

## **Neighbourhood Plan Steering Group**

**Friday 5<sup>th</sup> April 2019 10:00 am – 12:30 pm**

**Morris Room, The Corner House**

**Present:**

Peter Kenrick  
Janet Burroughs  
Juliet West  
Graham Terry  
Rod Evans  
Reg James  
Catherine Goyder

**Apologies:**

Tony Merry

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

No conflicts declared.

Minutes of the previous meeting were approved.

**2. Matters arising**

**Completed action 1812-09 Local Green spaces**

Supporting documentation needs to include a table listing all sites considered with the decision made (to designate, or not) and reason for decision. This is part of the pre-submission requirement to produce a consultation statement documenting the process followed.

**Action: Tony – as above**

Anne Miller has asked whether the land next to Southill Solar which has been planted as wild life meadow and as a habitat for skylarks can be included as a protected green space.

To be designated the area concerned must be within designated Neighbourhood Plan area which coincides with the parish boundary. This boundary passes through the Southill Solar site but it is thought that the area identified by Anne is within the Charlbury Parish.

It is believed that the area is currently protected under the 25-year Southill Solar agreement which continues beyond the life of the Neighbourhood Plan. If this is the case, further Local Green Space protection would not be necessary or appropriate.

It was agreed that Anne Miller should be asked to send her request formally to this steering group to request. If further action is required Anne could be asked to carry out a local green space assessment of the site in association with a member of the steering group.

**Action: Graham Terry – to contact Anne Miller as above**

### **3. Action log**

**1903.02** Foreword - thank you to Graham for drafting. Peter will add to this to reflect Town Council perspective.

**1903.03** Draft summary (“Overview document”) produced and given to Town Council. Further amends to be considered.

**1903.04** Introduction and Charlbury Now section requires further work. Catherine, Juliet and Janet to do.

The Word Map in this section also needs review. Need the map and linked text to work consistently.

**1903.05** Introduction needs further work.

**1903.09** Peter requested latest version of character assessment for information session Saturday 6<sup>th</sup> April.

**1901.05** All requested to review current draft sections and feedback any comments.

**1901.08** Draft website should be available early next week.

**1812.06** Contact to be made with local politicians when the Plan is ready for consultation.

**1812.07** Checks and amends to be made as part of consolidation process.

**1812.08** Potentially have enough information. Astrid has suggested keeping a diary of actions for inclusion in the consultation statement.

### **4. Foreword & Overview**

Foreword – see above.

The latest “Overview” document (1903260 CNDP Summary V5.pdf - dated 23/03/19) has been produced for circulation to the town council. It is based on introductory wording from Graham Terry and text from

Tony Merry's executive summary with further wording by Peter Kenrick and additional editing following input from other members of the steering group.

The Overview is intended to provide a concise summary of the Plan expressed in simple language which will encourage members of the community and others to read it and gain a clear appreciation of the purpose of the Plan.

Following discussion on the wording and title of the overview, it was agreed that the document should be reviewed by someone outside the working group for a further opinion.

**Action: Peter Kenrick – identify someone to review the Overview.**

It was agreed that the "Overview" will form the basis of the leaflet that will be circulated to all homes ahead of the Regulation 14 Consultation. The leaflet will also include details of the consultation process, telling people where they can view the consultation draft of the plan and supporting documents and how they can become involved with the consultation and respond to it.

It was agreed to aim for a target date during September to start the 6-week Regulation 14 consultation stage. The leaflet would be circulated at the end of August, ahead of the consultation start date. To meet this target, the consolidated draft plan must be complete by mid-June for consideration by the Town Council at the June meeting. With town council approval this would enable the draft to be sent to WODC during for review in advance of the formal Reg 14 consultation.

**Action: Peter Kenrick – contact Astrid Harvey, WODC for advice on the suggested timetable.**

## **5. Introduction section**

Significant work is still required to enhance the "Charlbury Today" element of the introduction as a factual account giving a flavour of all aspects of the town of Charlbury and the life of the community.

A process diagram is also required for inclusion in the "Process" subsection of the introduction.

Other diagrams and the "wordmap" also need to be reviewed.

**Action: Catherine Goyder, Juliet West, Janet Burroughs – meet on Friday 12<sup>th</sup> April and plan further work on Introduction section.**

## **6. Housing**

Rod Evans had circulated a revised Housing Strategy Paper and draft housing section. All present thought the amended documents were very good and Rod was thanked for his efforts.

The following points of detail arose in the course of further discussion:

- Although mention is made of sheltered housing, it was suggested that the plan should highlight the lack of any care home. (Rushy Bank is classified as assisted living which is a different user class to care homes). This was agreed.

