

Charlbury Neighbourhood Forum: Neighbourhood Plan Steering Group

14 July 2017, 10am – 12pm

Present

Rod Evans (chairing)

Catherine Goyder

Reg James

Juliet West

Tony Merry

Janet Burroughs

Claire Wilding

Apologies:

Peter Kenrick

Graham Terry

John Hole

Chris Sharpe

1. Welcome, conflicts of interest, minutes of previous meeting

Under conflicts of interest, Janet informed the group that she had responded to the invitation for sites, though was not putting land forward for development at this stage.

Claire noted that she lived close to one of the sites put forward in response to the invitation for sites.

Rod reminded the group of his involvement with the Friends of the Evenlode, although noting that he no longer has any formal role in the group.

Minutes of the previous meeting were agreed with no comments.

2. Matters arising

Rod is waiting to hear from Peter before contacting the CCG (action from previous meeting).

3. External advice

Housing Needs Assessment: Rod reported that funding from Locality has been confirmed and consultants have been instructed to carry out the Housing Needs Assessment. An initial meeting is being set up with the consultants for the very near future.

Local Area Character Assessment: Juliet circulated a proposal from Kathryn Davies for the Character Assessment. The fee for this work is £3K. Most of this is covered by the Locality grant, but the remainder will need to come from our general funds. Kathryn has proposed commencing in September, and has recommended involving local people in the assessment

process. **Actions:** **Juliet** to send proposal to Peter and seek agreement to funding this work. **Juliet** also to agree a date with Kathryn for the workshop in September; and to draft a description of what is needed from volunteers to be circulated to relevant groups and for posting on the website as appropriate. **All** to provide any comments to Juliet on the written proposal.

4. Invitation for sites

Rod summarized responses received. The Jefferson's piece land (which is being considered in the Local Plan) has not been put forward. OCC have put forward land South of Ticknell Piece (next to the skate park and millennium woodland). Land behind Hydac (right hand side of Woodstock Road) has also been put forward. Those that put forward land have been sent a questionnaire to complete, and we are waiting for these to be returned.

Rod proposed that once the questionnaires are returned we should ask WODC to do the assessment of the sites proposed, as he felt it was important for it to be done by someone professional and independent. Some concerns were raised as to whether this was taking the decision out of local hands, and whether WODC could really be considered to be independent. Rod explained that the aim of the assessment would be to determine whether land was suitable for development. The decision about which sites to put forward in the Neighbourhood Plan would still be for this group.

The group discussed the importance of communicating the outcome of the invitation for sites and the next steps in a timely and appropriate manner. It was agreed this should not be done until the questionnaires have been returned and after we have spoken to WODC about the assessment. It would certainly need to happen before the Street Fair, when we plan to run another open session.

Action: **All** to provide comments on the paper Tony had circulated.

5. Local green spaces (LGS)

Rod proposed that in addition to the previous list, the station field and Grammar school green should be added. **Action:** **Rod** to prepare new letter to landowners and speak to Chris about process for obtaining maps to send out with letters.

Rod explained that we needed a group of people to carry out assessments of the proposed LGS. This will be done using an existing tool kit. Catherine, Rod and Tony to carry out LGS assessments.

6. Co-ordinator's report

Claire updated the group on her work for the previous month and ran through the action log. A query was raised about how we will draw in environmental expertise for the environment section of the NDP. Claire said that the

Neighbourhood Forum has invited Anne Miller to provide environmental expertise, and she and Liz Reason have offered to comment on a draft environment section.

Actions: **Rod** to raise with Graham at 20 July CNF meeting how Anne Miller might be linked in to the NDPSG. **Claire** to recirculate transport section. **All** to provide comments on transport section by end July and on other previously circulated sections by 21 July.

7. Local Plan

Rod provided an update on the Inspection process. He expected the Inspectors report to be available around September time.

8. AOB

Juliet asked whether large scale OS maps could be sourced. **Action: Juliet** to write a draft email for Peter to send to Astrid at WODC asking for them to provide the maps required.

Rod noted that he would no longer be able to act as Vice Chair and requested anyone who was interested in taking over this role to speak to him.

Date of next meeting: 8 September 2017