

CUMNOR PARISH COUNCIL

**Minutes of the Meeting of the Neighbourhood Development Plan Steering Group
held in the Garden Room, United Reformed Church, Leys Road, Cumnor
on Tuesday 4 December 2018 at 7.30pm**

Present: Fiona Newton (CPC), Tim Pottle, Julia Richardson (CPC), Judy Roberts (CPC), Chris Scruby, Chris Westcott and Tina Brock, Clerk.

95/18 Election of Chairperson. Fiona Newton was elected as Chairperson. It was agreed that a Chairperson would be elected at each meeting.

96/18 Apologies for Absence. Nicholas Cole, Kathy Davies, Ted Mott and Esme Murphy. These apologies were received.

97/18 Code of Conduct and General Data Protection Regulation. Deferred as Esme Murphy was not in attendance.

98/18 Declarations of Interests. None.

99/18 Minutes of the Meeting of Neighbourhood Development Plan Steering Group held on Thursday 11 October 2018 were agreed and signed by the Chairperson.

100/18 Matters Arising from these minutes. None.

101/18 Landscape Character Assessment (LCA). Philip Powell kindly proof read the LCA which would now be uploaded to the website.

Action: Fiona to upload LCA to the website.

102/18 Local Green Spaces. The Group agreed that the template letter from Community First to landowners asking whether they wished to have their land designated as a green space would not be used as it was felt to be counterproductive. At a VWHDC Neighbourhood Planning Surgery on Wednesday 14 November 2018 attended by Ben Davies, VWHDC Planning Policy Officer. Jodie Wales, VWHDC Community Engagement Officer, Fiona Newton and Clerk a template letter to send out to landowners was requested. Ben Davies emailed that he was unaware of a model template to use and suggested approaching North Hinksey Neighbourhood Plan Group as they are proposing to designate Local Green Spaces. The Group agreed that the content of a letter to landowners should include how designation protects against development, clarification of the meaning of permanence of designation and a reply slip to say wish to designate or not.

Action: Fiona Newton to contact Dave Chetwyn for clarification on the meaning of permanence.

Judy Roberts to contact North Hinksey and Radley Neighbourhood Plan Groups for an example of the letter they sent to landowners.

103/18 Character Assessments (CA). The amendments of the positive/negative, attributes/features and land use implications had been added to the CA's and uploaded to the website.

CA's still needed for Appleton Road and Chilswell.

Judy Roberts informed the Group that she attended a meeting late November 2018 with Emily Hamerton, Planning VWHDC, Martin Deans, Planning VWHDC and a few Cumnor Hill residents to discuss concerns of development on the hill. Diane Rees brought along photos to show the street scene of the hill and a wide ranging discussion took place. Emily Hamerton made some suggestions for policies to include in the Neighbourhood Plan concerning boundary treatment, increasing the ratio of land to building by an agreed percentage and the link of overdevelopment and the impact on flooding and drainage issues in the area. It was also suggested that photographs and references to the VWHDC Design Guide should be included.

(Clerk's Note: In 2007 a proposal to designate lower Cumnor Hill as a conservation area was submitted to VWHDC. VWHDC officers considered that the Vale Design Guide as a Supplementary Planning Document would be more appropriate method for helping to control and guide development on Cumnor Hill and other suburbs in the Vale. The decision made was that the lower slopes of Cumnor Hill and Third Acre Rise would not be designated as a Conservation Area.)

Action: Fiona Newton to ask Hilary Prior to carry out a CA for Appleton Road.

Kathy Davies to forward CA for Chilswell to Fiona Newton.

Fiona Newton to make sure the CA's say draft and check that photographs are relevant.

Fiona Newton to contact Richard Whitlock for information on the ratio of land to building percentage.

Possible policies:

Street Scene - soft boundary treatment, retaining of boundary hedges/trees

Ratio of land to building by an agreed percentage

Character of area - to include photographs and reference to VWGDC Design Guide

Drainage - semi permeable surface

104/18 Groundwater Assessment. GWP Consultants had forwarded the draft Assessment of Groundwater and Surface Water Flood Risk in Cumnor Parish. This would be an agenda item at the next meeting.

Action: Fiona Newton to circulate the document. Feedback to be sent to Fiona prior to the next meeting.

105/18 Policy Writing. Dave Chetwyn, Urban Vison Enterprise CIC had forwarded a template for writing the Neighbourhood Plan. It was agreed that 6 to 7 policies were required under each heading: Housing, Rural and Natural Environment, Design and Built Character and Employment, Business and Infrastructure. It was agreed that the following polices would be drafted for discussion at the next meeting:

Judy Roberts and Chris Scruby - Employment, Business and Infrastructure

Chris Westcot - Housing

Fiona Newton, Kathy Davies and Tim Pottle - Design and Built Character

Julia Richardson - Rural and Natural Environment

Action: Fiona Newton to ask Dave Chetwyn for an example policy.

106/18 Any other matters. None.

107/18 Date of next meeting. Monday 14 January 2019 at 7.30pm in the Garden Room, URC, Leys Road, Cumnor.

The meeting closed at 9.15pm.

Signed..... Date.....2019