

Neighbourhood Development Plan Steering Group

Minutes Friday 1st November 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)

Juliet West (JW)

Catherine Goyder (CG)

Reg James (RG)

Apologies:

Janet Burroughs (JB)

Chris Sharpe (CS)

Rod Evans (RE)

Graham Terry (GT)

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

No conflicts of interest.

Minutes of previous meeting 4th October 2019 were approved.

2. Matters arising

All covered in agenda

3 . Action log

1910-01 Display arranged at Community Centre

Information displayed at Street Fair was put up on panels at the Community Centre for two weeks during the consultation period. We acknowledge the assistance of the Thomas Gifford Trust (for permission to display) and Tony Lloyd and the Charlbury Arts Society for loan of display stands.

1910-02 Reply to Cornbury re request of information on LGS designation

Peter replied to the request for information from Bidwells on behalf of the Cornbury Estate. For information that was already available in the public domain, electronic links were provided.

1901-10 Update notice boards

Boards updated to announce the consultation launch and details of how to submit responses. To be updated following consultation and to give details of remaining steps

1909-07 – On line form for response

Chris successfully created on line response forms for both Part A and Part B on the web site. This worked well but some of the drop-down boxes caused some confusion. Responders did not use the categorisation options consistently so responses will have to be analysed manually.

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

This matter was referenced in a number of consultation responses and these will be taken into consideration by the town council when deciding how to proceed with this issue.

4. Consultation Review

There was a very good response with over 80 residents replying in addition to organisations, landowners and statutory consultees. Responses were received in writing, by email and online.

Tony and Peter are compiling the responses into a spreadsheet to aid review.

WODC and SusCha had requested extra time to submit their responses and this was approved.

Generally, it was felt that the tone of the responses was very positive and supportive of the aims of the draft plan. Many responses included detailed and constructive comments even where there were objections.

A number of comments had been received in relation to proposed Local Green Space (LGS) designations, including strong objections to specific designations from some landowners. Very careful consideration must be given to these matters and advice will be sought from WODC.

Peter reported that the Town Council had declared a climate emergency and was establishing an Environment Working group. As a priority, this group will provide feedback to the emerging Neighbourhood Plan so that the submitted plan can better reflect the town council's declaration. Recommendations for revisions to the plan following the consultation review must reflect the town council resolution if they are to receive town council approval. We also need to acknowledge WODC's newly adopted policy and commitment to climate emergency issues.

5. Next Steps

The main priority is to review and assess all consultation responses. It was agreed that we should aim to complete this before Christmas 2019. This will enable us to present a detailed report with recommended revisions to the town council early in the new year, probably at a special meeting dedicated to the Neighbourhood Plan. It is important for the Town Council to be able to approve and submit a revised draft plan to WODC before the current council stands down and a new council is elected in May 2020.

All members of the team should consider all the consultation responses but to streamline the review process it was agreed that subgroups of 2 people each

should concentrate on each of the main policy areas of the draft plan. The following sub-groups were agreed:

- Housing – RE and RJ
- Economy, Community, Transport and Movement – PK and GT
- Natural Environment and Green Space – TM and CG
- Historic Environment and Locally Appropriate Design – JW and JB

6. Consultation Statement

A comprehensive consultation statement must be prepared for submission to WODC with the revised plan. This must cover all stages of consultation and all representations. There is no standard template for a consultation statement but Claire Wilding had started work on a document which will be used as a basis for our document. Advice will also be sought from WODC.

7. AOB

None.

8. Date of next meeting: 29th November 2019 at 10am.