

Charlbury Neighbourhood Forum - 4 May

8pm, The Corner House

Present

Graham Terry

John Hole

Eileen Kenrick

Peter Kenrick

Mark Gregory

Tony Merry

Rod Evans

Meryl Smith

Liz Reason

Claire Wilding

Apologies:

Chris Sharpe

1. Adoption of minutes

Agreed with no comments.

2. Matters arising

Richard Fairhurst has updated the website to replace the reference to the Community Plan with Charlbury Neighbourhood Forum. We now need to rewrite wording on that page. **Action: Chris**

Chris has sent old minutes to Peter to check prior to putting on the website (for NP Steering Group). CNF minutes should be able to go on as scanned versions. **Action: Peter** to finish reviewing the NPSG minutes by end of weekend, **Chris** can the upload to website.

A positive meeting had taken place with Ian Cox.

Claire Wilding has taken on the co-ordinator role, she was welcomed by the Forum.

3. Financial report:

Eileen presented the financial position. We need to repay £1291 to Locality which was unspent during the last financial year. This leaves £4045 in the bank, plus £4K of this year's precept – a total of £8045 available funds.

In total, we have received two grants from locality totaling £13,138, of which £5553 will have been repaid due to underspend, meaning that then net money received from Locality to date is £7585.

Housing needs assessment – Rod provided an update. We have a quote of £6.5K (plus expenses and VAT) for doing this. The company can make use of our survey data. It will be helpful to have consultants' input on this to provide a strong evidence base for our policies. The following comments were made:

- What is missing from our survey is understanding of what people mean by “affordable” housing.
- Eileen is already working on housing association information which could helpfully feed in.
- Most who responded to our survey were owner-occupiers, this needs to be taken into account in the analysis.
- This would be a big call on our funds and there are potentially other needs for consultancy spending.
- The inspection process will throw out the NP if we cannot demonstrate strong evidence.

Rod queried whether Locality might fund the HNA on top of the general funding. **Action: Tony** will pursue with Locality to see what funds are available. **NPSG meeting** tomorrow will look at the range of external consultancy needed to consider what is affordable and whether further funding is required. Graham asked Tony to continue to call on Claire if he needs assistance with the grant application.

4. CCAP report

Meryl had circulated a note to the group. Groups were due to report back by 1 July, but no particular requirements had been set for the form of the report. Liz proposed that all groups produce an action plan, which could together form a Community Action Plan. They are now working towards end of July to complete these plans. Meryl confirmed that where appropriate, activities should be costed. Graham noted the need to flag priorities for CIL funding arising from the CAP. Peter noted that other NPs have had policies relating to traffic impact of new development on specific traffic issues, it was important to look for any potential synergies between the NP and the CAP.

Action: Claire to arrange a date with Meryl and Liz for a meeting in mid-July to discuss the emerging CAP and NP documents, and identify overlaps and synergies. This will be open to all members of the CNF who wish to take part.

5. Charlbury Neighbourhood Development Plan Steering Group report.

Peter reported. Work is progressing and has identified a number of pieces of external work that are necessary. An "invitation for sites" notice is going into the June Chronicle. The following dates are proposed for public consultation events: evening of Thursday 8th June, prior to forum meeting; Saturday 10th June for a morning exercise, coinciding with farmers' market and first day of Charlbury festival. A further open session is proposed for Street Fair day in the Corner House. Rod suggested we could present Housing Needs Assessment results and ask people how local housing needs should be met.

Peter explained that the proposed meeting with developers/landowners are only for them to explain / present their sites, we will not engage in discussions. Other areas preparing NPs have involved the public in ranking criteria for assessing sites put forward. This could be done at the June event.

6. Environment

Graham was interested in asking Anne Miller to lead environment/biodiversity issues. Rod noted that there was an overlap with Local Green Spaces.

Action: Graham to invite Anne Miller, **Claire** to add an environment objective to the skeleton NP.

Graham noted that if the action plan note is approved tomorrow this would be committing big chunk of work for Claire to create a skeleton document drawing on examples of other NPs. The forum was happy with this.

7. Website

All agreed the importance of sorting out and revamping the website prior to the invitation for sites. **Mark, Claire** and **Chris** to meet to review what is needed. **Action Claire.**

8. Date of next meeting

8 June, 8pm.

9. AOB

A potential offer of funding and expertise for the NP had been made. The group discussed whether it would be appropriate to accept this due to potential for perceptions of undue influence. It was agreed that this decision should be for the Town Council, as the responsible public body and funding body for the NP. This will also be raised at the NPSG.

