

## CUMNOR PARISH COUNCIL

### **Minutes of the Meeting of the Neighbourhood Development Plan Steering Group held in the United Reformed Church Hall, Leys Road, Cumnor on Monday 13 March 2017 at 7.30pm**

**Present:** Trevor Halls, Chairman (CPC), Kathy Davies, Fiona Newton (CPC), Tim Pottle, Chris Scruby, Julie Van Onselen, Claire Tyrrell-Williams and Tina Brock (CPC) Clerk. The Committee welcomed Chris to the meeting.

**23/17 Apologies for Absence.** Judy Roberts (CPC) (prior commitment).

**24/17 Code of Conduct** was signed by members of the Steering Group. Ted Mott and Judy Roberts would be required to sign the Code of Conduct at the next meeting.

**25/17 Declarations of Interests.** None.

**26/17 Minutes of the Meeting of Neighbourhood Development Plan Steering Group** held on 13 February 2017 were agreed and signed by the Chairman.

**27/17 Identifying Community Wishes/Needs via a Questionnaire.** Claire Tyrrell- Williams, Future Thinking attended the meeting to give advice on how best to produce and distribute a questionnaire. The Group discussed the following:

Distribution.

- Online survey. The group agreed this is a useful way of getting to a large number of people, and reduces data input costs/time afterwards. However it was acknowledged that this should only be a supplementary method with the primary method being paper based
- Paper survey distributed
  - i. via Cumnor Parish News (1,600 subscribers, parish has a population of approximately 6,200)
  - ii. Volunteers for example paper shop boys, organisations such as the Kingwood Trust or CPN deliverers
  - iii. Royal Mail – would charge 40p per delivery, would be in brown paper envelope and might be viewed as junk mail and discarded
  - iv. Surveys placed in shops, Churches, Dean Court Community Centre.
  - v. Collection boxes for completed surveys to be located in local shops.

Questionnaire.

- Aimed at 16+ age group
- Royal Mail – would charge 40p per delivery, would be in brown paper envelope and might be viewed as junk mail and discarded
- Should consider having different sections targeted to different age groups to get a balanced and broad set of data
- Closed questions centred around Building a healthy and sustainable community (housing), Transport and infrastructure, Protecting and enhancing the environment and Economic prosperity
- No longer than 6 pages. Expect a response rate of about 10% so perhaps 250/300 responses
- Timescale maximum of 4 weeks for questionnaires to be submitted/returned
- To account for data protection issues, would be advisable to get a neutral data processing team to do this. Claire Tyrell-Williams will supply quote for this work. Also must have a “prefer not to state” response in questions

Communication.

- Social media ie Twitter, Facebook
- Website
- CPN
- Posters on noticeboards, in shops, community areas, and Churches

- Events. Coffee and cake morning, prize draw with prize from The Bear perhaps

Data entry. The Group agreed that Claire should obtain a quote for data processing. Fiona and Tina to obtain estimates from either Eynsham Parish Council (who have conducted 2 parish surveys to date) or Oxfordshire Community First.

Budget. Quotes for printing and cost of data processing needed.

Claire said that she would be happy to design the questionnaire.

**28/17 Update on Meeting with Rachael Riach, Planning Policy Officer (Neighbourhood) VWHDC and Will Sparling, Senior Planning Policy Officer (Neighbourhood), VWHDC, Trevor Halls and Tina Brock on Wednesday 8 March at 3pm.**

Trevor gave an update as to where the Steering Group was at present:

- Initial public meeting 7 September 2016 attended by Will Sparling and Ben Davies, facilitated by Fiona Mullins, Oxfordshire Community First and members of the Steering Group and approximately 30 residents. To glean public interest.
- Public meeting 12 November 2016 attended by members of the Steering Group and Fiona Mullins, Oxfordshire Community First and approximately 100 residents. To obtain contact details and residents areas of interest and expertise. (*Clerk's Note: 70 people signed up to distribution list.*)
- From these meetings a visions and aims document was produced.
- Meetings of the Steering Group had taken place with documents produced on building a healthy and sustainable community; supporting economic prosperity; transport, accessibility, communication and protecting and enhancing the environment. (*Clerk's Note: These documents need to go to Council for approval.*) These documents would feed into a public questionnaire.
- Website up and running.
- At the meeting on 13 March 2017 a resident would give a presentation on producing a questionnaire to identify the wishes/needs of the community and a project plan was hoped to be approved.

Funding available.

VWHDC grant available £2,500 from 1 April 2017. Advised that the project plan should be realistic to what we want to do and funding should be applied for prior to the 1 April 2017 as there may be more funding available than the £2,500 (figure not given).

Government support package available now had been reduced to £9,000 from the previous £10,000 and in some cases a further £6,000 for technical support was available. Funding must be applied for before 1 October 2017. More information available at:

<http://mycommunity.org.uk/funding-options/neighbourhood-planning/>

Government support would be available until 2020.

