**Minutes of the 40th meeting of the Neighbourhood Plan Steering Group**

**Held on Thursday 7th March 2019 at 7:30pm**

**In Tetsworth Memorial Hall**

Present: John Gilbert (JG) (Chairman), Karen Harris (KH) Caroline Cann (CC), Gillian Copsey (GC), Aidan Lynch (AL), Rajen Nathwani (RN)

Minute Secretary: Clare Devey (CD)

1 **Apologies for absence**

Apologies for absence were received from Marjorie Sanders (MS)

It was noted that regrettably due to their house move Gaynor & Maxwell Sellors have withdrawn from the Steering Group.

2. **Declarations of Interest**

There were none.

3. **Minutes of the meeting of 13th February** were approved and signed by the Chair.

4. **Action Chart Review**

173.Removed

191. Removed – move to normal business

201. Complete

202. Complete.

Housing bedroom data received from Census and planning permissions from 2011 collated by CC. **Action 213** JG will incorporate thefindings in the housing document.

203. Ongoing.

207. Complete. There are no planning conditions.

209. Complete

211. Await feedback from ONH

212. Complete. Documents destroyed.

5. **Draft NP Document Review.**

Consideration of NH Project Note guidance.

BP3. Agreed. Enclosures to be published as separate documents.

BP4. Agreed. NP to be submitted before adoption of new LP. Therefore, the current development plan will be applied to the NP draft document but later policies will be taken into consideration.

BP5. Agreed that the SG must acknowledge in the NP that Harrington or some lesser development is possible post 2034. Noted by NH & will be included.

BP6. Objectives added to policy T1

BP7. NH advocates policies map and boundaries. The boundary must be completely accurate otherwise it may cause problems. The SG agreed to accept NH’s arguments. In drawing up the policy map amend the defined footprint to the settlement boundary. The SG will need to check this carefully for any errors.

BP8. **Action 214** JG to seek confirmation from SODC that the nett housing requirement within the LP is zero for small villages

**Action 215**. JG to ask NH why 5 year not 3 year Plan?

BP9 Policy T1 In abeyance.

BP10 Policy T2 Agreed to refer to the Character Assessment.

BP11 Policy T3 Heritage and Green Spaces. Agreed to separate the two issues. NH to modify

BP12 Policy T4 Identify Common as LGS & other green spaces. Agreed NH to modify.

BP13 Policy T5 Varied Landscape – Identify value landscape and key views. Agreed NH to modify.

BP14. Policy T6 Agreed to move landscape element to T5. T6 to include footpath network and GI. Agreed NH to modify.

BP15. Action T2 & T3 Agreed to bundle together in implementation section. NH to modify.

BP16 Policies Map it was agreed unanimously that this was required and that NH should be asked to produce this at a cost of £875 + VAT

BP17. The section on information for local consultation needs to be amended substantially. – **Action 216** JG to implement.

BP18. Sustainability overview. To be incorporated into a new section of the NP. Agreed NH to modify.

**Action 217** JG to ask NH to implement the changes

**Action 218.** Interim payment of £1320.00 made 1/3/19. JG to ask NH for a receipt as evidence of expenditure for Locality grant.

It was agreed unanimously to ask NH to carry out the amendments to the NP Document up to a maximum of 2 days work. (£550 + VAT per day)

This will leave the NPSG with approximately £700.00

6. **Key Views Assessment**

**Action 219.** Final report. GC to compare against previous report and ensure requested amendments are included.

**Action 220.** It was agreed to make the payment to MB. Acknowledge and ask for receipt. CD to action

7. **Character Assessment V11 Review**.

Consideration of remaining issues.

JG & AL had reviewed, issues highlighted in red on the document.

“Susceptibility” amend to “Susceptibility to harm from development”

**Action 221** KH to check speed and volume of traffic on M40

**Value Judgements** – Amend wording to High Street East.

It was agreed to remove the Key Views element and refer to MBs report.

Also agreed that mention must be made of land south of the motorway and that rural buildings should be appropriate to the size of agricultural holding and built in a sympathetic manner to the surrounding countryside.

**Action 222** JG & AL to amend document as agreed and distribute to SG

8. **SEA Screening opinion**

It was agreed to delay approaching SODC until feedback received from NH.

9. **Date of Next Meeting** Monday 25th March 7:30pm

Meeting Closed at 9:30pm