

Charlbury Neighbourhood Forum / NDP Steering Group

Meeting on 03/02/17, Corner House, Charlbury Minutes

Present: Peter Kenrick (PK chair) Rod Evans (RE vice-chair) Graham Terry (GT), John Hole (JH), Catherine Goyder (CG), Reg James (RJ), Juliet West (JW)

Apologies: Tony Merry, Chris Sharpe (Richard Fairhurst & Roger Clarke)

Item	Points Discussed / agreed	Action/ responsibility
Minutes of previous meeting 06/01/17	On 'school provision' item, insert 'future' between 'report' and 'meeting'. Otherwise accepted.	
Matters arising	Historic / area character assessment. JW to have initial discussion with Dr K Davies as possible consultant. Also we should consider possible volunteers to assist. PK reported on meeting with school head & chair of governors. Control on nos etc rests with OCC who are conducting a feasibility study into possible expansion. Meeting with OCC therefore postponed till mid-March.	JW
Finance	PK reported that the Forum currently holds about £4K and that the Town Council has also included a further £4k within the budget for the financial year 2017/18. RE reported seeing mention of a charitable trust having supported preparation of a NP elsewhere and need for alternative sources. Unlikely that Charlbury would meet Locality criteria for additional funds or professional assistance but no harm in putting in 'Expression of Interest'.	RE to investigate further help from Locality.

Site Assessments	<p>Re consultation with landowners etc, agreed that only a short notice should be published, with full details on the website.</p> <p>Approach by Bloombridge LLP discussed, to be referred to TC. No action by SG but they could be consultees on the NP.</p> <p>List of candidate sites for 'Local Green Space' designation circulated & agreed, RE to circulate list of additional sites. Need then to identify individual landowners for consultation.</p>	<p>RE to rework draft notice and draft a short one; PK then to present to the TC</p> <p>RE</p>
Town centre	<p>RE explained purpose of possible restrictive policy on changes of use in the town centre, as shown on CS's plan. PK to refer this & draft consultation letter to TC, then for distribution if agreed.</p>	PK
Administrator/ Project manager	<p>Agreed that a replacement for LC-L would need to take on project manager role as well as general admin. JH to revise draft job ad for review.</p>	JH/all
Next meeting	10/03/17 @10.00, Corner House.	