

## **Neighbourhood Plan Steering Group**

**Friday 2 November 2018 9:30 am – 12:45 pm**

**Anne Downer Room, The Corner House**

**Present:**

Peter Kenrick  
Tony Merry  
Juliet West  
Jeff West  
Catherine Goyder  
Janet Burroughs  
Reg James  
Rod Evans  
Claire Wilding

**Apologies:**

Graham Terry  
Chris Sharpe

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

Jeff West attended as a guest. Jeff and Juliet noted a potential conflict of interest in that one of the properties proposed for local listing belongs to them.

Minutes of the previous meeting were agreed. Peter noted Jeff's comments at the previous meeting on the Infrastructure Delivery Plan and noted that these needed to be passed on to the Town Council. **(Action: Peter/Tony)**

### **2. Matters arising**

None

### **3. Co-ordinator's report**

There was no co-ordinator's report but Claire ran through the action log. On the Character Assessment, it was agreed that Juliet would show the final report to Kathryn to check she is content, and then email Peter to confirm that payment can be made. Claire will then put Part 1 on the website. Further work remains to complete Part 2.

The process for agreeing the NDP was discussed. Peter raised the need to show an informal draft to WODC, prior to the presubmission consultation. It was agreed that Peter should seek Town Council approval to share the draft as soon as possible. **(Action: Peter)**

### **4. Historic Environment section.**

Jeff West introduced the draft section. The group agreed that this was a very good draft section and there was support for all the proposals.

A main point of discussion was the proposal for a local list and associated Article 4 Direction, which would have the affect of removing certain permitted development rights from properties on the local list. The need for consultation

with property owners was discussed. Jeff noted that this might be best done in parallel with the presubmission consultation on the NDP. Peter was concerned that the local list process should not delay the NDP timetable.

Jeff proposed the following process to take forward the local list proposal. First, NDPSG and the Town Council should agree in principle. Then we should urgently approach WODC to get their agreement. Next we would rapidly compile the local list, which would involve some map work and assessment of individual properties. A description would need to be written for each building using an approved format. Jeff estimated the person hours required would be one week, and anticipated this could be done using volunteer time.

It was agreed that the local list would be an annex to the NDP, with a policy in the historic environment section referring to this annex. The policy would be along the lines that proposals on alterations to buildings on the local list will be closely scrutinised to ensure they conserve and enhance the conservation area.

Juliet introduced the draft annex on appropriate design. The group discussed whether this should be an annex or part of the main document, and it was agreed that an annex was appropriate (and mirrored the WODC design guidance). There should be a policy in the historic environment section requiring developers to “have regard” to the annex.

The following **actions** were agreed: add a local list policy along the lines discussed (**Jeff**); organize compiling of the local list (**Jeff/Juliet**); seek Town Council agreement to pursue an article 4 direction with WODC (**Peter**); share a revised draft of the historic environment section with the group ASAP (**Jeff, and All** to review); submit the historic environment section to the Town Council by mid November (**Claire**).

## **5. Homes section.**

It was noted that the references to the Local Plan will all need updating, as paragraph numbers have changed now that the document has been published (**action: Claire** to check).

The group discussed the scale of need section and each individual policy, a number of changes were agreed. This included adding a paragraph early in the section which set out the types of housing currently present in Charlbury and what has been recently built; and having the justification beneath each individual policy wherever possible.

The group discussed the issue of local need, and what if anything the NDP should say on allocation of social housing. No agreement was reached and given the short time available it was agreed this should be discussed further in the housing subgroup.

It was agreed that the housing subgroup would need to meet again to agree a revised version of the section, discuss the “local need” issue and review the figures on recent completions and ensure they were accurate.

NDPSG approved release of the homes section to the Town Council for comment, subject to the subgroup agreeing the changes discussed.

**Actions:** **Claire** to redraft the section taking account of comments made. Housing subgroup (**Peter, Tony, Juliet, Rod** plus any others who wish to attend) to meet at **11 am on Friday 9 November** to agree the new version and submit to the Town Council.

**6. Feedback from Town Council on sections already shared**

There were no comments so far from Town Councillors.

**7. Next steps**

The housing subgroup will meet on Fri 9 Nov and will also review the introduction.

**8. Date of next meeting**

Next NDPSG will be Friday 7 December, 9:30 am.