

## CUMNOR PARISH COUNCIL

### Minutes of the Meeting of the Neighbourhood Development Plan Steering Group held in Fogwell Road Pavilion, Fogwell Road, Dean Court on Tuesday 26 September 2017 at 7.30pm

**Present:** Julia Commons, Kathy Davies, Fiona Newton (CPC), Tim Pottle, Judy Roberts (CPC) and Tina Brock (CPC) Clerk. Julia Van-Onselen resigned 4 September 2017.

**62/17 Election of Chairperson.** Fiona Newton was elected as Chairperson. It was agreed that a Chairperson would be elected at each meeting.

**63/17 Apologies for Absence.** No apologies received.

**64/17 Declarations of Interests.** None.

**65/17 Minutes of the Meeting of Neighbourhood Development Plan Steering Group** held on Tuesday 22 August 2017 were agreed and signed by the Chairman.

**66/17 Matters Arising from the minutes.** None.

**67/17 Draft Character Assessment.** Feedback from part 1 of the draft had been received from Philip Powell who could see no issues but suggested that it should be mentioned that Coral Rag from Chawley brickworks was used to build properties in Cumnor, this information would be included in part 2 of the assessment. Will Sparling, Neighbourhood Senior Planning Officer, VWHDC made the following comments:

In response to your character assessment, this looks like an excellent start. A few key points below:

- Consider explaining what the land-use implications are for what you have found out, including why this is positive in planning terms, or what challenges arise because of the particular settlement character. So for example, where historic character results in a particular street layout, what impact does this have for development? The more said about it now, the less ‘work’ your neighbourhood plan needs to do later. It also aids implementation of your plan.
- The Blewbury NDP character assessment may be useful in supporting you to prepare your character assessment and is available here: [http://www.whitehorsedc.gov.uk/sites/default/files/BNDP\\_Plan\\_AppendixD\\_Sub\\_reduced.pdf](http://www.whitehorsedc.gov.uk/sites/default/files/BNDP_Plan_AppendixD_Sub_reduced.pdf)
- Something else to think about is the kind of policy that this will help you to prepare. Would you like a design policy, a policy to direct infill development to the most sustainable locations, or another kind of policy? This is a neat bit of guidance to have a look at if you are considering design: <https://mycommunity.org.uk/resources/how-to-prepare-a-character-assessment-to-support-design-policy-within-a-neighbourhood-plan/>

Comments from Philip Hawtin and Bernard Farr had not yet been received.

**Action:** Kathy would contact Edward Impey, Tina would contact Vanessa Cheel and Judy would contact Mary Gill to ask if they would comment on the draft.

i. Areas missing. Tim would carry out an assessment of Norreys/Bertie Road to include the history of Chawley kilns and brickworks and Harry Dickinson would be asked if he would carry out an assessment of Henwood and Chilswell.

ii. Adoption by VWHDC of the Character Assessment as a standalone document was deferred for a decision at a later date.

iii. Part 1 of the draft Character Assessment would be an agenda item for noting at the Council meeting in November.

**68/17 Cumnor Big Survey.** The Committee considered quotes received and agreed to approve the quote from Future Thinking of £3,000 which included a significant discount and Claire Tyrell-Williams giving her time for free. The quote includes, project management and database handling, questionnaire design (assume 6 page questionnaire), printing (black and white), stuffing and 2<sup>nd</sup> class postage, provision of pre-paid envelopes and return postage assuming 300 returns (return postage would be charged at cost for any additional returns), data processing and analysis assumes

300 returns (£60 + VAT for each additional 100 returns). Fiona would liaise with Claire Tyrell-Williams to update amendments from feedback received to date. Tim suggested that banners and flyers would be useful to communicate the Big Survey around the parish. Julia may be able to help with graphic design.

The Committee agreed that banners to advertise the Big Survey should be purchased and a recommendation for a request of £3,500 would be made at an Extraordinary meeting on 16 October 2017.

**69/17 Economic and Infrastructure Working Group**

- i. The Committee agreed to ask Ted Mott if he would lead the group.
- ii. Approval of Terms of Reference for the working group was deferred. Julia agreed to take a look at the TORs.

**70/17 Project Plan and Budget**

- i. Judy would contact North Hinksey Parish Councils Neighbourhood Planning Group to find out how much the hydrogeological survey they had carried out cost.
- ii. Amendments had been made to the project plan to include engagement of community and communication between working parties which Fiona would email to members.

**71/17 Local Green Spaces**

- i. Tim Pottle agreed to lead the group.
- ii. Terms of Reference for the working group were approved.

**72/17 Any other matters.** None.

**73/17 Date of next meeting.** The next meeting would take place on Monday 30 October 2017 at 7.30pm in Fogwell Road Pavilion, Fogwell Road, Dean Court.

The meeting closed at 9.30pm.

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