

Charlbury Neighbourhood Forum

Neighbourhood Development Plan Steering Committee (NDPSC)

Meeting held Friday 4th November 2016, in the Corner House, Charlbury

MINUTES

Attendance

Peter Kenrick (PK Chair), Rod Evans (R E Vice Chair), Graham Terry (GT), John Hole(JH), Tony Merry (TM), Janet Burroughs (JB), Catherine Goyder (CG), Reg James (RG), Juliette West (JW)

Apologies

Richard Fairhurst, Roger Clarke, Chris Sharpe

Item	Points Discussed	Action/ responsibility
Introductions	Reg James was welcomed to the group as a representative of the Charlbury Conservation Area Advisory Committee (CCAAC)	
Minutes of previous meeting 6th October	These were accepted.	
Matters arising <i>Vanderbilt Planning Application</i>	This letter of enquiry has by now advanced to a full application for homes. RE pointed out that the group as a whole should not comment as we were not a consultee however individual comments could be made and comments passed onto the Town Council and the CCAAC RE pointed out that protected areas could be established through the NP with no need for public access and that green spaced identified in the survey could be put forwards and if accepted would have the same status as green belt. The application	Members should submit comments to either the TC or/and the CCAAC Ensure NP includes protected areas which would probably include the land for the proposed

	should have regard for the emerging local and neighbourhood plans.	development
<i>Drafting of NP</i>	<p>It was agreed that this could be started and results of survey incorporated when they are available. Good examples should be followed and need to set out policies for development sites in the Town. These sites should meet identified local housing needs</p> <p>It was agreed to use a suitable template and that TM should circulate this document. Areas of responsibilities should then be allocated. A list of consultees as previously prepared by RE should be examined and others added as required e.g. housing associations</p>	<p>TM to circulate template and outline</p> <p>RE to provide list of consultees with names</p> <p>All to start input into the document by email</p>
4.Draft WODC Local Plan 2016-31	<p>This is now open for public consultation for 6 weeks. As above if case can be made then green spaces should be included. It will be useful to know the view of the AONB on the draft and this can be covered in the meeting arranged with them.. RE said There is no evidence given for the sub-area allocation of the total from the strategic housing and economic land availability assessment (SHELAA) from WODC . The policy on developments of 5-10 regarding size and contribution to affordable housing need to be examined. We should make sure that developers are not able to ‘dodge’ requirements by putting in for several smaller developments. Land such as that at Jefferson’s Piece could be acceptable but we should</p>	<p>All – to read the draft NP and send comments by email to TM who will compile these in a report to the TC at its November meeting</p>

	<p>seek a higher ratio of low cost housing. PK pointed out that over the past few years there has been provision of a greater number of homes but the population has decreased This should drive a move to have smaller homes in new developments to compensate. Policies on housing mix are acceptable The NP can have an assessment of the SHELAA</p>	
<p>5. Meeting with Ffyona MacEwan</p>	<p>Arranged for Tuesday 8th PK RE CG and TM to attend. TM to prepare list of questions and prepare extract of survey with responses relevant to a housing needs survey</p>	<p>TM to circulate questions then confirm with Ffyona</p>
<p>6. Meeting with Planning Officers at Cotswold Conservation Board</p>	<p>This has been arranged for Monday 14th PK RE and TM to attend both the current and new planning officers will be present Meeting at Old Prison at Northleach TM to prepare list of questions and circulate then confirm with Board</p>	<p>TM to circulate questions then confirm with Andrew Lord</p>
<p>7. Consideration of Charlbury Conservation Area</p>	<p>The conservation officer Richard Wheeler at WODC had been consulted but they could only provide very modest support in the next few years due to short staffing. RE said that help from Locality for a strategic Area Assessment may be available and we consider carrying out one</p>	<p>RE get advice No action on CCA change</p>
<p>8. Draft Consultee letters</p>	<p>These were agreed and RE to examine as above. It would also be useful to find names of landowners for the area. Planning Advisory service may be contacted. PK to consider consistency of questions and inclusion of specific items. Timetable for this should be</p>	<p>RE to produce and PK to check consistency Ask TC for approval to send</p>

	produced. RE to add draft questions	
9 Consideration of possible development sites and notes from Town Council meeting Jan 2012	Agree that we should put forward preferred sites for development We will need to consider the SHELAA in doing that. A walk round site visit for all sites should be carried out Sites allocated should agree with policy H2 of local plan It was agreed that the notes should be re examined as they contain much useful information	All look at possible sites and email suggestions
Next meeting	Friday 2 nd December 10.00 Corner House	

Tony Merry *07 November 2016*

The contact at WODC is

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Charlbury Conservation Advisory Committee

Juliet West – secretary

Juliet West julietwest@ymail.com

**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