

NDP Steering Group, 7 December

0930 – 1245, Anne Downer Room, the Corner House

Present:

Peter Kenrick

Catherine Goyder

Chris Sharpe

Juliet West

Rod Evans (til 0945)

Reg James

Tony Merry

Graham Terry (from 1000)

Janet Burroughs (from 1100 to 1230)

Claire Wilding

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

Peter noted that it was Claire's last day as project manager and thanked her for her work. No new conflicts were recorded. Minutes of the previous meeting were agreed without comments.

2. Matters arising

None

3. Action log

Claire ran through the action log. It was noted that the action to seek Town Council approval to release the draft NDP to WODC had been overtaken, as Astrid from WODC had indicated that WODC will not make comments ahead of the presubmission consultation.

Peter would seek a meeting with Astrid to discuss procedure and timescale. One issue was whether we could separate the Local List from the NDP process so that it could take place on a slower timescale.

Peter noted that Weds 12 December is the deadline for Town Councillors to provide comments on the draft.

Claire noted that due to an oversight the historic environment section has not been seen by the Town Council. This will be sent as soon as possible, for comments in advance of the January Town Council meeting.

It was also agreed that the policy numbering in the NDP should be changed, adding a "C" before each, to avoid possible confusion with policies in the Local Plan.

4. NDP detailed status review

Peter ran through the NDP status report, which set out where we are on each section and supporting document required for the Plan. Names were put against all items requiring action, these are recorded in the updated status report.

5. Project plan review

Project timing was discussed. It was agreed that work on formatting and pictures would take place during Feb, so that consultation could begin at the start of March. Consultation would finish mid April. A month was estimated as the time required to analyse comments and propose changes. A revised NDP would then need to be agreed by the Town Council and it was agreed the group should aim to do this at the May Town Council meeting. The Plan could then be submitted to WODC in June.

6. Homes section: lower cost housing revisions to policy

Peter read out the new wording of H3. It was agreed that Claire should circulate the latest wording of H1, H2 and H3 so that all the group could approve.

It was proposed that the group should seek meetings with Robert Courts, Liz Leffman and possibly other local representatives of political parties in order to present the main policies of the plan and seek their support.

7. Consultation process

Claire presented a paper on how we handle the presubmission consultation. Tony's proposal for an online survey was supported, as were Claire's ideas for analyzing the consultation responses. It was suggested that we should look at other examples of more recent NDPs in West Oxfordshire (e.g. Hailey) to see how they had approached consultation.

Date of next meeting ??