

Neighbourhood Development Plan Steering Group

Minutes Friday 7th February 2020 10:00am – 1:00pm

Anne Downer Room, The Corner House

Present:

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

Apologies:

Catherine Goyder (CG)
Chris Sharpe (CS)
Tony Merry (TM)

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

No additional conflicts of interest.

Minutes of previous meeting 13th January 2020 were approved.

2. Matters arising

Agenda item 4a. Planned screening commissioned by WODC has been completed on the basis of the consultation draft plan and has concluded that there is no requirement for an SEA or HRA. This should remain the case provided there are no fundamental changes to the draft plan prior to submission.

3. Action log

2001-01 - Revisions re: tree planting.

Following the declaration of a Climate Emergency (CE) by the Town Council (TC), an Environmental Working Group (EWG) has been set up to identify local actions to address the CE and formulate a plan for consideration by the TC. One suggested action (emerging from the workshop run by the EWG on 1st February) includes creation of a “tree plan”. It was agreed that the Plan should make reference to the EWG and express support but not go into any further detail. **Action: PK**

2001-02 - Request appointment of Andrew Ashcroft as examiner for the Plan

TC has approved WODC recommendation to approach Andrew Ashcroft to examine draft NP. PK has asked WODC to go ahead.

1912-01 – Tree Planting

Replaced by new action 2001-01.

1911-02 – Involvement of TC Environmental Working Group (EWG)

As a member of the EWG, PK has requested input from other members of the group.

1911-03 - Identify potential revisions to reflect the Climate Emergency

Done – see also agenda 5.

4. Timetable

The timetable remains as agreed at the January steering group to ensure that the current town council can submit the revised draft plan before town council elections in May 2020. Key dates remaining are:

- **7 Feb** – This steering group meeting to discuss and agree recommended changes.
- **12 Feb** – revised draft to town council ahead of extra TC meeting
- **19 Feb** – Extra Town Council meeting to discuss and agree revisions. Members of the steering group invited to attend to clarify points as requested.
- **Early March** – Revised draft and consultation statement complete for Town Council Approval
- **25 March** – Town Council meeting – approve submission of revised draft & consultation statement
- **26 March** – Town Council submits revised draft & consultation statement to WODC

Following submission, WODC will arrange further consultation, examination and referendum.

6. Review of Revisions

- **Overview:** Changes to the vision statement and other parts of the overview were discussed and agreed. These minor changes primarily reflect the declared climate emergency.
- **Section 5 – Housing:** RE has reworked this in response to consultation representations, primarily from WODC and OCC as explained in a separate circulated report. Rod's suggested changes were agreed subject to the following modifications:
 - Section 5.2 – Background. Reverse order of conclusions and challenges to aid clarity;
 - Policy CH5 – add “subject to statutory constraints” as it is not clear that exemption from “right to buy” can be enforced through a neighbourhood plan;
 - Policy CH6 – add reference to Charlbury design guidance (Appendix C);
 - Policy CH10 – consider further modifications to fulfill the aim of encouraging updating of sites such as Evenlode Close and Hanover Close so long as the units remain affordable.
- **Section 6 – Economy, Community, Transport and Movement:** review still in progress by PK and GT. **Action: PK/GT**

- **Section 7 (excluding 7.4) – Natural Environment:** JW and Jeff West have reviewed policies NE1 to NE4 in a separately circulated report which mainly addresses the consultation response from WODC. TM has separately drafted a revised version of this section addressing issues related to the climate emergency and detailed consultation responses pertaining to biodiversity and the blue-green infrastructure. It was agreed that further reviews of this section are required to remove duplication, ensure consistency of detail and to reconcile the recommendations from JW and TM. **Action: PK/JP/JW**

It was also agreed that protection for the quarry should be built into policy NE6 – Blue-green Infrastructure. **Action: PK**

- **Section 7.4 – Local Green Spaces:** Town Council approval for the steering group recommendation to remove four Local Green Space sites will be sought at the meeting on 19th February. **Action : PK**
- **Section 8 – Historic Environment:** JW has proposed minor revisions to this section and to the design guidance (Appendix C).

Subject to reviews and agreed actions above, the proposed revisions will be incorporated into the draft plan. **Action: PK**

7. Consultation Statement.

Significant work is required to complete this separate document. The document will be based on the work done by Claire Wilding but must additionally cover all representations (from the regulation 14 consultation and otherwise) indicating actions taken (if any) with reasons. **Action: PK/GT**

8. AOB.

The town council has now agreed to join the Oxfordshire Neighbourhood Plans Alliance (ONPA) as an associate member and PK will attend a meeting between ONPA and WODC in Witney on 11th February 2020 to discuss WODC's support for neighbourhood plans.

9. Date of Next Meeting

Friday 6 March 2020 at 10am