

**Little Milton Neighbourhood Plan Steering Group**  
**Minutes of meeting held on 16th March 2017 at Pear Tree Cottage: Haseley Road**

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**Attendees**

Barry Coward (Parish Councillor) - Chairman

Kate Daunt (Parish Councillor)

Ian Dennis

Bertie Bright (Parish Councillor)

Raymond Fergusson (Parish Clerk)

**1. Apologies**

The Chairman informed the meeting that apologies had been received from Elizabeth Swabey-Collison.

**2. Minutes of last meeting**

The minutes of the meeting held on 1st March 2017 were accepted as true record of the meeting

**3. Matters Arising**

There were no matters arising that were not covered elsewhere on the agenda.

**4. Community First Oxfordshire/Locality**

The Chairman informed the meeting that an End of Grant Report was required to be submitted to Groundwork UK in respect of the grant received for £3003. The Chairman would liaise with Raymond to submit the report online.

**5. Impact of Chalgrove proposals on NPD**

The Chairman reported that he no further information to report and that the GVA website had not been updated since the last meeting. The Chairman stated that he would contact Charlotte Taylor at GVA to enquire about any plans for a further meeting on Strategic Corridor matters.

**6. SODC Draft Local Plan 2033**

The Chairman informed the meeting that he would be attending a briefing on the Draft Local Plan at Didcot on Tuesday 28th March at Didcot. He explained that the briefing invitation was sent to Neighbourhood Development Groups as well to Parish Councils in South Oxfordshire. It is anticipated that the briefing will clarify the locations for future housing in South Oxfordshire to meet the SMHA including any specific strategic site.

**7. Progress on outstanding consultations**

The Chairman stated that there were no matters outstanding

**8. Aspects of the Plan which are currently unclear**

The Chairman referred to the question of rescinding the status of any designated Local Green Space. He stated that he had referred the matter to Ricardo Rios a Senior Planning Policy Officer (Neighbourhood) who had informed him that he had referred the matter to the Homes and Community Agency for clarification. The Chairman said he would email Ricardo to ascertain if he now had any answer.

**9. Evidence Base V Plan Appendices**

The Chairman explained that he had received guidance from Fiona Mullins at CFO that consideration should be given to including aspects of the Evidence Base as appendices within the Neighbourhood Development Plan itself.

## **10. Evidence Base- Plan Appendices (provisional)- progress**

The Chairman detailed five possible documents that could be included as appendices

- Village Character Assessment: Final review by CFO and Steering Group
- Landscape, Character & Capacity Assessment: Complete
- Open Spaces: CFO and Landowners review
- Housing Needs Assessment: Complete
- Views Management Framework: Draft yet to be completed

The Chairman reported that he had received a report from Fiona Mullins on the revised Village Character Assessment that was supportive. The Open Spaces document had been reviewed by Fiona Mullins and she supported the proposed document but required some aspects to be enhanced to support aspects of the plan. The Views Management Framework is drafted but will be considered by the Steering Group at a future meeting.

## **11. Evidence base-Background Document-progress**

The following background documents are now completed

- Baseline Information
- Planning Factors
- Planning History (annex)
- Environmental Factors
- Infrastructure & Capacity
- Roads

## **12. Plan Documentation- progress**

The Chairman reported that the Vision, Aims and Objectives were now complete but would be subject to any change as a result of the planned consultation event.

The Chairman stated that Plan excluding the policies was at a working draft stage and would in due course be circulated for scrutiny and comment. He explained that he had a meeting arranged with David Potter of CFO. David was an ex- Planning Officer and will use his expertise to re-draft our policy needs into appropriate planning language that will with stand independent scrutiny. The meeting is scheduled at 1.00 p.m. on Tuesday 18<sup>th</sup> April to which all are welcome to attend. The actual policies have not yet been drafted.

The Consultation Statement is a work in progress and will be updated through the consultation process. The Basic Conditions Statement has not been drafted.

## **13. Village consultation event**

The Chairman reported that he had sent letters to land-owners who lived outside the village advising them of the Neighbourhood Development Plan but to date he had only received one response from Jean Gordon, the owner of the land leased to BBOWT.

The Steering Group discussed the use of display boards, posters and banners for use on the consultation evenings. The Chairman stated that he had already identified a possible supplier. Raymond informed the meeting that Hampden House on the Monument Business Park could be a source of the aids and he supplied the Chairman with contact details.

The Chairman took the Group through possible material that could be used on the evening both for those attending the drop-in sessions as well as those attending the briefing by the Chairman and the sharing in the round table discussions. Although the Chairman had not yet shared his speaking notes he had detailed a wide range of topics that he would intend to cover. The intention was to afford all those attending to comment on the aims and proposed policies either as a shared exercise or individually.

The Chairman stated that there would be a notice of the consultation evenings in the April newsletter, a copy was circulated to members, and that each household would receive a hand delivered notice of the event from a Steering Group member. It was believed that this approach would encourage villagers to attend.

**14. Proposal for stall at the village fete on 17th June**

The Chairman invited comments on the proposal to have a display at the village fete on Saturday 17th June. The Steering Group expressed their full support as they felt that it demonstrated the desire to maintain the engagement with the village. The Chairman had an idea of a quiz sheet about the village that would make the occasion more interesting. This idea was equally fully supported. The Chairman stated that he would make the necessary arrangements.

**15. Overall progress**

The Chairman expressed his satisfaction with the progress made to date but again emphasised the importance of the next few weeks prior to the consultation evenings at the end of April.

**16. Any other business**

There were no matters raised.

**17. Schedule of meetings**

The next meetings are scheduled on Thursday. 30th March, Thursday. 13th April, consultations on Tuesday. 25th April and Thursday. 27th April.

**18. Date of next Meeting**

The next meeting will be held on Thursday **30th March 2017 at The Old Stores, Haseley Road** at 7.30 p.m.