

Neighbourhood Plan Steering Group

Friday 15th February 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

Apologies:

Chris Sharpe

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

No conflicts declared.

Minutes of the previous meeting were agreed.

2. Matters arising

None

3. Action log

Action log has been re-formatted by Peter. Each action has been given a unique number for easier identification and the shaded areas identify completed tasks.

1901-03 - Executive Summary. This was created in response to feedback from Town Council to make the aims of the plan more clear, concise and accessible to councillors and members of the community to encourage their involvement and support.

1901-09 – Logo. Chris Sharpe had produced some alternative logo designs for the Neighbourhood Plan. It was agreed to adopt the design based on the Neighbourhood Forum logo, coloured green with wording “Charlbury Neighbourhood Plan 2031”.

1901 – 11 Offer of an independent review. The offer would involve additional cost. The review was not considered to be necessary at this stage. Tony to convey the thanks of the group but to decline the offer.

Local green spaces. Attention was drawn to the separate list of actions remaining to be addressed relating to LGS assessments..

4. NDP Status Review

See item 8 (NDP Consolidation)

5 Document Repository

PK has set up a new Document Repository to replace the DropBox environment set up by Claire. The new repository will provide read-only access to all NDP resources for all members of the team. PK will manage the version control of documents. A separate "In Progress" folder has been included with update access for team members to allow collaboration & review but PK will control the incorporation of changes into revised documents.

6 Local list

Juliet is currently working on the draft list, identifying buildings to be included. Once the draft list is available, the town council will be asked for support to seek the establishment of an "Article 4 direction" by WODC to remove certain permitted development rights from buildings included in the list. The Article 4 direction would not prohibit developments but would require planning permission to be sought.

WODC has advised that owners & occupiers of properties being considered for inclusion, should be contacted by letter ahead of public consultation, informing them in detail of the purpose and potential impact of inclusion in the list.

If accepted, the local list and article 4 direction would provide some control over work affecting the character of buildings (e.g. paint used, window types).

7 Design Guide

An initial draft is available and will be sent to the Town Council for comment. Photos and/or illustrations are required to complete the guide.

8 NDP Consolidation & Revision

The current detailed draft plan components have been produced as a result of much hard work by many over several years. It is now necessary to pull this together to produce a single document that is clear, concise, unambiguous and legally sound. The plan, which will have a major influence on the future of the town until 2031 must command the support of the community. Production of a consolidated plan to meet these requirements is now the primary focus for the work of the neighbourhood plan team.

Introduction

PK is currently focussed on producing a revised draft introduction section. This will include a clear vision statement which informs the goals and

objectives of the plan. The introduction is likely to be the only thing that many members of the public will read and it should therefore include a short and clear summary of the plan (e.g. drawn from the executive summary).

Use of Appendices/Annexes

It is necessary for the plan to contain significant detail but, for ease of reading, the important information in each section should be summarised with further detail provided in appendices and/or annexes.

Summary Document

It was agreed that the term “executive summary” was not appropriate for a summary document to be made available to the public or as part of the plan itself. Summary information will be included in the introduction (as indicated above).

It was suggested that a short summary (e.g. 2 page maximum) should also be printed as a leaflet and distributed to homes and other locations around Charlbury ahead of the pre-submission consultation. This would create awareness of the plan and inform members of the community how to access the full plan and how to participate in the consultation process.

Housing Section

Rod is reviewing this section and the associated housing strategy paper. This review is focussed on:

- Final changes to the WODC Local Plan 2031 – implications and references;
- Revised NPPF – implications and references;
- Accuracy of housing completion figures since the base date for the housing needs assessment.

Detailed technical information required by the inspector will be included in the separate housing strategy paper that will be included as an appendix or annex.

Housing needs figures cover the period to 2021. A review will be required to extend this for the remainder of the period of the plan.

9 Reg 14 – Pre submission consultation

The consultation draft of the plan will be sent to WODC before the pre-submission consultation period starts. WODC will check that the plan is in accordance with the Local Plan.

A consultation statement is required indicating the process followed to produce the plan. Following the consultation, all comments will have to be listed with a concise response or action taken and reasons.

Work on planning the consultation process is now a priority. Any requirement for paid assistance with this process will need to be identified as soon as possible as this would involve further financial cost.

10 Website and notice boards

Website

Chris Sharpe has proposed setting up a separate dedicated site for the neighbourhood plan during the consultation processes to avoid confusion with the Community Action Plan. The site will enable members of the public to learn about the plan, to download the plan and associated documents and to participate in the consultation process. This will be the preferred route that most people will use to access the plan and Chris has started working on a draft design.

New website needs the capacity to hold all relevant documents – the plan, supporting documents, and minutes. This may be a problem given the large size of some documents which include many photographs.

Managing the website may involve significant time and effort. PK will meet with Chris to discuss requirements and his availability.

Noticeboards –information to the public

Tony is dealing with this.

11 Project timetable review

The team is aiming for the following targets which are known to be challenging.

April:

- Consolidated draft plan to town council for approval
- New website active

End April:

- Send plan to WODC for review

May:

- Ready for pre-submission consultation

12 Date of next meeting:

Friday 8th March 2019 at 10 am