

# *Charlbury Neighbourhood Forum*

## Neighbourhood Development Plan Working Group

Meeting held 19<sup>th</sup> August 2016, in the Corner House, Charlbury

### **Attendance**

Peter Kenrick (Chair), Rod Evans (Vice Chair), Graham Terry, John Hole, Tony Merry, Chris Sharpe (minutes)

### **Apologies**

Catherine Goyder, Richard Fairhurst, Roger Clarke

### **Election of chair and vice chair**

Peter Kenrick was elected Chair of the group and Rod Evans was elected Vice Chair.

### **Procedures**

The group discussed the importance of transparency for this working group and the need to clarify and agree terms of reference.

It was agreed that a quorum of four people was required for each meeting, and that at least two of those people needed to be town councillors. This was to reflect the fact that the Town Council is responsible for developing the Neighbourhood Development Plan (NDP).

The group will report to both the Neighbourhood Forum and the Town Council, and will publish documents on the website.

### **Discussion of plan of work**

Tony Merry presented a plan for delivering the NDP. Key issues discussed were:

- Budget – the need for coordinating the budget with the Community Led Plan (CLP) group was discussed, and whether resources would need to be set aside for external consultants.
- Scope – the extent to which the scope of the NDP may be restricted was discussed, and its relationship with the CLP.
- Public consultation – it was suggested that this stage should be coordinated with the CLP group so that draft documents might be published at the same time.

- Consultees – it was agreed that a list of consultees should be produced who would be consulted during the production of the NDP. This was to be done in consultation with Roger Clarke.
- Conservation area policy – it was noted that no Character Appraisal had been produced by WODC for the Charlbury conservation area, and it was discussed whether this could form part of the NDP. The group resolved to contact with the Charlbury Conservation Area Advisory Committee to seek advice and invite someone to join the group if possible.

**Next meeting**

It was agreed to meet again at 10am on Friday 2<sup>nd</sup> September.

Meeting closed at 11am.