

CHARLBURY NEIGHBOURHOOD FORUM

Neighbourhood Development Plan Steering Committee Meeting

10th March 2017 10 a.m.

Present: Tony Merry, Reg James, Graham Terry, Peter Kenrick, Catherine Goyder, John Hole, Juliet West, Janet Burroughs

Apologies: Rod Evans, Chris Sharpe, Richard Fairhurst

1. Minutes: Approved

2. Matters Arising:

Local area character assessment: Juliet West had spoken to Kathryn Davies, freelance consultant who has worked on other Neighbourhood Plans. She would be able to assist and has indicated a cost of £500 per day with a maximum total of £2,500. This was agreed to be a reasonable fee but a second option and quote should be sought if possible. It will be essential to define the scope and deliverables clearly and additional sources of funding need to be sought. It will be necessary to engage Historic England and it may also be useful to contact Community First Oxfordshire.

ACTION:

- Contact Jodie O'Reilly for an alternative option/quote – JW
- Contact Kathryn Davies again for advice re: scope - JW
- Seek funding from WODC – Town Council (PK, TM)
- Define the scope and deliverables for the assessment.

3. Administrator/Co-ordinator Recruitment:

2 applications have been received and arrangements will be made to meet both candidates as soon as possible. Interview panel to comprise Graham Terry, Peter Kenrick and Meryl Smith. John Hole to be contact point for candidates. Work to include admin related to meetings etc. – approx. 10 hrs per month at a rate of £10 per hour plus other more skilled work at a higher rate up to £15 per hour. Skilled work to be scoped in advance with expected deliverables and timescales clearly defined. Total work not expected to exceed 10 hrs per week. The NDP Steering Committee will seek support from the successful candidate in the areas of project management and report editorship.

ACTION:

- Meet both candidates – GT, PK & Meryl Smith (Timetable: Chris has started this)

4. Action Plan:

Chris has produced a draft plan and ongoing assistance and support will be sought from the new Administrator/Co-ordinator. Further discussion deferred to the next

meeting.

Further clarification is required over the identification of the “Town Centre” for the purposes of the plan.

5. Consultations:

Outline plans are in place for consultations with land owners and developers with regard to possible identification of development sites and local green spaces. This is an urgent requirement and a follow-up meeting with RE will be held as soon as possible to clarify requirements. It is essential that the consultations are open and follow approved protocols. For example, an independent observer should be present at consultation meetings. WODC will be approached to request assistance.

ACTION:

- PK, TM & RE to meet ASAP to discuss consultation requirements.

6. Oxfordshire Unitary Authority Proposals

PK reported that the Town Council had actively engaged in consultations regarding the “One Oxfordshire” scheme. A revised scheme named Better Oxfordshire has now be submitted to DCLG for consideration (see www.better-oxfordshire.org.uk). If the secretary of state is minded to approve the proposals a further detailed period of consultation will take place.

There are concerns that the proposals may weaken local decision making and it is almost certain that the significance of Neighbourhood Plans would be increased if such a unitary proposal were to be implemented.

7. AOB:

None

Meeting ended 12.15

Next Meeting: 7th April 2017 10 a.m.