

**Neighbourhood Development Plan Steering Group**  
**Minutes Monday 13th January 2020 2:00pm – 4:00pm**  
**Anne Downer Room, The Corner House**

**Present:**

Peter Kenrick (PK)

Rod Evans (RE)

Janet Burroughs (JB)

Juliet West (JW)

Graham Terry (GT)

Tony Merry (TM)

**Apologies:**

Catherine Goyder (CG)

Chris Sharpe (CS)

Reg James (RG)

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

No additional conflicts of interest.

Minutes of previous meeting 13<sup>th</sup> December 2019 were approved.

**2. Matters arising**

All covered in agenda

**3. Action log**

**1912-01 Consider greater reference to tree planting**

This was agreed. TM & PK to propose revision to Natural Environment section. **Action: TM/PK**

**1911-02 Work with TC Environmental Working Group (EWG)**

PK has requested input from EWG members.

**1911-03 Identify changes to reflect declared Climate Emergency**

TM is collating this information and will circulate ASAP.

**4. Report on Meeting with WODC on 10<sup>th</sup> January 2020**

- a) **Plan Screening**. Astrid has now instructed Barbara Carroll of Enfusion (enfusion.co.uk) to carry out SEA/HRA Screening on our draft NP (at WODC's expense). This is a necessary, post-submission task to determine whether the NP requires a formal Strategic Environment Assessment (SEA) and/or a Habitat Regulations Assessment (HRA). The expectation is that neither of these assessments will be required in

our case as our NP is not proposing any development sites. As the revisions to the draft plan are not complete and agreed, Barbara is currently working from the consultation draft plan but this is not expected to be a problem on the assumption that any revisions do not fundamentally change the aims, objectives and/or approach of the plan.

- b) **Plan Examiner**. Astrid has recommended Andrew Ashcroft as a possible examiner for our NP and has passed us his CV (previously circulated) for consideration. In Astrid's opinion, Andrew's approach is likely to be helpful to the successful progress of the Plan.

After discussion the steering group agreed to recommend acceptance of Astrid's recommendation. **Action: PK.**

- c) **Scope for Plan Revision**. Plan revisions should not fundamentally alter the vision, aims and objectives of the plan or introduce completely new policies if the current town council is to successfully submit the draft plan to WODC before the May TC elections. If fundamental changes were to be introduced at this stage, it could and would be argued that a further period of pre-submission consultation was required to reflect the change in direction for the plan.
- d) **Housing**. Rod Evans' discussion paper was shared with WODC to ascertain whether the suggested revisions to housing policy wording would, in WODC's opinion, meet the concerns expressed by both WODC and OCC as to the NP's compliance with WO Local Plan 2031 and there was general agreement that this was the case. There was some discussion about the possible inclusion of a formal "built-up area" map within the plan. There are both benefits and risks to the inclusion of such a map but it is now our recommendation that NO such map should be included.
- e) **Climate Emergency and Biodiversity Issues**. In Astrid's opinion, there is ample opportunity, within the constraints identified in (c) above, to incorporating more extensive and detailed coverage of environmental issues into the revised draft to reflect consultation responses and town council wishes. This is the case because the draft plan's vision, aims and objectives already highlight these issues.
- f) **Local Green Space (LGS)**. Astrid indicated that the detailed assessment of candidate LGS sites in our draft plan has been considered exemplary and she recommended that we leave all proposed LGS sites within the revised draft to allow the examiner to assess the compliance of each site with the criteria laid down in the NPPF and elsewhere. Nevertheless, the steering group urges caution and recommends town councillors to give careful consideration to the possible removal of some controversial sites.

## 5. Timetable

The following timetable was agreed to ensure that the current town council can submit the revised draft plan before town council elections in May 2020:

- **29 Jan** – Town Council Meeting – Report to TC summarizing proposed changes.
- **7 Feb** – Steering Group agree recommended changes
- **By 12 Feb** – detailed revisions to town council
- **19 Feb** – Additional Town Council meeting to discuss and agree revisions
- **Early March** – Revised draft and consultation statement complete for Town Council Approval
- **25 March** – Town Council meeting – approve revised draft & consultation statement for submission
- **26 March** – Town Council submits revised draft & consultation statement to WODC

## **6. Consultation Review**

Steering Group members are completing recommendations for revision and will make these available to the groups as soon as available.

- Introductory sections – PK will review these in light of proposed revisions to other sections.
- Housing – RE is updating his paper to reflect meeting with WODC;
- Economy, Community, Transport and Movement – GT has produced a spreadsheet recommending changes based on consultation responses;
- Natural Environment – TM and JW working on separate parts of this section – TM has documented recommendations re: LGS to be considered by the Town Council;
- Historic Environment – JW producing recommended revisions;
- Impact of Climate Emergency – TM is pulling together recommendations covering this topic throughout the plan;

It is not viable to introduce new LGS sites at this stage as this would inevitably delay submission until after the May Town Council elections. However, response requests for new sites to be considered will be addressed where possible by ensuring appropriate protections in other ways where possible.

## **7. Consultation Statement**

Work ongoing.

## **8. AOB**

None.

**9. Date of next meeting:** 7<sup>th</sup> February 2020 at 10am.