

Minutes: Neighbourhood Development Plan Steering Group

8 November 2017, Corner house. 10 am to 12:40

Present:

Peter Kenrick

Rod Evans (til 11:20)

Catherine Goyder

Reg James

John Hole (til 11:00)

Tony Merry (10:15 – 10:30 and 11:20 – 12:40)

Claire Wilding

Apologies:

Chris Sharpe

Juliet West

Janet Burroughs

Graham Terry

The meeting was not quorate for part of its session, and therefore the agenda was reorganized so that items requiring decision were discussed while a quorum was present (i.e. when Tony Merry was there, due to the requirement to have at least two town councillors).

1. Action log

The Local Green Space assessment had not taken place due to the Character Assessment taking priority and also because we have been waiting for WODC to confirm the process we should follow.

WODC had recently replied to Peter confirming the process for LGS assessment. **Action: Peter** to circulate. WODC confirmed that a local green space availability study was carried out in 2013 focusing on larger population centres. Although it does not include Charlbury it does contain guidelines which may be of use for our Plan.

WODC have also sent further information on recent planning applications. WODC had told us that it is not possible to provide data on house extensions that have been carried out as this data is not recorded in an easily accessible format and it would be too onerous to provide. However, WODC suggested we should look at Council Tax banding information which may be helpful.

Claire had looked into the process for carrying out a sustainability appraisal, looking at examples from Woodcote and Drayton. The appraisals were mostly focused on the process of selecting development sites, and the development site selection process therefore needed to be carried out alongside the sustainability appraisal. Claire was confident the group could carry this out itself, drawing on the existing examples. Reg raised the EcoHomes standard and suggested this could be looked at.

The group discussed how we communicate the process for selecting development sites. It was agreed that the forthcoming Chronicle article should cover this in general terms and we should ensure all minutes were available on the website. **Action: Claire** to draft an article for others to approve.

John asked the group to consider the future structure of the Forum and the NDPSG and their respective purposes. It was agreed that this needs to be discussed by the Forum. Peter said that the Town Council is deciding its future budget in December and it would be helpful to have input from the Forum on this.

2. Local Plan update

Further modifications have just been published which no-one in the group had yet had chance to look at in detail. **Action: Tony** to circulate a link to the group. Tony noted that the housing figure for the Charlbury-Burford subarea had increased. **All** to look at the modifications.

3. Finance matters

Peter reported that the first tranche payment has been made to Arc4 (Housing Needs Assessment consultants) with the draft report now received. The final payment will be made once the report is signed off. A meeting had been held with the consultants and we await a further report by end November.

Peter presented the accounts. There were sufficient funds to continue to the end of the financial year although there was no contingency. The Town Council was in the process of agreeing its budget for next year and therefore an estimate of future costs for the NDP was needed.

Peter asked Claire to produce a budget estimate by next Weds, covering all the future costs that will be incurred in producing the final NDP. This should include advice on how we are required to respond to the consultation and the work this will entail. **Action: Claire**. In addition, **Peter** to ask WODC precisely what costs they will cover and whether this might include cost of document printing. Website costs also need to be considered, **Claire** to confirm with Chris if there are any costs. Peter noted that we needed to consider any further consultancy that may be needed, however it did not now sound like we would need to pay for external consultancy for the Sustainability Appraisal.

Claire will also ask Graham, John, Meryl to communicate to the action groups that they need to inform Peter or Tony (in their role as Town Councillors) of any funding needs by Monday.

4. Previous minutes

Minutes of last meeting were approved.

5. Housing Needs Assessment

Peter reported that the draft report had been received. Some of the figures were a bit surprising. A detailed discussion had taken place with the consultants to understand the figures in more detail. Another draft is due before the end of the month.

6. Character Assessment

This is progressing well. Groups have been asked to send reports back to Kathryn by 26 November. Kathryn had recommended that some public consultation should take place on the character assessment before it is finalised. **Action: Claire** to approach the library to ask whether they might be able to host a postbox for the Neighbourhood Forum.

7. Local Green Space

It was agreed that the 1 December Steering Group should agree how the LGS assessment will be carried out and divide the sites up among the group. There may be sites which we do not wish to take forward for assessment (i.e. if they obviously do not fit the criteria). **Action: Claire, Catherine and Rod** to have an initial meeting to come up with a proposal for what should be taken forward to assessment for agreement by the group. **Claire** to circulate the link to the LGS criteria toolkit from the Cotswold DC.

8. Development sites

We discussed whether we were restricted to considering those sites that came forward in response to the call for sites, and agreed we could look at other sites additional to those that have come forward already. Catherine noted that she and Eileen had done a study two years ago that could be drawn on, looking at possible sites for housing in the town. It was agreed to be helpful to look at this again. **Action: Peter/Eileen** to locate previous work.

9. Draft NDP and Project Plan

Claire noted that the date for completing the NDP has now slipped to end February. This is largely because of delays to the Housing Needs Assessment and assessment of development sites. Peter noted that public consultation on the character assessment needs to be added to the project plan.

Claire reported that a number of people had now commented on the draft NDP sections, and that she would continue to update and circulate new versions as work progress. Peter noted that he had some substantive comments to make on the introduction. Tony requested write access to the DropBox site.

10. AOB

Peter noted that there would be a presentation to the Town Council on the NDP. **Action: Claire** to begin circulating NDPSPG meeting minutes to Town Council via Roger Clarke.

Peter asked that the draft Chronicle article give a bit of background on the Neighbourhood Plan and remind people that we are considering development sites. **Claire** to produce a draft for all to comment on ASAP.

11. Next meeting

Friday 1 December, 10 am