**Minutes of the meeting of the Neighbourhood Plan Steering Group**

**Held on Wednesday 6th December, 2018 at 7.30 pm**

**in the meeting room at Tetsworth Memorial Hall**

Present: John Gilbert (JG) (Chairman), Gaynor Sellors (GS), Max Sellors (MS), Caroline Cann (CC), Gilliam Copsey (GC), Aidan Lynch (AL), and Cllr Karen Harris (KH)

Officers: None

1 **Apologies for absence**

Apologies for absence were received from Rajen Nathwani (RN) and Claire Devey (CD) (Minutes Secretary)

2 **Minutes of the meeting**

It was agreed that in the absence of the Minute Secretary CC would take the minutes for this meeting.

3 **Declarations of interest**

There were no declarations of interest.

4 **Minute Secretaries access to information**

JG raised the matter of the Minute Secretaries lack of access to all NHP documentation and information.

 JG proposed that the Minute Secretary should have full access to all NHP documents, correspondence and g mail account.

The vote (with two abstentions) did not agree to allow the Minute Secretary access to all NHP documents, correspondence and g mail account.

5 **Notes of the 7th November, 2018 meeting**

JG had several amendments he would like to see made to the minutes:

I 3. Notes of 10th October 2018 meeting – Change sub heading of ‘Actions’ to ‘Action Progress’.

ii 3. Notes of 10th October 2018 meeting – Change ‘“Significance Conclusions” The NP must reflect unique aspects of Tetsworth’ to ‘Character Assessment Conclusion’.

iii 3. Notes of 10th October 2018 meeting – Change ‘If we engage MB on “Key Views” it will absorb all of the Locality grant of £8340’ to ‘Key Views refinement. Could absorb majority of Locality grant offer of £8340.

iv 4. Locality Funding Application – change ‘**Locality Funding Application.**

 The SG voted unanimously to accept the grant.

At a later date they may request to amend the terms of the grant to fund consultation in other areas – the key areas identified were sustainability, housing need and landscape.

* There is £2440.24 left from the SODC grant that together with some of the Locality Grant could be used to employ a consultant for overview of the completed NP document before submission to SODC.
* AL & JG to research suitable consultants.’

To ‘Locality and SODC Grant Funding

The SG voted unanimously to accept the Locality Grant off of £8340. The SG also noted that it had flexibility to request later changes of funded tasks to include consultant support on such issues as housing need and sustainability.

Action 180. MS to submit acceptance of Locality grant.

On overall NP funding, the SG noted that approximately £2,400 of the SODC grant remained uncommitted and that this with some of the Locality grant could pay for a consultant overview of the draft NP document before local consultation and submission to SODC.

AL and JG agreed to investigate potential consultants for possible future tasking.

Action 181. AL and JG to investigate potential consultants for future tasking.’

 v 5.Housing Analysis – change ‘**Housing Analysis. Review of draft report.**

Some information from the CLP survey had been used which had been superseded by later NP findings**.** Maps also need to be updated**.** JG will amend.

Page 3 Para 2 also needs to be amended - AL to reword this paragraph to emphasise sustainability.

5 bullet points need to be added to the end of the Housing analysis

* Preserving the nucleated footprint and pattern of Tetsworth’s village settlement.
* Maintaining the consistency of character of Tetsworth housing stock.
* Promoting the rural setting of Tetsworth village settlement
* Incorporating maximum energy conserving features
* Avoiding any detriment to Tetsworth’s car parking and traffic problems.’

To ‘**Housing Analysis**

The SG reviewed the V1 draft version of the report. It directed that superseded CLP housing data should not be included in the report and proposed further detailed improvements. AL advised that he would provide detailed feedback. JG agreed to incorporate changes and circulate a revised draft as V2.

Action 182. JG to revise and circulate draft Housing Analysis paper.’

vi 6. Character Assessment – change ‘Value statements – will be complete by the next meeting

* Key views relationship – MS’

To ‘AL confirmed that he should be able to draft the settlement and countryside value statements by the end of November. A decision on the extent of the Key Views assessment tasking of Michelle Bolger would be taken at the next SG meeting.’

vii 7. Made NP’s – Developer Challenges – Change ‘Noted that the NP must include policies on housing - both permanent and temporary - outside the village boundaries stating that these areas are not suitable for development.

The NP must be more robust than the LP.’

To ‘The SG noted that developers had made successful challenges to a number of Made NP’s and gained planning permission for unwelcome housing developments. This reinforced the need for the Tetsworth NP to be robust so such challenges and, for example, clearly state that domestic development disconnected from the settlement footprint is not acceptable.’

viii 8. Draft NP Document Update – change ‘Para 2.26 The housing affordability gap is identified as a challenge. In the SODC area it is £250,000.

