

Little Milton Neighbourhood Plan Steering Group
Minutes of meeting held on 15th December 2016 at The Old Stores

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Attendees

Barry Coward (Parish Councillor) - Chairman

Bertie Bright (Parish Councillor)

Raymond Fergusson (Parish Clerk)

1. Apologies

The Chairman informed the meeting that apologies had been received from Elizabeth Swabey-Collison, Kate Daunt, Ian Dennis and Mike Holifield.

2. Minutes of last meeting

The minutes of the meeting held on 30th November 2016 were accepted as true record of the meeting

3. Matters Arising

There were no matters arising that were not included elsewhere in the agenda.

4. Local Plan

The Chairman had no additional information to report on the SODC Plan but commented that the timing of its adoption would impact on the timing of when our Neighbourhood Plan would be completed as it was important that our Neighbourhood Plan was based on the latest adopted SODC Plan.

5. Use of Outside help

The Chairman stated that he had reflected on the meeting that that had taken place with Ricardo Rios and concluded that the Steering Group would benefit from the support of external consultancy. In particular the consultancy would be directed towards reviewing the evidence base and ensuring that it was at the required standard, helping to shape the plan, drafting policies and writing the Basic Conditions Statement. The Steering Group would also benefit from support during the various consultation phases and the production of the consultation statement. The Chairman stated that although a lot of work had been done in producing a number of background documents it was important that the final document met the high standard expected by an independent inspector.

The Chairman explained that he had carried out some research into consultants used by other Neighbourhood Plans and this had led him to contacting Fiona Mullins at Community First Oxfordshire (CFO) who were previously known as Oxfordshire Rural Community Council (ORCC). As a result of the discussion CFO submitted some preliminary thoughts of the work they could provide supported by a cost estimate. The Chairman had a meeting with Fiona Mullins on 12th December 2016 and as result concluded a package of work that CFO could provide. The total cost of the consultancy is £10,194 (excl. VAT).

The funding required to pay for the consultancy will be £9000 obtained from Community First and the residual balance would be funded from the £5000 received from SODC. The total funding for the Neighbourhood Plan was £14,000.

The Chairman stated that the Parish Council had supported the principle of external consultancy at its meeting on 14th December 2016.

Bertie Bright expressed his support for the use of the consultants although he emphasised that it was important that the key elements of the plan were driven by the Steering Group. The

Chairman reassured him that the consultants were essentially “polishing” up the work that the Steering Group produced and ensured that it was critiqued and presented properly to the inspector.

The meeting agreed to accept the Chairman’s recommendation for the use of external consultants and that the Chairman and Raymond would work on a schedule of payments to integrate into the grant application with Community First.

6. Village Survey

The Chairman stated that he was expecting the results the survey before Christmas.

7. Progress on outstanding consultations

The Chairman briefed the meeting on the meeting with OCC Highways on 7th December 2016. The key points that arose from the meeting were:-

- The Oxford-Cambridge Expressway that could have a major impact on the village depending upon its routing. The Expressway itself may be 15 years away but the route may be determined by the end of 2017.
- The new Thames Bridge at Culham
- OCC will look at all the Strategic options with SODC although Chalgrove is not their preferred option.
- OCC were comfortable to include roads in the NPD although some aspects may be aspirational.
- OCC working with HCA technical team to test traffic modelling volumes and will consider the mitigation required to manage the increased traffic volume.
- OCC comfortable with the principle of a bypass for Little Milton subject to funding.

The Chairman considered the meeting with OCC beneficial.

8. Evidence base-Background Document-progress

The Chairman referred to his meeting with CFO who confirmed that roads should be included in the plan. As a result the Chairman has sent some proposals concerning the evidence base to the neighbourhood planning contact at OCC for consideration and comment.

9. Impact of Chalgrove proposals on NDP

The Chairman outlined the discussions with both OCC and the HCA technical team and there are a number of factors that could impact upon the village as detailed in 7 above. It was clear that the impact of potential changes to the road network needed to be assessed and their mitigation considered within the NDP

10. Shape of the Plan & Policies

There was a brief discussion on the format of the next village consultation after the results of the village survey were known. It centred round briefing the results of the survey and the level of detail within the plan and perhaps the expectation of potential sites for development. This matter will be discussed at a future Steering Group meeting as it was important that we had a clear view of what we wanted to achieve. It was agreed that the likely date of a village consultation would be March/April but there was a need to avoid Easter which is 14-16 April.

The Chairman issued a document ‘Programme of Work’ that detailed the shape of the work to be completed. It highlighted the need to expand the Village Character Assessment and Kate, Ian and Raymond were asked to be part of the review team. An extract of The Blewbury Village character assessment was circulated as an example.

11. Drafting the Plan

The Chairman stated that he would take on the responsibility of drafting the plan with support where necessary from CFO. He stated that a large part of the basic information had been gathered

12. Overall progress

The Chairman was happy with the current progress that had been made and hopefully the results of the survey would be available before Christmas.

13. Any other business

There were no matters raised.

14. Schedule of meetings

The meeting dates after 5th January 2017 need to be determined

15. Date of next Meeting

The next meeting will be held on **Thursday 5th January 2017 at 29 Chiltern View**