Documentation.

There were three evidence documents that would need to be complete as we progress:

- Basic conditions statement - clearly sets out how the Neighbourhood Plan meets the legal tests by having regard to national policies and advice, contributes to the achievement of sustainable development, general conformity with the strategic policies and prescribed conditions are met. This document will be used by the independent examiner and VWHDC to help them decide if the Neighbourhood Plan meets the basic conditions.
- Consultation statement - who have we spoken to, how responded
- Environmental report - policies. VWHDC would advise on whether this is needed. A statement of reason would look at polices and if this was not needed a reason why not, which would be supplied by VWHDC.

Site allocations

Local Plan Part 2 would be published tomorrow, 9th March, and Fiona and Judy had been to a briefing which she would report back at the next Steering Group meeting. Due to the recent

availability of larger sites such as Dalton Barracks, it had been unnecessary to identify any sites around Cumnor as being required to address the Oxford unmet housing need. Therefore, there were no site allocations for Cumnor Parish included in Local Plan Part 2. This essentially restricts any further development above very small schemes within the Parish.

Trevor pushed the point about it appearing that it was therefore pointless that Cumnor Parish embark on a Neighbourhood Plan as it would have very little to influence and very few opportunities to deliver its aspirations. Will and Rachael could not disagree that this would be true as the parish is locked by the Green Belt preventing future opportunities to evolve the Parish, for it to grow sustainably, with no opportunity to provide affordable or identifiable housing for older or younger people and no way to influence development.

Rural Exception sites could be applied for but these would be outside of the Neighbourhood Plan.

Fiona Newton attended a VWHDC Local Plan Part 2 Preferred Options consultation on Monday 6 March at 7pm and submitted the following report to the group.

VWHDC has published its LPP2 which aims to deliver the Vale's share of Oxford City's Unmet Housing Need (totalling 2,200 dwellings). This figure is over and above the 20,560 houses being delivered in LPP1. LPP1 and 2 will deliver 24,718 dwellings, all close by areas of economic growth.

Category		Number of Dwellings
Housing requirement for the full plan period (April 2011 to March 2031)		22,760
Housing completions (April 2011 to March 2016)		3,065
Housing Supply (April 2016 to March 2013)	Known commitment	4,468
	LPP1 allocations	12,495
	LPP2 allocations	3,850
	Windfalls	840
Total proposed supply ( as at March 2017)		24,718

VWHDC commits to 'avoid sites that, if developed would have a harmful impact on the Green Belt'.

Sites

- Dalton Barracks 1,200 ( or more) houses by 2031 and 80 hectares in Green Belt for an open green space
- East of Kingston Bagpuize about 600 houses
- Marcham 400 houses to the northeast, 120 houses to southeast. Work needed on transport and highways given the Air Quality Management Area, so this number might be reduced. Considering Park & Ride at Marcham interchange of A34
- East Hanney 130 houses on two sites
- Harwell Campus up to 1,000 houses
- Smaller sites throughout the Vale

No sites have been allocated for housing in Cumnor Parish. However, land for a Park and Ride has been safeguarded by Bradley Farm, Cumnor and the Local Transport Plan 4 (Oxfordshire County Council) suggests a time plan of 2020 onwards.

Public consultation on LPP2 commences on 9 March 2017 and runs for 8 weeks.

Trevor raised the question 'as no site allocations had been allocated in LPP2 why produce a Neighbourhood Plan?' and would support the discontinuation of the Neighbourhood Plan. The Group discussed the pros and cons. The pros are that the work on the Neighbourhood Plan would produce an evidence base such as hydrogeological surveys, character assessments, air quality surveys and a survey of parish resident's views. The cons are that with no significant housing allocation, people may not be motivated to do the work, Council might consider the cost of production to outweigh the benefits and the financial incentive of the enhanced CIL would be negligible. The Group agreed to discuss this further once the outcome of the LPP2 consultation was known, as it may be premature to decide this now. It was noted that the decision to dissolve the Neighbourhood Plan Committee and its work lies with Council not the Steering Group. It was also

agreed to continue with the Character Assessments event on 20 March at 7.30pm in the Old School, Cumnor and producing a questionnaire. Even if a Neighbourhood Plan doesn't exist, the Character Assessments could be adopted as Supplementary Planning Documents by the Vale.

**29/17 Vision and Aims.** Deferred.

**30/17 Project Plan.** Fiona Newton asked the Group to take a look at the draft project plan and to email any comments or amendments to her. Fiona Mullin, Community First Oxfordshire would be approached for the cost of assistance in producing a budget plan.

**31/17 Communication.** It is important that all members of the group are kept informed so please copy members in on emails where meetings or events are being organised.

**32/17 Date of next meeting.** The next meeting would take place on Tuesday 25 April 2017 at 7.30pm in the United Reformed Church Hall, Leys Road, Cumnor.

The meeting closed at 9.35pm.

Signed..... Date.....2017