

Charlbury Neighbourhood Forum

Neighbourhood Development Plan Working Group

Meeting held Friday 3rd September 2016, in the Corner House, Charlbury

MINUTES

Attendance

Peter Kenrick (Chair), Rod Evans (Vice Chair), Graham Terry, John Hole, Tony Merry, Janet Burroughs

Apologies

Catherine Goyder, Richard Fairhurst, Roger Clarke Chris Sharpe

Item	Points Discussed	Action/ responsibility
Minutes of previous meeting	These were accepted.	
Matters arising Data from survey.	There was some discussion as to whether data which relates to the housing needs survey or to developments could be prioritised for analysis. Lucy's sister will probably take on the analysis and the request will be passed to her. It was pointed out that we need to distinguish housing needs for Charlbury from housing demand particularly in respect of revision of WODCs local plan have to accommodate increased demand.	Request to prioritise housing needs data Forum committee
Consultees	We need to establish who we should consult during the drafting of the plan. It was suggested that this should be through Giles Hughes in the first place. Rod mentioned that he can provide the list of statutory consultees and will circulate this	TM – prepare draft RE – list of consultees (provided below)

	<p>It was agreed that TM will draft an email to be agreed on and then passed onto Roger Clark to send</p> <p>It was suggested that we should consider what information we should share with WODC and to plan our own agenda before meeting with them.</p>	
Terms of reference	<p>The amended terms of reference were agreed by all and accepted</p> <p>The appointment of a representative from the Charlbury Conservation Advisory Group was considered and it was decided to ask Roger Clark to contact the Secretary and Chair and invite a nomination. It was suggested that we should ask them at the start for their view of policy regarding developments in the Town.</p>	PK to contact CCAG
Consider proposed development sites	<p>We will need to consider the strategic housing and economic land availability assessment (SHELAA) from WODC which is due to be published this year and later in the process of the NDP consider whether we want to put forward preferred sites for development</p> <p>Consider whether a strategic area assessment is required</p>	Future agenda
Discussion of plan of work	<p>This will depend on the availability of data from the survey and responses from consultees. The preparation of the plan will be in a similar timescale to the production of an amended local plan by WODC</p>	Future Agenda

	and it will be important to ensure there is no conflict between the two but it would be desirable to have a proposed timescale to work to	
WODC – next steps	Contact WODC Community Planning Officer to discuss how we can assist: We will provide appropriate support to town and parish councils wishing to develop a Neighbourhood Plan including, for example, provision of technical advice and assistance with consultation.	PK to contact and set up meeting
Next meeting	Friday 7 th October 10.00 Corner House If possible meeting with WODC before this date	

The contact at WODC is

Joseph Walker,

Community Partnerships Officer Cotswold District Council/WODC

joseph.walker@cotswold.gov.uk

Preliminary list of bodies / groups we need to consult more fully pre-draft - to be discussed at next meeting:

WODC - as agreed yesterday, initial contact

CCB - they have issued guidance on NPs in AONBs

CAAC - as discussed.

The Charlbury Society

Landowners & developers - discuss this first with WODC

OCC - re roads etc

Sewerage/ drainage – Thames Water