

Charlbury Neighbourhood Forum

Neighbourhood Development Plan Steering Committee Meeting

Friday 7 April 2017, 10 am

Present: Peter Kenrick, Rod Evans, Tony Merry, Catherine Goyder, Juliet West, Chris Sharpe, Graham Terry, John Hole, Reg James, Claire Wilding

Apologies: Janet Burroughs

1. Minutes of previous meeting

These should be amended to clarify that Juliet was to speak to Jody O'Reilly with a view to obtaining a second quote for the Local Area Character Assessment. **Action: Peter.**

2. Matters arising

Juliet had contacted Jody O'Reilly regarding the Local Area Character Assessment, but her company was unable to take this on. Jody thought a private company might charge in the region of £[] for a comprehensive assessment. Juliet had also spoken to Historic England. **Action: Juliet** to circulate a note of Historic England meeting.

Rod noted that in the context of a planning appeal on the Slade, WODC had confirmed that the Conservation Area includes the pastoral setting of Charlbury.

Peter noted that the unitary authority application had been submitted.

Claire Wilding has been appointed as co-ordinator for the CNF. Peter welcomed Claire to the role.

3. Action Plan

Chris had previously put together a draft action plan. A small group (Chris, Peter, Graham, Rod, Claire) will meet to discuss this so that Claire can take it forward. **Action: date now set for Thurs 27 April, 1:30 pm.**

4. Upcoming meeting with Astrid Harvey, WODC

Peter, Tony, Rod and Juliet are due to meet Astrid Harvey (WODC contact for communities preparing Neighbourhood Plans) on 10 April. They will be exploring what funding support is available, including for the Local Area Character Assessment (since this is a WODC responsibility). They will also be seeking advice on consultation protocols. Tony ran through the proposed list of questions for the meeting and the following comments were made:

- Historic England are keen for communities to carry out "local listing", i.e. identifying historic buildings of local importance not formally listed.
- The Neighbourhood Plan (NP) should include a nature assessment, and this could form part of the evidence for protecting green spaces.
- The group should request for WODC to share demographic information for inclusion in our NP, and that they confirm the purpose of the wide drawing of the boundary of the conservation area around Charlbury.
- Mapping data should be made available to us free of charge as we are working on behalf of a public body.

5. Funding options

Locality have made a statement saying that any community producing a NP considering development sites should be considered a complex case eligible for additional funding of £ 6K. Some Locality money from previous financial year will need to be returned as it was unspent.

Actions: **Tony** to make application to Locality. Group meeting Astrid Harvey to seek advice on any further funding sources. Review funding position after this meeting.

6. Consultations

Rod reported that notices were ready to go out regarding potential development sites, these would direct people to the website. On local green spaces, a letter had been drafted and now it was necessary to research landowner details and write to them. Following the Astrid Harvey meeting, we will need to agree a timetable, including time limits for any written representations. The group debated what would happen if people came forward with alternative proposals for green spaces. These would need to be assessed against the published government criteria.

Action: **Rod** to look at process and discuss at a future meeting how potential alternative proposals for green spaces will be handled.

The horse field just before the railway station was not currently on the list of proposed green spaces and should be considered.

Peter and Tony had spoken to OCC about education, specifically future plans for the primary school.

7. WODC Local Plan Inspection Process

The inspection process is scheduled for the next few months. It was agreed it would not be appropriate for the NP steering group to engage, but individuals who had commented and the Town Council were able to request involvement. Rod noted that the deadline for anyone informing WODC they wished to be involved was 12 April.

Latest amendments to the Local Plan do not give Charlbury town centre the same protections afforded to the centres of e.g. Burford and Woodstock. This was an issue of concern to the Town Council. It could have discouraged business in Charlbury, for example, amendments to the Community Infrastructure Levy (CIL) document suggest lower levels of CIL contributions for businesses in designated town centres.

Rod noted that the NP could contain policy to protect the vibrancy of Charlbury town centre if the LP did not.

Action: **Peter** to take forward Town Council engagement with WODC on town centre vibrancy.

8. AOB

A planning application has been made to demolish the Old Police House (end of Fishers Lane) and build 10 cottages.

The group will review after Monday's meeting with WODC how to take forward the Local Area Character Assessment.

The NP should include something on landscape.

The text on the main Charlbury website needs updating.

Actions: **Chris** to update Charlbury website text. Website management to be discussed at Thursday's CNF meeting. **Chris** to pass final versions of previous minutes to **Peter** to review, prior to them being uploaded to website. **Claire** to circulate draft minutes to all members shortly after meeting, and to upload to website. **Chris** to provide Claire with details of how to amend website.

9. Date of next meeting

Friday 5 May, 10am – 12pm.