

Charlbury Neighbourhood Forum: Neighbourhood Development Plan Steering Group

5 May 2017, 10am at the Corner House

Present:

Peter Kenrick (until 10:45)

Tony Merry

Reg James

Graham Terry

Juliet West

Janet Burroughs

Catherine Goyder

Rod Evans (Chairing)

Claire Wilding

Apologies:

John Hole

Chris Sharpe

1. Minutes of previous meeting

The minutes were agreed subject to a small number of changes. **Action: Claire** to finalise and add to website

2. Matters arising

Peter reported that the Town Council had objected quite strongly to the lack of recognition of Charlbury as a protected "town centre" in the Local Plan. This is being considered by the Inspector as part of the inspection process, and the Town Council will attend for this part of the inspection.

3. Report back from WODC meeting

Tony reported that WODC could not give any grant funding, but could provide officer time to assist with our NP. The funding received by WODC for NPs is to cover their own expenses (i.e. the inspection process and referenda). WODC would not be able to offer an observer for our meetings with developers as part of the call for sites. However they advised that this process is not a "consultation", it is simply an opportunity for landowners/developers to submit proposals of sites for consideration. Rod noted that we may need to arrange site visits in some cases and therefore would need to correspond with the landowner. Peter will be the single point of contact with Astrid at WODC.

Action: Tony to circulate his note to the whole group.

4. Invitation for sites

A notice will be issued in the next Chronicle (end May) inviting landowners to put forward proposals for sites. This will also be placed in the Witney Gazette and Oxford Times at the same time. We should also ensure there is something on our website to coincide with publication, and

start a thread on Charlbury.info. **Action: Claire** to find out what deadline would be to get a notice in the newspapers to coincide with the Chronicle, and submit the notice in time. **Rod** send Claire the longer version of the Chronicle article for the website, and **Tony** to send electronic version of his notice on the Co-op noticeboard in case useful for website. **Peter** to circulate chronicle article to whole group.

Following this will be the open sessions to discuss the criteria for selecting sites. Peter suggested two open sessions in June to update people on the NP process and ask for their input on the selection criteria for sites. There could then be a further public engagement session at Street Fair in September, by which time we hope to have a partial draft of the NP.

Tony has put together a questionnaire for landowners based on what was done by Woodcote.

Following comments were made:

- Our categorization ought to follow WODC approach in the SHELA
- Conditions on affordable housing and number of homes per hectare should flow from the Local Plan. **Action: Rod** to cross check this.
- It may not be desirable to fix a level of housing density as it may vary depending on where in the town development is sited.

Action: Rod, Graham and **Tony** to form a subcommittee to review criteria for consistency with Local Plan and questionnaire, then circulate revised criteria to the group.

5. Additional requirements

We need quotes for all external consultancy required in order to progress the application to Locality. SEA to be discussed at the next meeting.

Housing Needs Assessment (HNA) - Quote received for £6.5K plus expenses and VAT. Second consultancy approached but no quote received yet.

Actions: Tony to use HNA quote received as basis for Locality grant application, while **Rod** will follow up with second consultants for another quote. **Juliet** to request a written quote for the Local Area Character Assessment. **Tony** to provide Claire with AONB guidance for NP.

6. Local Green Spaces

A number of responses were made in the survey to question 64 asking about additional green spaces that should be considered for protection. Rod had analysed the results and circulated a note. We now need to decide whether further sites should be considered for designation. A number of answers related to approaches to the town, but these are not specific enough to meet the designation criteria (which are set by Government). It is not necessary to designate land that is already protected by another designation, for example, Cornbury Park is already protected and therefore this land will not be considered.

Action: Small group (**Juliet, Tony, Janet**) to further consider the designation of local green spaces and report back.

7. Forward plan

Claire's proposal for her work up until the July steering group was agreed. We need to start work on the policies and background information sections of the NDP before the Housing Needs Assessment and Local Area Character Assessment were complete, incorporating the results of these further down the line. Housing and traffic are the top priorities and should be looked at first.

Action: **Rod** and **Tony** to discuss with **Peter** how public engagement will be handled on 10 June.

8. AOB

It was agreed that we need to investigate alternative sources of funding. An approach has been made to the Town Council offering help with the NP, including funding. It was noted that accepting such donations might carry a risk of perceptions of undue influence. It was agreed that this was a matter for the Town Council to decide.

9. Date of next meeting

1 June, 1:30 – 3:30 pm