

## CUMNOR PARISH COUNCIL

**Minutes of the Meeting of the Neighbourhood Development Plan Steering Group  
held in United Reformed Church Hall, Leys Road, Cumnor  
on Monday 29 January 2018 at 7.30pm**

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

**01/18 Welcome to new member.** The group welcomed Chris Westcott to the meeting. Chris signed the Code of Conduct for the Steering Group.

**02/18 Election of Chairperson.** Fiona Newton was elected as Chairperson. It was agreed that a Chairperson would be elected at each meeting.

**03/18 Apologies for Absence.** Nicholas Cole, Kathy Davies and Esme Murphy These apologies were received.

**04/18 Declarations of Interests.** None.

**05/18 Minutes of the Meeting of Neighbourhood Development Plan Steering Group** held on Tuesday 28 November 2017 were agreed and signed by the Chairman.

**06/18 Matters Arising from the minutes.** None.

**07/18 Draft Character Assessment (CA).**

i. Update.

- a) Philip Hawtin had commented that the identity and character of the overarching CA should be watertight with more detail to ensure planners viewing the document would know exactly what was and was not permissible development.
- b) The CA needs to be consistent and accurate. How the CA fits in with the VWHDC Design Guide should be looked into.
- c) Gaps in CA: Oxford Road (bridge to triangle) - Jan Deakin would be asked if she would be interested in carrying out a CA of this area. Appleton Road - Ted would carry out a CA.

**Action:** CPC Plan Receivers to be asked to comment on the CA. Kathy Davies to be asked for her views on the level of detail needed in the CA. Ben Davies, Lead Officer for Cumnor NP, VWHDC to be asked for an example of a good CA (Will Sparling is no longer in post).

**08/18 Cumnor Big Survey.**

To date 777 returns had been received (equating to an approximate return rate of 28%). The deadline for returns has been set at 9 February 2018 with data processing to begin on 19 February 2018 and data available 5 March 2018. Chris Westcott offered to write a report on the findings for circulation in April 2018.

The group agreed it would be a good idea to move some of the banners into different locations at the weekend.

**09/18 Local Green Spaces.**

A meeting was held on Wednesday 24 January 2018 attended by 10 interested residents. 50 green spaces were identified of different sizes some of which would not be worth designating and others too large. The areas would need to be assessed before identifying and approaching landowners.

A Landscape Character Area Assessment of the larger areas in the parish would need to be carried out. This would be a huge piece of work which would need an outside body to undertake.

**Action:** Fiona to contact Avril Lewis, Landscape Officer, VWHDC (a Landscape Character Assessment of the district has been carried out by VWHDC). Source quotes/interested residents to produce a Landscape Character Assessment.

**10/18 Project Plan.** Targets:

April 2018 Big Survey report

May 2018 Big Survey tour - tap into existing events

June 2018 Local Green spaces audit - areas that could be designated

July 2018 Landscape Character Area Assessment - evidence.

**11/18 Any other matters.** Ted would circulate a draft Economic and Infrastructure outlook roadmap for comments and discussion at a meeting in April/May2018.

**12/18 Date of next meeting.** The next meeting would take place on Tuesday 20 March 2018 at 7.30pm in the Garden Room, United Reformed Church, Leys Road, Cumnor.

The meeting closed at 9.30pm.

Signed..... Date.....2018