* Harrington and the O2C Expressway challenges need to be included.
* Objective & Vision – to be amended - research other made NPs

The last 3 pages are a new section “Housing Policy” showing changes post 2011. The village has had approximately 20% growth (67 new dwellings) - Mounthill is a new development of 39 houses; no more are required other than trickle growth and infill’

To ‘JG had circulated a revised version of Sections 2 to 5 of the draft NP document as V4. SG informal comments were noted and would be incorporated into future drafts.’

ix 9. Strategic Environmental Assessment – change ‘**Strategic Environmental Assessment.**

* Screening Proforma Submission discussed.
* M40 noise and air pollution identified.
* Main objective – to maintain the nucleated footprint of the Tetsworth settlement
* JG will complete and discuss with Ricardo Rios – unanimous agreement.’

To ‘**Strategic Environmental Assessment (SEA).**

SODC’s assessment of the need for an SEA was dependant on submitting a screening questionnaire. Some answers needed SODC guidance and JG agreed to discuss with Ricardo Rios.

Action 183. JG to discuss submission of the SEA screening questionnaire with Ricardo Rios.’

x 10. Any Other Business – change ‘**Any Other Business**

* NP SG has been working together for 2 years and 7 months. The NP should be submitted to SODC in 4-6 months.
* If the local consultation takes place in February it will carry some weight at the Travellers appeal in June.
* GS will update the NP time line identifying outstanding tasks.’

To ‘**Tetsworth NP Project Timeline**.

JG noted that the Tetsworth NO project had been launched over 2 ½ years ago and

that progress over the past year had been disappointing. Much more rapid progress

was required if a submitted plan was to have any weight at the planning appeal

scheduled for June 2019.

GS agreed to update the Project Plan identifying key tasks which had sill to be

undertaken.

Action 184. GS to update NP Project Plan.’

GS and CC had some small amendments to raise.

It was agreed that due to the number of amendments requested by JG that discussion/acceptance of the notes of the 7th November, 2018 meeting be deferred to the next meeting.

6 **Action Chart**

i Action number 159 - Consider conducting supplementary business survey (AL)

This action remains ongoing

ii Action number 166 - Incorporate revisions into draft NP document (JG)

This action remains ongoing, it was agreed that JG would circulate, by email, the latest version of the NP to all members of the steering group, this to be action number 183 on the action chart.

iii Action number 173 - Reflect SG guidance in draft NP document updates (JG)

iv Action number 175 - Adopt LM ‘Significance Conclusions’ format in Character

Assessment (AL)

There were some queries regarding terminology. This action remains ongoing.

 v Action number 180 - Complete Locality grant acceptance (MS)

 Form has been submitted and full payment of the grant has been received

 vi Action number 181 - Revise draft Housing Analysis report (JG)

Action completed

 vii Action number 182 - Progress SEA screening Questionnaire with SODC (JG)

 Action completed

7 **Meeting with Ricardo Rios** (South Oxfordshire District Council NP representative)

JG and CC had been to an informal meeting with Ricardo Rios (RR) earlier in the day and reported:

 i Emerging South Oxfordshire District Council Local Plan

On Tuesday 5th December South Oxfordshire District Council published their emerging Local Plan. The plan includes a section on housing within small villages and states that small villages do not take any new housing allocation.

Should this emerging plan be adopted then this raises the question – do small villages such as Tetsworth need to continue to produce a NP?

 JG proposed that the Steering Group continue to produce Tetsworth’s NP.

 The vote unanimously agreed to continue.

ii Allocation of sites for housing development

RR was of the opinion that Tetsworth’s NP should include site allocation(s) even though the village is already having housing built well in excess of the current 5% growth expectation and should not rely on the emerging plan statement of no housing build requirement.

 Much discussion followed regarding site allocation.

JG proposed not to include any site allocations within the NP.

The vote unanimously agreed.

 iii Character Assessment

RR advised that acceptable housing design and housing types should be included within the Character Assessment section as an appendix. RR also advised referring to Chalgrove’s NP for wording of this subject.

The vote unanimously agreed.

 iv Rural Developments

RR advised that Rural Developments section should include Travellers and Showman sites but should reflect and refer to SODC’s emerging plan as this would be sufficient coverage.

The vote unanimously agreed.

 v Housing Need

 RR advised not to include housing need.

The vote unanimously agreed.

 vi Employment

 RR advised not to include employment

The vote unanimously agreed.

 vii Sustainability

RR advised not to include a section dedicated to sustainability but to include items that would be in this section within an overview piece and appendices.

The vote unanimously agreed.

 viii Executive Summary

 RR advised that it was not necessary not to include an executive summary.

 The vote agreed not to include an executive summary.

 ix Motorway noise­

RR advised that noise from both the M40 and A40 should be included within the NHP.

x O’Neill Homer

JG informed RR of the possibility of our engaging O’Neill Homer to provide an overview and give other assistance and advice.

8 **Grant Funding**

i GS reported that the terms and provision and spending the Locality grant of £8640 means that this grant must be spent by 31st March, 2019. If the grant is not spent by this date it must be returned and a new grant application.

