

## **Neighbourhood Plan Steering Group**

**Friday 8<sup>th</sup> March 2019 10:00 am – 12:30 pm**

**Morris Room, The Corner House**

### **Present:**

Peter Kenrick  
Tony Merry  
Juliet West  
Graham Terry  
Rod Evans  
Reg James  
Catherine Goyder  
Janet Burroughs (part time)

### **Apologies:**

Chris Sharpe

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

No conflicts declared.

Minutes of the previous meeting were approved.

### **2. Matters arising**

Peter explained that he was in the process of establishing a method of version control for the new data repository. This initially requires identifying the latest version of each document after which Peter would control subsequent updates when approved.

**Action Juliet** – Send latest version of Character assessment to Peter

### **3. Action log**

**The following updates were made:**

**1902-01 – Website:** Chris has registered the new URL ([charlburynp.org.uk](http://charlburynp.org.uk)) for the Neighbourhood Plan website and is currently working on the site content and structure. (see also 1901-08).

**1901-01 – Introduction:** Peter issued a revision for discussion as Agenda item.

**1901-02 – Housing Section:** Rod is in the process of doing the final revisions to the housing section and to the housing strategy paper. The strategy paper is needed to explain the justification and objectives of the approach on housing and will be included as an appendix or annex to the plan.

**1901-08 – Website enhancement:** The new NDP website will provide the main portal for the public to access and view the plan, to download the plan and associated documents and to participate in the consultation process. Chris is working on easy to use functionality for the public to interrogate aspects of the plan of particular interest to them (e.g. green space information accessed via a map).

**1901-09 – Logo:** Logo had been circulated and unanimously approved.

**1901-11 Offer of an independent review:** Whilst a professional review had previously been declined, clarification was given that some form of voluntary third party review would at some point be useful.

**1812-07 – “C” Insertion:** To be done in redrafting.

**1812-08 – Example plans:** Woodcote had been identified as most appropriate exemplar.

**1812-09 Local Green Spaces:** Tony had inserted additional documents relating to the Field North of Forest Road and now considered all of listed outstanding assessments complete. This includes all LGS assessment “to do” list items listed separately on the action list.

**Action Tony** :send latest versions to Peter for Data Repository.

**1811-02 & 1811-03:** See agenda item 6 (Local List)

#### **4. Introduction Section**

Various options were reviewed. The following structure was resolved:

**Foreword** : recognising and thanking all the various contributors to the plan (and community action plan). To be signed by Chair of Town Council and chair of Neighbourhood Forum.

**Summary Section** (not a numbered section of the plan): A broad statement of intention which can be rapidly and readily understood and accepted by members of the community and other stakeholders. This will be based on introductory wording submitted during the meeting by Graham. The summary will also include text from the recently issued executive summary.

**Introduction and Background** : Based on the revised Introduction draft circulated by Peter. This section includes necessary regulatory and procedural requirements (e.g. submitting body, plan area and process). It also includes previously identified “Vision, goals and objectives” and “Charlbury Today” sub-sections. It was suggested that the Introduction and Background section be written in such a way as to add complexity in layers progressively refining detail so as to enhance

easy reading. Juliet recommended that the 'Charlbury Now' sub-section should be enhanced and include additional Census details.

**Leaflet** : Separate document for wider distribution to promote awareness of the plan, its objectives the opportunity and method to feedback comments and the need to participate in referendum.

**Action: Peter & Graham** : Draft Foreword

**Action: Graham** : Draft introductory summary text and & Leaflet

**Action: Janet** (agreed later in the meeting): Produce complete draft Summary.

**Action: Janet & Peter**: Revise Introduction and Background

**Action: Juliet & Others** : Suggest 'Charlbury Now' enhancements (e.g. census details) and advise Janet.

## **5 Housing Section**

Rod aimed to have the revisions to the housing section and strategy paper completed within 2 weeks. It was recognised that this section is extremely complex and must be robust to pass inspection. Rod's legal and technical knowledge is invaluable in this respect. However, Rod would welcome scrutiny of the document once complete in order to identify any possible inconsistencies or flaws.

Rod explained that the definition of affordable housing has been extended within the revised NPPF to include additional categories including starter homes and shared ownership. It is thought that this assists the already defined objectives of the Charlbury housing strategy.

## **6 Local List**

Juliet is continuing work on a proposed local list of "undesigned assets". To ensure that any local list has the desired impact the list will need to be backed up by a legal "Article 4 Direction" removing some permitted development rights (e.g. window replacements) from buildings on the list. This is a complex area and Juliet is aware of its importance to avoid delaying the plan as a whole. The meeting offered any assistance that Juliet requires but recognised that she is in the best position to address this area.

## **7 Editorial Oversight and Design**

Once a complete draft document is available for publishing and printing, it will be reviewed for readability and consistency and the necessary artwork/design (e.g. colours, fonts, photos etc.).

A glossary of terms was suggested and will be included.

A sub-group will now start work on the presentation of the document including the use of artwork. It was agreed that Catherine should approach the Art Society to submit possible artwork if appropriate. No payment could be made for inclusion of such artwork but artists would be acknowledged.

**Action: Catherine & Janet** : Initial members of the plan design group (others welcome)

**Action: Catherine** : Contact Art society re: submission of artwork for inclusion in the plan.

**Date of next meeting:**

**Friday 5<sup>th</sup> April 2019 at 10 am**