

Neighbourhood Plan Steering Group

Friday 3rd May 2019 10:00 am – 12:30 pm

Anne Downer Room, The Corner House

Present:

Peter Kenrick
Janet Burroughs
Juliet West
Rod Evans
Catherine Goyder
Tony Merry

Apologies:

Graham Terry
Reg James
Chris Sharpe

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

No conflicts declared.

Minutes of the previous meeting were approved.

2. Matters arising

There were none.

3. Action log

1904-01 LGS Info re: decisions. Information on decisions and reasons to be incorporated into the consultation statement.

1904-02 Anne Miller re: potential Southill Solar LGS. This is unlikely to be appropriate as the land is protected by the legal agreement for Southill Solar for a period of 25 years which will extend beyond the life of the neighbourhood plan. Clarification is also required as to whether the land in question is within the neighbourhood plan area as the parish boundary passes through the Southill Solar site.

Action: Peter Kenrick – Contact Anne Miller to discuss as above.

1904-03 Overview review. Richard Fairhurst has agreed to review the wording of the overview document when we have an agreed draft.

1904-11 Repository organisation. Tony Merry reported some issues with access to the new repository from a new laptop.

Action: Peter Kenrick & Tony Merry – investigate and resolve issues with repository access.

1904-12 Artwork requirements. Artwork now obtained and available in new repository folder (NDP Artwork).

4. Foreword & Overview

Foreword – Peter will update from town council perspective in due course.

The “Overview” document (1903260 CNDP Summary V5.pdf - dated 23/03/19) has been circulated to members of the town council and approved for release to the public domain. It was noted however, that if the overview is to be released on its own, the wording must be modified to make it clear that it currently relates to the DRAFT plan which is still subject to consultation, inspection and referendum. The overview should indicate that “when adopted, the plan will ...”.

5. Introduction section

Janet Burroughs, Catherine Goyder and Juliet West are continuing to work on the revisions to this section of the draft plan.

6. Housing

The revised Housing Strategy Paper has been circulated to the town council and approved for release into the public domain. Amongst other things, this provides the necessary context in which the Housing Needs Assessment should be considered with respect to the neighbourhood plan.

Minor modifications to the housing policies section as identified at the previous meeting are in hand.

7. Local list

Juliet reported that the draft local list and associated documents (including requirements for an Article 4 Direction) were almost complete and would be circulated for comment as soon as possible. [Since the meeting, this information has been circulated].

8. NDP consolidation

Peter has undertaken to generate a template for the consolidated draft plan to ensure that a consistent style is achieved and to avoid issues with the inclusion of diagrams, photos and other non-text items. The separate sections will then be imported into the standard template to produce the consolidated draft.

Action: Peter Kenrick – generate template and circulate for comment.

9. Public involvement and consultation

9a. Drop-in Session 6th April in the Corner House

Peter and Tony held a drop-in session on Saturday 6 April in conjunction with the town councillor surgery. A number of residents attended to talk about the emerging plan. Some attendees raised a concern that Wychwood Paddocks had not been proposed for protection as an LGS. The reasons for the decision were explained but those present asked for the decision to be reconsidered.

Concern was also expressed by one attendee about adherence to the neighbourhood plan process. It was suggested that the publicity for the session suggested that this was part of the formal consultation process. The situation was explained. Following from this it was agreed that the neighbourhood plan article for the forthcoming Charlbury Chronicle would explain the process including the formal “Regulation 14”, pre-submission consultation to be held later in the year.

Action: Peter Kenrick – submit Charlbury Chronicle article explaining the neighbourhood plan process and planned timetable

9b. Regulation 14 Consultation

The target date of September to start the 6-week Regulation 14 consultation stage was confirmed with a probable launch to coincide with Street Fair. In advance of this, a leaflet would be circulated to all homes in the parish at the end of August (with the September edition of “The Leaflet”. To meet this target, the consolidated draft plan would be circulated to the town council by the end of June. Following town council approval, the draft plan will be sent to WODC for review in advance of the formal Reg 14 consultation.

10. Website

Chris Sharpe is continuing to work on the new website.

11. Project timetable review

See item 9b above.

12. AOB

12.1 Climate Issues/Sustainability. A query has been received from a member of the town council asking whether the neighbourhood plan could include measures to reflect the severe challenges of climate change. Rod has identified a useful report on the subject provided by “Locality”. He and Catherine are reviewing the draft plan in the light of this report and the provisions of the NPPF and Local Plan and will make recommendations for enhancements to the draft plan as applicable.

Action: Rod Evans & Catherine Goyder – review draft plan and recommend changes to reflect the challenges of climate change and biodiversity

13. Next of next meeting

Friday 7 June 2019 at 10am in the Corner House.