**Minutes of the 38th meeting of the Neighbourhood Plan Steering Group**

**Held on Wednesday 9th January 2019 at 7:30pm**

**In Tetsworth Memorial Hall**

Present: John Gilbert (JG) (Chairman), Gaynor Sellors (GS), Max Sellors (MS), Caroline Cann (CC), Gillian Copsey (GC), Aidan Lynch (AL), Rajen Nathwani (RN)

1 **Apologies for absence**

Apologies for absence were received from Karen Harris (KH)

2 **Minutes of the meeting of 7th November.**

Amendments were agreed and voted on and will be signed off at the meeting held on the 13th February.

 **Minutes of the meeting of 6th December.**

Amendments were agreedand voted on and will be signed off at the meeting held on the 13th February.

3 **Declarations of interest**

There were no declarations of interest.

**Action Chart**

159. Supplementary Business Survey not required. Action closed

173. Reflect SG Guidance in draft NP updates. Ongoing – any revised versions will be circulated to the SG.

175. Adopt LM “significance conclusions” format in Character Assessment – AL advised it was not possible to use the same format - other versions were being considered. The summary is currently being worked on and should be ready early next week.

185. Check on SODC grant repayment requirements. – CC to email RR for confirmation regarding unspent grant money once the NP is complete. It was noted that although the Locality grant of £8340 must be spent by the 31st March 2019 it would be prudent to keep the balance of the SODC grant in reserve.

186. Negotiate written engagement agreement with O’Neill Homer. – Complete. Confirmation of engagement and Ts & Cs received by TPC. ONH will review the draft NP and write the basic conditions statement by end of March.

187. Negotiate Basic Conditions Statement task with O’Neill Homer – Complete. (see 186)

188. Request TPC to engage Michelle Bolger on limited views task. – Complete. TPC letter

sent 14th December 2018. GS to act as liaison with MB for NPSG. GS to clarify with MB when work will be carried out.

189. Request programme change with Locality – Complete. Task amendments agreed.

190. Identify future tasks and costs against available funding – GS produced a spreadsheet. Memorial Hall invoice for hire of hall required and wages for Minutes Clerk to be included in costings. VAT to be reclaimed in February by TPC clerk. All expenditure is covered by current funding.

191. Highlight changes in draft NP document in coloured font. - Ongoing

192. Incorporate further SG changes to draft Housing Analysis paper. - Versions 4 & 5 circulated. Minor changes have been made and significantly, the analysis matches the HA Local plan.

193. Incorporate SG changes into draft Sustainability Assessment paper. - Complete. Version 2 circulated.

194. Forward further Sustainability Assessment change proposals to JG. - None received. The SG confirmed they are happy with it as it is.

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195. Submit completed SEA Screening Questionnaire to SODC. – Complete. Submitted 18th December. Response expected by end of January. The consensus of opinion is that it is no longer required.

196. Reflect SEA questionnaire statements in draft NP document. – Ongoing

197. Prepare list of draft NP policies. – Ongoing

4**. Release of Draft Documents to Contractors.**

It was agreed unanimously to submit the draft Neighbourhood Plan together with the suite of supporting documents to O’Neill Homer by the end of next week to keep to the time line requested by ONH. Any essential amendments must be completed in the next few days.

Documents to be submitted: Draft NP, Parish Character Assessment, Tetsworth Housing Analysis, Tetsworth Sustainability Overview, SEA Questionnaire input and the Questionnaire response analysis.

* Review of Drafts

Character Assessment Version 9 - SG content that this version is to be released. Although JG currently working on amendments.

Unanimous agreement

Tetsworth Housing Analysis Version 5 – Amendments need to be made as agreed by the SG. It must be made clear to ONH that this is not the final version. It is hoped that ONH’s opinion will not be swayed by inaccurate draft documents. The final draft to be reviewed and ready by March. Conversation with RR from SODC to be incorporated in the covering notes.

Unanimous agreement

Sustainability Overview. – Send in current version

Unanimous agreement

SEA Questionnaire Submission – To be sent as it is.

Unanimous agreement

Questionnaire Responses. To be sent as it is.

Unanimous agreement

Neighbourhood Plan

Using feedback from the meeting with RR from SODC, Infrastructure and Employment policies have been excluded. Housing and Environment policies remain.

 Little has changed until Section 3 – Vision & Objectives.

The emerging Local Plan has changed and as a result, a set of revised Objectives more focused on Tetsworth’s specific circumstances have been adopted.

Vision

To be amended to “Tetsworth to be kept as a place that people want to live in.”

Agreed

Objectives

The Four Objectives are left in. The first 2 have been amended to be in line with the SEA.

Agreed

Section 4

Land Use Survey- Blue tables are extracts from the Questionnaire analysis and therefore will be removed.

Agreed

Settlement Footprint Map - Check that the boundary lines are correct.

Policies

This has undergone a radical rewrite.

5.1 – Appendices to this report are standalone documents. The Character Assessment may be added. It will be a standalone report and we must ensure that it is consistent with MBs report.

Agreed

5.2 – High Level Planning Policies - In light of the Local Plan our visions and objectives are catered for but we still need our own policies that are specific to the village.

The SG are confident that the NPPF and LP address most of their needs. However, the NP must be paramount.

Agreed

5.3 Housing Policies

Tetsworth already has twice the maximum expectations of the Local Plan, therefore only trickle development is expected from now on.

Agreed

5.4 The NP will try to support suitable housing and address the affordability gap.

Agreed

5.5 Infill Residential Housing Developments – Policies now named T1 to T6

Planning permission will be supported for infill residential developments of no more than 6 dwellings on suitable sites of no more than 0.2Ha - this will make the policy more understandable to residents.

Agreed

5.6 Housing Design Characteristics – The nature of the village as it is, any development must fit in in style terms.

Design Criteria - must be individualistic, high quality, fits into the context of the village.

Agreed

Heritage and Green Space Setting Protection. – 15 listed buildings within the Parish. AL asked to produce a map of them.

A map of the green spaces and cobble paths has been included.

Policy T3 – Amendments agreed

Environmental Policies – No change.

5.12 The Plan confirms that there is no stated need for commercial or industrial development in the countryside surrounding the Tetsworth settlement – Refer to the land use questionnaire.

JG to amend other wording in the policy.

Agreed

Appendix A may be removed as a result of the Conditions statement.

Agreed

Appendix B remains but may be amended.

Agreed

There was unanimous agreement that the Draft NP should be sent to ONH for review.

5. **Key Views Assessment** - GS to act as liaison with MB for NPSG. CA Version 9 to be sent to MB by AL. GS to clarify with MB when work will be carried out.

6. **NP Document Review** – Complete. JG will liaise and be point of contact for ONH

7. **Any Other Business** – None.

8. **Date of Next Meeting** Wednesday 13th February

Meeting closed at 9:17pm.