an independent review of the Charlbury plan. It was agreed that Tony should pursue this offer further.

12 Date of next meeting

Friday 15 February 2019 at 10am