**NOTES OF 34th MEETING OF THE TETSWORTH NEIGHBOURHOOD PLAN STEERING GROUP**

**HELD AT 7.30PM ON WEDNESDAY 5 SEPTEMBER 2018**

**IN TETSWORTH MEMORIAL HALL**

**Present:** John Gilbert JG

 Gill Copsey GC

 Aidan Lynch AL

 Karen Harris KH

 Rajan Nathwani RN

 Gaynor Sellors GS

 Max Sellors MS

**Apologies:** Sarah Appleby SA

Caroline Cann CC

Gemma May Brown GMB

**1. Appointment of Meeting Secretary.** JG accepted the role for the 5 Sep 2018 meeting. The SG considered that there might be merit in appointing an external agent for the secretarial role. KH agreed to approach the Tetsworth Parish Clerk with a view to her preparing notes of SG meetings.

**Action 171.** KH to sound out Parish Clerk to take notes of SG meetings.

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

**3. Notes of 1 August 2018 Meeting.** The draft notes of the 1 Aug meeting required significant amendment before they could be presented for approval. JG agreed to prepare a Rev 1 version and incorporate associated changes in an updated Action Chart.

**Action 172.** JG to revise draft notes to 1 Aug SG meeting.

**4. Tetsworth NP Document.** JG had made no progress with incorporatingAndrea Pellegram’s advice and recommendations into V3 of the draft Tetsworth NP document. However, he had reviewed the Little Milton NP document suite which had passed External Examination with a view to assessing its applicability to Tetsworth. In particular, he had circulated a first cut ‘Tetsworthised’ version of its NP document for consideration at the meeting. The group had time to conduct a page-by-page review of the first half of the document.

The SG saw considerable merit in the Little Milton approach and its evidence base but was not convinced that embedding Tetsworth’s policies as expressed in V3 of our draft NP document into its structure would be any more robust and convincing than incorporating some of Little Milton’s relevant and effective ideas into a revision of V3 of our NP document. After much discussion it was left to JG to decide which approach, as lead author, to adopt on the basis of the effort required.

The SG agreed that much of the NP process and evidence detail would best be presented as appendices or attachments to the main NP document. In particular, it recognised that the NP must be acceptable and relevant to 3 constituencies: the Tetsworth community, the SODC as Local Planning Authority and an External Examiner. Success might best be achieved through succinct presentation of key points in a punchy Executive Summary and avoiding repetition of process and evidence details in the body of the document.

JG agreed to circulate a structural update of the draft Tetsworth NP document before pressing on with a full textural revision.

**Action 173.** JG to reflect beneficial elements of the Little Milton NP and note need for buy-in from 3 constituencies in future drafts of the Tetsworth NP document.

**5. Evidence Studies and Supporting Documentation.** The SG recognised that little progress had been made over the past year in evidence documentation and preparation of supporting papers. Fresh impetus might be achieved through engagement of professional support. Such action would clearly be beyond our current budget and additional funding sources were discussed under a separate agenda item.

The initial contact with Michelle Bulger on possible engagement to firm up our Key Views evidence had resulted in KH and JG meeting her and an associate on 13 Aug. She had subsequently submitted quotations of £6450 and £4450 to carry out a full study and report or an abbreviated version. For comparison, JG had circulated Little Milton’s ‘Protection of Views’ report which had been prepared by its own SG team. The SG accepted that, if funding was available, part could be spent on Michelle Bolger’s support. KH agreed to advise Michelle Bolger of our holding position.

JG had provided AL with the format of Little Milton’s ‘Summaries of Significance’ conclusions applied to each area in its Character Assessment. It provided brief statements against the following criteria: Evidential Value, Historical Value, Aesthetic Value and Communal Value. AL had agreed to use this format in the Tetsworth Character Assessment.

A Housing Needs Assessment would need to bring together a number of sources of housing data from a 2011 baseline through to future requirements by number, type, size, tenure etc. JG had agreed to coordinate these data, but it might also be a suitable task for external support. The Little Milton report offered a useful template to consider.

The SG considered the relevance of Little Milton’s detailed approach to nature preservation and biodiversity. While Tetsworth did not enjoy statutory landscape designation or have a formal nature reserve, evidence of the breadth of flora and fauna species in the parish could support opposition to development in the countryside. Accordingly, AL agreed to draft a short article for the Tetsworth Newsletter to invite residents to report species sightings to the NP email address.

**Action 174.** KH to advise Michelle Bolger of holding position on ‘Protection of Views’ task.

**Action 175.** AL to adopt Little Milton format in drafting Character Assessment conclusions.

**Action 176.** AL to draft newsletter article on reporting flora and fauna species by 21 Sep.

**6. Additional Funding Sources.** JG had discussed Sydenham NP SG’s funding experience with Tara Glen, their member responsible for finances. In addition to their £5,000 grant from SODC, they had secured an additional £9,000 from Locality for ‘consultant support’. Tara had said that the 3 stage application process had been fairly simple and that the granting of the funds had been quite straightforward. With professional support, they expected to complete their NP project within a year of starting.

Sydenham SG had interviewed 2 consultants but only submitted a single quotation. They had hired Neil Homer who has supported Bledlow and Brightwell cum Sotwell’s NP projects.

GS agreed to make further investigations with Sydenham SG members to establish the level of detail included in their planned work programme for their consultant or whether they had merely requested up to 18 days consultant support at £500 per day to be spent on NP preparation tasks before the end of the financial year.

**Action 177.** GS to investigate Sydenham NP funding experience further with their NP SG members.

**7. Date of Next Meeting.** Provisionally,Wednesday 10 October 2018 at 7.30pm in the Memorial Hall, to be confirmed.

John Gilbert 8 Sept 2018

Chairman

Tetsworth NP Steering Group