

Neighbourhood Development Plan Steering Group

Minutes Friday 4 October 2019 10:00am – 12.00pm

Anne Downer Room, Corner House

Present:

Peter Kenrick (PK)
Juliet West (JW)
Janet Burroughs (JB)
Rod Evans (RE)
Graham Terry (GT)

Apologies:

Tony Merry (TM)
Chris Sharpe (CS)
Reg James (RG)
Catherine Goyder (CG)

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

No conflicts of interest.

Minutes of previous meeting 6 September 2019 were approved.

2. Matters arising

Notice Boards need to be simpler but need to encourage to read the draft plan and to comment. GT offered to deal with this in TM's absence.

3 . Action log

1909-02 Add LGS Appendix to consultation draft

Thanks to GT for extensive work on this.

1909-03 Evenlode catchment

PK has discussed this with Anne Miller.

1909-07 Response form

The draft response form was approved subject to minor modifications (see also agenda item 4). This will be made available for download with printed copies available in the library immediately. Action: Peter/Chris. Peter will also continue to investigate providing an online fillable version.

1907-08 Online Response Form

CS is working urgently to produce a separate online feedback form as part of the website and expects this to be available very soon.

1909-08 – Update website for consultation

Complete except for the online feedback form (see 1909-08 above). Thank you to CS for this work.

1901-10 Update notice boards

Agreed more concise information should be placed on the board outside the Co-op. GT to produce.

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

To be revisited following the consultation.

4. Consultation progress update.

Draft plan and supporting documents available on the website with hard copies in the Library.

The response form will be available imminently (see Agenda item 3, actions 1909-07 & 1909-08). An initial version including questions specific to each item in the plan was deemed too complex and long and a simpler version has now been produced. Responders will be required to complete Part A (personal details) and can then add multiple Part B sections if they wish to comment on different policies, sections etc. of the plan. The online response mechanism under development by CS will also reflect this structure.

The consultation period was announced to residents via the pamphlet delivered to each home in the parish, on notice boards and on the town and town council websites. Other consultees have been notified directly including politicians (MP plus county and district councilors) and neighbouring parish councils and parish meetings.

Letters have been delivered to properties proposed for the local list.

A public display and “drop-in” was held at Street Fair on Saturday 21st September and a further drop-in session is planned for Saturday 5th October in the Corner House.

It was suggested that could get permission to place some display material on notice boards in the Community Centre or Library.

Action: Tony

Monitoring of responses and response to queries is ongoing.

5 Consultation statement

To be addressed at the next meeting following the consultation period.

6. AOB

Following a visit by Lord Rotherwick and the Cornbury Estate Manager to our Street Fair drop-in session, agents for the Cornbury Estate have written requesting further information relating to some proposed Local Green Space sites, including those on Cornbury land. Peter will respond. **Action : Peter**

7. Date of next meeting: 1 November 2019 at 10am.