 JG pointed out that Locality requires a receipt for any amount spent over £1,000.

ii GS raised concern that the grant from SODC , of which £2,400 remain unspent, may have to be paid back if not spent by 31st March, 2019.

 Action number 185 - JG to check with SODC the date by which the grant must be used, information regarding any funding audits and discuss repayments of unused grants.

iii JG reported that he had had a conversation and email contact with O’Neill Homer. O’Neill Homer could allocate 6 man days to overview the NP before end of March which would total £3,300 and could write a Conditions Statement believed to take 2 man days totalling £1,100 after 31st March. They would require a draft NHP by the end of January 2019.

 GS reported that Michelle Bolger had given quotes for 2 options for a Key View Assessment.

 Option 1 £6,450

 Option 2 £4,450

 JG proposed that O’Neill Homer verbal quote be accepted as above and Michellel Bolger’s lower quote be accepted.

 The vote agreed unanimously.

 Action number 186 – JG to obtain a written agreement in principal from O’Neill Homer giving full details of the work to be carried out.

 Action 187 – JG to contact O’Neill Homer regarding their availability to write a Conditions Statement and request a written quotation.

 Action number 188 – MS and GS to email the Parish Council asking them to engage Michelle Bolger.

iv MS raised the point that the Locality Grant is now to be spent differently to our grant application stated.

 Action number 189– MS to contact Locality to make an amendment request.

v GS and CC requested that all envisaged costs be established and at the next meeting a list of these costs be reviewed against grant monies available.

 The vote agreed.

 Action number 190 – GS to cost up peripheries

9 **Housing Analysis**

i JG reported that he had updated the NP with the Housing Analysis he had completed.

 GS requested that when any amendment is made to the NHP these amendments are highlighted by using a different colour font so that members of the Steering Group can easily see the changes as they have to be checked.

 The vote agreed that all changes must be shown in a different colour font and circulated to the Steering Group.

 Action number 190 (ongoing) - JG to ensure the above agreement is upheld with all amendments made to the NP and each new version circulated to the Steering Group for the amendments to be checked.

ii Review of Housing Analysis update (version3)

A (Page 3) Post War Housing Growth - ‘take advantage of these developments’ be removed.

 The vote agreed.

 B (Page 4) ‘upper tail’ be replaced with ‘upper end’

 The vote agreed.

C (Page 7)SODC Housing Policy be updated to that shown in SODC’s emerging Local Plan.

 The vote agreed.

D (Page 9) Tetsworth Housing Delivery – remove ‘The completed development involved the demolition of sheltered accommodation in Elm Close and the loss of 13 single-bedroom flats. These were replaced by 7 affordable homes which continue to be managed by the South Oxfordshire Housing Association (SOHA); the reduction in the village dwelling count was more than offset by the net increase of 3 bedrooms’ and rewrite with no reference to the loss of the sheltered accommodation.

 The Vote agreed.

E (Page12) Tetsworth Housing Questionnaire Analysis – ‘The Questionnaire achieved a response rate of approximately 50% of Tetsworth’ to read ‘ The Questionnaire achieved a strong response of Tetsworth’

 The vote agreed.

 F Which Scales of Individual Housing Developments – change 25% did support

to 75% didn’t support.

 The vote agreed.

 G (Page 15) Delete any reference to allocated sites.

 The vote agreed.

 H (Page 15) Reword taking into account SODC’s emerging Local Plan.

 The vote agreed.

 I (Page 16) Remove all reference to Allocated sites and Mount Hill Farm.

 The vote agreed.

Action number 191 – JG to make the these amendments and represent to the Steering

Group.

10 **Sustainability Assessment**

 i Discussion took place regarding SODC’s emerging plans changes to scoring.

 Action number 192 – JG to recalculate using the emerging plan.

 ii GC requested that the £’s stated be replaced/reworded to show the continual

increase in cost.

The vote agreed.

Action number 192 – JC to reword in a similar manner to ‘at this date a return journey by taxi to Haddenham and Thame Parkway is £….’

 iii Remove ‘25’ from the number of businesses and reword.

 The vote agreed.

 iv It was agreed to forward any further comments regarding this document.

Action number 193 – All steering group members to forward any further comments to JG.

11 **Strategic Environmental Assessment (SEA)**

JG reported that during the meeting earlier that day with RR he had presented a completed SEA questionnaire.

RR informed that a new questionnaire had just been published; this new form is much longer and more in-depth. RR advised to include the noise form the M40 and A40.

It was agreed by vote that the form be completed stating no housing site allocation is included in the NHP.

Action number 194 – JG to complete to new form.

Action number 195 – JG to amend the NHP to reflect point 5 on the SEA form.

12 **List of Policies**

 JG proposed that he draft a list of Policies

The vote agreed.

 Action number 196 – JG to draft a list of Policies

Meeting closed at 9:43pm.

Next meeting to be heldWednesday 9th January, 2019 at 7.30 pm