

Charlbury Neighbourhood Forum: Neighbourhood Plan Steering Group

9 June, 10am – 12pm in the Corner House

Present:

Peter Kenrick (til 1050)

Rod Evans

Juliet West

John Hole

Reg James (til 1050)

Claire Wilding

Catherine Goyder

Graham Terry

Janet Burroughs (from 1030)

Apologies:

Tony Merry

Chris Sharpe

1. AOB (this was taken first due to two members needing to leave early)

A letter has been received from the Clinical Commissioning Group who are interested in involvement with NDPs. Rod noted that we have no powers in this respect but the NDP could support developer contributions towards provision of local health services. **Action: Rod** to contact the CCG and arrange a meeting, also including a town councillor.

Peter noted that a comment had been made on Charlbury.info asking about links between the Forum and the Friends of the Evenlode. It was agreed that it would be helpful for the Forum to respond. **Actions: Graham** to draft a response for Charlbury.info. **Claire** to ensure conflicts of interest is included as an item on the agenda at every meeting.

2. Minutes of last meeting

The minutes were approved with no further comments. **Action: Claire** to post on website.

3. Matters arising

Juliet noted that she had circulated a note on the Character Assessment. The next stage will be to get quotes. **Action: Juliet** to go ahead and discuss with consultants, and any further comments to be made by the end of the weekend.

Rod noted that Richard Fairhurst had been involved with the Inspection of the Local Plan and this could result in a change to the town centre policy to

provide greater protection to Charlbury town centre. Our own work on the town centre would be put on hold until we saw the revised Local Plan policy.

4. Co-ordinator's report

On the forward plan for Claire's work, there was discussion over whether there was value in commencing work on the housing section prior to completion of the Housing Needs Assessment. It was agreed that it would be useful to have an initial discussion to brief Claire, scope what was needed and see if anything could be done at this stage. Rod noted that housing design is already covered in detail by the WODC Design Guide and therefore would not be a significant area of work for the NDP. Juliet added that we should consider if there is anything specific to Charlbury needed to supplement the design guide. **Action: Claire** set up initial meeting on housing inviting Rod, Catherine, Peter and Tony.

Claire's proposed work for the coming month was agreed, with the caveat that there might be less to do on housing.

The group discussed outstanding actions on the Action Log. In spite of efforts, it has not been possible to get a second quote for the Housing Needs Assessment. WODC had impressed on us the importance of using people with the right skills and qualifications. Rod suggested that we go ahead with the first company that has provided a quote given that we are confident they would provide a high quality product. It was agreed that we should proceed on these lines once funding from Locality was confirmed.

The Local Green Spaces subgroup had not yet met to discuss any additional sites to be added to the list. We agreed we should proceed with contacting landowners for the existing potential Local Green Spaces as soon as possible. **Action: Claire** to speak to Chris with a view to progressing letters to the landowners to the existing list of potential LGS. **LGS subgroup** to inform Claire of any additional LGS once they have considered.

On the project plan, Claire requested input on dates for external advice in particular, as and when these are available. The group agreed this was a helpful plan and Claire should continue to work on it.

5. Invitation for sites

The invitation has gone out and no responses have been received so far. Rod noted that on 19 July the inspector will be considering the Burford-Charlbury sub area.

6. Local Green Spaces

This had already been covered under the co-ordinator's report item.

7. Neighbourhood Plan document: draft policies and next steps

Claire presented a section by section plan for producing the Neighbourhood Plan, based on an earlier skeleton produced by Tony and Chris. It was agreed that each section should have a lead reviewer. A number of detailed changes were made to the plan and lead reviewers were put forward for a number of sections. It was also suggested that we should get input from local historians on the section covering the historical development of Charlbury. **Action: all** to provide any further comments to Claire by next Friday (16th), including in particular on the content of the “design and conservation” section which does not seem quite right at present.

Claire had also produced a first draft of the transport and movement section. Liz Reason had a copy and was due to discuss with the movement subgroup of the Community Action Plan. **Action: all** to provide any comments to Claire by next Friday (16th).

8. Local Plan

Already covered under point 2.

9. Vanderbilt application appeal (Grammar School Hill)

Rod noted that the position on the Local Plan might have changed by the time of the appeal. Our own Housing Needs Assessment might also be complete by this time and if so could be drawn on.

10. Date of next meeting

This will be on 7 July provided Peter is available [now confirmed].