

Neighbourhood Development Plan Steering Group

Minutes Friday 2 August 2019 10:00am – 12.30pm

Anne Downer Room, Corner House

10 am – 12:40 pm, Anne Downer Room, The Corner House

Present:

Peter Kenrick

Juliet West

Janet Burroughs

Catherine Goyder

Reg James

Graham Terry

Apologies:

Tony Merry

Chris Sharpe

Rod Evans

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

No conflicts of interest.

Minutes of previous meeting 5 July 2019 were approved.

2. Matters arising

None.

3 . Action log

1906-01- Investigate bird nesting provision

Covered in draft plan.

1905-02 – Investigate reference to tranquil skies

Conservation Board recommendation re dark skies to be included. (PK to check with TM.)

1901-08 Website

Further work has been done by CS. A revised map with parish boundary, local green spaces and conservation area boundary now on website.

JW suggested that views might be added to the map.

1901-10 Update notice boards

TM to update.

1812.06 – Contact local politicians

This will be done, as well as contacting other statutory consultees, ahead of the Reg 14 public consultation.

We have also been advised to inform neighbouring parish councils.

1811-03 – Seek Town Council agreement to pursue Article 4 direction with WODC

The Town Council has agreed that the draft plan should be forwarded to WODC for consideration.

PK to obtain advice re Article 4 from WODC. (*Action PK*)

1809-01 - Change “local need” references

In hand.

4. Progress and timetable review

- The Town Council has approved the draft plan for release to WODC for comment ahead of the formal Reg 14 consultation
- Next step is to forward the draft plan and supporting documents to WODC (Astrid). PK will then arrange to meet Astrid to discuss any comments. **Action - Peter**
- Proofreading correction work and addition of further photos/diagrams/maps etc. to the draft is still ongoing prior to the consultation.
- It was agreed that, subject to a favourable response from WODC, the **Pre-submission Consultation** will commence on **Wednesday 18th September** with a deadline of **31st October** for receipt of responses. This provides the required 6-week period for the consultation.
- In the event that WODC expresses major concerns about the current draft plan and it becomes necessary to review the draft at this stage, it may become necessary to postpone to consultation. However, this is not considered to be likely given the regular contact and good relationship maintained with WODC throughout the process to date.
- Following the consultation, responses will be collated and documented in a consultation statement. Responses will be considered and changes to the draft plan proposed. This work will be done during November and December 2019.

- Early in 2020, a revised draft including proposed modifications will be presented to the Town Council for their consideration.
- When they have approved a revised draft, the Town Council will formally submit the draft plan to WODC. The process is then under the control of WODC.

5. Discussions with WODC

Two specific items have been identified for discussion with WODC:

1. **Local Green Space Assessments.** As this is a large document we propose referencing it as a supporting document. Is this OK or does it need to be included within the draft plan as an appendix? Could a summary appendix be included as an alternative?
2. **Local List and request for an Article 4 Direction.** Further advice on the level of detail and proposed content.

Peter will propose the above as agenda items for the meeting with WODC following release of the draft plan to them. **Action – Peter.**

6. Pre-submission (Reg 14) consultation

a. Publicity

(i) **Leaflet** - An information leaflet will be printed and distributed to all households in Charlbury by the end of August. **Action – Peter.** The leaflet will act as formal notification of the consultation, provide a summary of the draft plan purpose and give details of how to participate in the consultation. Copies of the leaflet will also be sent to other consultees.

(ii) **Direct notification of other consultees** - A copy of the leaflet will be sent with a covering letter to statutory consultees (OCC, Natural England etc. etc.), local politicians, and others as advised, in September before the launch of the consultation. As a courtesy, owners/occupiers of buildings proposed for the local list and will be sent notification individually.

b. Availability of documents

The draft plan will be available to view on the website (charlburynp.org.uk) together with response forms.

A small number of hard copies of the draft plan will be required to be available in the library. As the number of copies will be small, Peter will print these using his colour laser printer.

A very few copies of other supporting documents (e.g. Housing Needs Assessment, Local Character Assessment, Green Space

assessments) will also be required for view in the library. Peter will also print these.

Action - Peter

c. Consultation Launch and public events

The consultation launch will be announced on notice boards and the Charlbury website (charlbury.info) in addition to the publicity mentioned above.

Public drop-in events will be held during the consultation period. These will be at Street Fair on Saturday 21st September and on Saturday 5th October from 10am to 12 noon in the Corner House coinciding with the Town Councillor Surgery.

d. Response mechanisms

Responsees will be encouraged to use the response forms provided which will direct responses towards the draft plan's policies. Space will be provided for other comments and responses submitted in other ways will still be considered.

Responsees will be required to give their name and/or the organization they represent.

e. Consultation Statement

A detailed consultation statement will be produced following the pre-submission consultation and sent to WODC with the submission draft of the plan. This is an important requirement of the Neighbourhood Plan process.

7. AOB

Artwork is still needed for the consultation version. Catherine and Peter are working on this with assistance from Chris Sharpe as necessary.

8. Date of next meeting: 6 September 2019 at 10am.