**Action: Rod Evans – add reference to lack of care home**

- It was suggested that the plan wording should give no indication of support for further market housing as this would not meet the needs identified in the plan. However, it was noted that the plan would be subject to review in 2021 with regard to housing need and future needs cannot be predicted with certainty. It was also noted that, on the basis of the WODC Local Plan and emerging Charlbury Neighbourhood Plan, any developer would have to show convincing evidence of local need for market housing.
- Rod felt the current wording of the Plan goes as far as it can at the present time by reflecting the housing needs identified up to 2021. The Housing Strategy Paper brings together evidence with a legal argument to justify the conclusions on which the housing policies are based. The primary purpose of the paper is to convince the Examiner that the evidence base supports the conclusions.
- As a point of information, Rod indicated a current proposed development in Stonesfield is being monitored and that local people are challenging the application by pressing for convincing evidence that it will meet local housing needs.
- It was suggested that a specific statement should be included resisting any proposed change of use from commercial to housing, in areas such as the Spendlove Centre, as loss of employment is a concern. It is noted that an Article 4 direction is in place to prevent this change of use under permitted development rights for Spendlove and some other sites in Charlbury.

**Action: Rod Evans: add a reference to local plan in relation to the above.**

## **7. Local list**

Juliet confirmed that she has just about identified the buildings to be listed. This has been a mammoth job and Juliet was thanked for her efforts. The listing has been based on buildings in existence up to 1850 which are not on the national list but which are deemed to be of significance to the town. Some later buildings have been included but

none later than 1900. Buildings can be included in a local list to protect streetscape.

To complete the local list, individual addresses are required together with a statement of significance and a map.

**Action: Reg James, Peter Kenrick – Assist Juliet with property details and WODC advice as required.**

**Action: Juliet West – Circulate list**

In association with the local list, it will be necessary for the Town Council to request WODC to apply an Article 4 Direction to restrict certain permitted development rights (e.g. replacement of doors, windows and porches) for buildings on the local list. This would not prevent such alterations but would require planning permission to be granted and hence would allow restrictions to be applied to the materials and other aspects of the alterations.

**Action: Juliet West – define requirements for an Article 4 Direction**

## **8. NDP consolidation**

Work is ongoing (see items 4 to 7 above).

Concerns were raised over identification of the latest versions of each section. Peter Kenrick will review the repository and clarify the position.

**Action: Peter Kenrick – as above.**

Catherine Goyder is reviewing and acquiring artwork and photos for inclusion in the consolidated draft plan.

Catherine has contacted Alistair Ross who will try to take an aerial photo of the town using a drone. It was suggested that if the photo was of good enough quality, copies could be sold to help with printing costs for the plan.

Catherine also hopes we will be able to include work by local artists.

**Action: Catherine Goyder – review artwork requirements and obtain items.**

Some problems are being encountered with document formatting and editing, especially where pictures, diagrams etc have been inserted.

## **8. Public involvement and consultation**

Peter and Tony are manning the councillor surgery on Saturday 6 April and will incorporate a drop-in session to enable members of the public

to find out what we are doing and to ask questions. A simple presentation will be available on a laptop based on the information in the Overview document. This informal session is the start of the process of re-engaging with members of the public. It is NOT part of the formal Regulation 14 consultation. More informal sessions can be held in the future (e.g. at the Farmers Market in June and/or September, and at the Street Fair).

## **9. Website**

Chris hopes to have the draft website ready next week.

## **10. Project timetable review**

See Section 4 above.

## **11. AOB**

11.1 PK advised that WODC have employed a Community Housing and Investment Lead. Her role is to deliver affordable housing in the district. It will be helpful as there is now someone who can deal with landowners. She has met with Peter and Tony.

Evenlode Close was discussed as it doesn't meet the latest standards for assisted living etc. so is not currently used for its original purpose. Proposed Neighbourhood Plan policies would support redevelopment provided this brought the property in line with current standards in order to provide accommodation to meet the particular needs of older people and those with disabilities. Peter and Tony had previously talked to the CEO of Cottsway who confirmed this was in line with his aspirations for the site. It was noted that the small allotment area to the rear of this property was not currently proposed for protection as a Local Green Space as this could assist the viability of future redevelopment of Evenlode Close for assisted living or such purposes as above.

11.2 Peter has had a phone call from Lagan Homes inquiring about the Plan and the review of sites. Peter explained that sites had been reviewed on basis of local plan and it had been decided not to include any development sites within the Neighbourhood Plan.

11.3 Catherine asked whether a decision had been made regarding the Evenlode Green Corridor – whether it should be wide or narrow, and whether the cricket field should be included. The map produced is conceptual with fuzzy areas. It was agreed that wider was better.

11.4 A question was asked about key views. There is currently a list but not a map. Photos will be required.

## **12. Next of next meeting**

Friday 3 May 2019 at 10am in the Corner House.