**NOTES OF 29th MEETING OF THE TETSWORTH NEIGHBOURHOOD PLAN STEERING GROUP**

**HELD AT 7.30PM ON MONDAY 9th MAY 2018**

**IN TETSWORTH MEMORIAL HALL**

**Present:** John Gilbert JG

 Caroline Cann CC

 Gill Copsey GC

 Karen Harris KH

 Aidan Lynch AL

 Rajen Nathwani RN

 Gaynor Sellors GS

 Max Sellors MS

**Apologies:** Sarah Appleby SA

 Gemma May Brown GMB

1. **Notes of 26th March 2018 Meeting.** The SG was content that the notes were an accurate record of business. Actions were reviewed via the rolling Action Chart. All were complete or noted for future action.

2. **Declarations of Interest.** There were no new declarations of interest.

3. **Tetsworth NP Draft Document Review.** JG had followed up Action 148 to discuss engaging professional support to review Tetsworth draft NP documentation produced to date. As a result of email exchanges and telephone conversations with Tom McCulloch at Community First Oxfordshire (CFO), JG was recommended to make direct contact with CFO’s usual planning consultant, Andrea Pellegram, who might be able to undertake our outline programme of work.

Andrea understood the SG’s aim to make the Tetsworth NP robust to challenge and avoid possible misinterpretation. She had provided a quotation confirming that she would be able to conduct a review and revision of the draft Tetsworth NP document and possibly prepare a supporting technical document within 4 days of engagement at a cost of £500 per day.

The SG had agreed ex-committee to engage Andrea with a maximum price cap of £2000. JG had confirmed this arrangement with her.

JG had provided Andrea with SG documentation to enable her to read into the Tetsworth NP project. As a result of SG misgivings over some of the documentation released for Andrea’s use, the SG decided that in future, the SG should agree as a whole to such releases and that draft documents should be clearly labelled.

In the short term, JG agreed to contact Andrea Pellegram to emphasise the proper protection of any documentation forwarded to her for use in her contract with the Tetsworth NP SG.

**Action 150.** JG to contact Andrea Pellegram to emphasise importance of protection of Tetsworth NP SG documentation.

4. **Evidence Collection.** The SG recognised that draft policies and documentation prepared to date should be strengthened by the collection and analysis of firmer evidence. Areas which members considered as candidates for such action included:

* Restrictions on countryside development.
* Preservation of key views of Tetsworth from distant viewpoints.
* Favouring a shift towards smaller new dwellings.
* Inclusion of larger employers and small local businesses in any future survey activity.
* Identifying residents’ travel destinations as well as their employment and shopping locations.

5. **Broadening SG Membership and Roles.** JG had briefed the current status of the Tetsworth NP project to the Parish Annual Meeting on 30 April. He had invited residents to join the project team, but had failed to attract any new members. However, as a result of the impressive village involvement in the recent planning appeal, the SG agreed to target individual residents who could bring additional skills to the project – even on an occasional or ad hoc basis.

The SG felt that JG as SG Chairman was taking on too much of the burden of progressing the project and that others should take on some of the responsibilities. As an initial action, the SG agreed that the task of preparing the record of SG meetings should be shared around.

**Action 151.** SG members agreed to target possible village recruits to join the Tetsworth NP project.

**Action 152.** SG members agreed to take on SG support activities on a shared basis.

6. **Date of Next Meeting.** The date of the next meeting would be dependent onfurther discussions with Andrea Pellegram over the scope and direction of her review and revision of the draft Tetsworth NP document.

John Gilbert 17th July 2018

Chairman

Tetsworth NP SG