

Neighbourhood Development Plan Steering Group

Minutes Friday 6 September 2019 10:00am – 12.30pm

Anne Downer Room, Corner House

10 am – 12:30 pm, Anne Downer Room, The Corner House

Present:

Peter Kenrick (PK)

Tony Merry (TM)

Janet Burroughs (JB)

Catherine Goyder (CG)

Rod Evans (RE)

Graham Terry (GT)

Apologies:

Juliet West (JW)

Chris Sharpe (CS)

Reg James (RG)

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

No conflicts of interest.

Minutes of previous meeting 2 August 2019 were approved.

2. Matters arising

None.

3 . Action log

1908-03 Hard copies of documentation

Peter will arrange for professional printing of a limited number of copies of the consultation draft plan. He will print up to 3 copies of supporting documentation himself as previously planned.

1905-02 – Investigate reference to tranquil skies

TM to check that the reference in the draft is correct as new and updated documentation has recently been published.

1901-08 Website

CS has implemented a number of changes but further updates will be necessary when the consultation is launched. PK to liaise with CS.

1901-10 Update notice boards

Boards will be updated to announce the consultation launch.

1812-06 – Contact local politicians & consultees

See agenda item 6a.

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

Deferred until after consultation.

1809-01 - Change “local need” references

In progress.

4. Progress and timetable review

- **Information pamphlets**

These have been printed and circulated with The Leaflet. PK had received a number of positive comments from recipients.

- **Consultation draft**

Final revisions to the consultation draft are nearing completion. Printed copies will be available for members of the steering group and town councillors. Three copies will be placed in the library and further copies will be retained to be made available on a discretionary basis.

Action – PK: Arrange printing of the consultation draft plan.

- **Supporting documents**

PK to print 2 copies for Library and 1 for drop-in events.

5. Update on discussions with WODC

- PK and JW met with Astrid Harvey at WODC on 13 August.

Astrid was of the opinion that the draft plan as-is would pass examination albeit with instructions to remove or modify some policies. Much of our discussion centred on policies most at risk and on actions/modifications we may wish to consider as a result, prior to submission of a final draft to WODC. Notwithstanding such issues, we agreed that the pre-submission consultation should go ahead as planned as this does not preclude us from making post-consultation modifications so long as we are able to justify those changes.

Astrid’s comments at the meeting were advisory only and WODC would respond formally to the consultation.

Details of Astrid’s advice had been circulated to steering group members and town councilors in the August NDP Progress Update report.

Astrid identified some minor wording issues which are being addressed now. Other matters will be considered after the consultation.

Local green space assessments are included in a supporting document but, on Astrid's advice, a summary of each site will now be included as an appendix. This will cover any objections raised by landowners.

Action – GT/PK: Add LGS appendix to draft plan.

With regard to Policy NE8 – Flood Risk Management – Astrid had suggested that we may be able to strengthen this to cover other water quality matters as a result of our location in the Evenlode Catchment Area. It was agreed that we should investigate this further.

Action – PK: Discuss with Anne Miller and Christine Elliot.

Astrid advised that an Article 4 Direction cannot be addressed directly through the Neighbourhood Plan and recommended that the associated draft plan section be reheaded “Exploring the Scope for an Article 4 Direction” with the text amended accordingly. This change will be incorporated in the consultation draft.

Action – JW/PK: Amend the Article 4 Direction subsection as recommended.

6. Finalisation of consultation draft

See agenda item 4.

a) Consultee letters

Consultees will be informed when draft Plan is published.

Action – PK: Send notification to consultees.

b) Response form

Response form must include name and contact details with privacy notice for data protection/GDPR purposes. Specifically, it should ask for permission to share contact details with WODC for Charlbury NP purposes only.

The form should direct people to the key aspects (e.g. policies & aims).

Form to ask “Do you agree?” – Yes/No and then allow comment.

Separate consideration to be given to an online response mechanism. Survey applications may incur licence costs.

Action – JB: Produce first draft text for response form.

Action – PK and Others: Convert JB text to produce online fillable form.

Action – CS/TM: Consider online form options

c) Display materials

See agenda item 8 – Consultation Launch event – Street Fair.

7. Preparations for Reg 14 Consultation

- See agenda item 4 re: Consultation Draft.
- A courtesy letter will be delivered to all properties proposed for inclusion on the Local List and/or potentially impacted by any Article 4 Direction if this is pursued by the town council. in. Needs to explain that the benefits of an Article 4 direction are being explored and that if Town Council decides to request WODC will consider. Letter should also explain impact of Art 4 direction – limited effect – have to apply for planning permission for certain work to house that can normally do without planning permission.

8. Reg 14 Consultation Process

- **Consultation launch event – Street Fair.**

The draft Plan will be available for information and discussion at Street Fair. There will be a display – information from the booklet, maps etc. PK to ask Kopyrite about supplying A3 size laminated maps. It would be useful to keep track of people showing and interest.

It is important to raise awareness and encourage people to respond. A good level of response will be evidence of robust engagement.

Need to give a reminder a week before final deadline for responses

- **Other public information events**

A further drop-in session will be held in the Corner House on Saturday 5th October 10am to 12 noon to coincide with Town Councillor Surgery.

- **Collation of responses and review of draft Plan**

Following the end of the consultation period responses must be collated and documented in the consultation statement.

The steering group must consider responses carefully and recommend draft plan revisions to the town council. There is currently flexibility in the timescale for this process.

Ultimately, the Town Council must approve any revisions to the draft plan and then submit the plan to WODC.

7. AOB

None.

8. Date of next meeting: 4 October 2019 at 10am.