

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

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Attendees

Barry Coward (Parish Councillor) - Chairman
Kate Daunt (Parish Councillor)
Ian Dennis
Raymond Fergusson (Parish Clerk)

1. Apologies

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

2. Minutes of last meeting

The minutes of the meeting held on 31st January 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

Raymond reported that the Parish Council had been successful in its application to Locality to secure a grant of £3,003 to support the work that will be done by Community First Oxfordshire. The actual grant applied for was £3000 but the grant that was confirmed was £3003.

5. Impact of Chalgrove proposals on NPD

There was nothing to report from the last meeting except the anticipated Draft Local Plan that is scheduled for consultation at the end of March. This should make the situation clearer as to the choice of any Strategic site by the District Council. The Chairman stated that there was still some confusion as to whether the document will be a Draft Local Plan or a further consultation on the Preferred Options.

6. Village Survey

The Chairman informed the meeting that the full results of the Village Survey were now on the Community Website

<http://www.littlemilton.org.uk/shared/attachments.asp?f=3553553a%2D2a22%2D4557%2Db67f%2D2b17d70133%2Epdf>

Stratford-on-Avon District Council had now invoiced the Parish Council for £2,040 (£1700 + VAT) and this had now been paid.

7. Progress on outstanding consultations

The Chairman informed the meeting that he had received a formal response from OCC Highways in respect of the 'Little Milton Neighbourhood Development Plan Background Document Part 9-Roads'. The document that was reviewed was part of the evidence-base that was being developed to support any policies included in the Neighbourhood Development Plan.

8. Aspects of the Plan which are currently unclear

Roads

The Chairman outlined some of the feedback received from Mr Harry Davis an OCC Transport Planner as referred to in 7 above. The feedback related to the measures that could be community aspirations e.g. 20mph and HGV weight limits as these measures cannot be implemented without the involvement of the County Council as the Highway Authority. The

feedback also gave helpful comments on cross-referencing evidence that was contained in other source documents. Mr Davis included some historical traffic survey data. The Chairman also referred to a County Council website site that reports annualised traffic flows across Oxfordshire and there is a collection point just south of Junction 7 on the A329.

https://www.oxfordshire.gov.uk/cms/traffic-count-data?field_geofield_distance%5Bdistance%5D=10&field_geofield_distance%5Bunit%5D=3959&field_geofield_distance%5Borigin%5D=Oxford&=Apply

The feedback also addressed whether some of the draft proposals could be included as objectives as a Neighbourhood Plan was not able to directly influence strategic developments or proposals that were outside of the Neighbourhood Plan area.

The Chairman also informed the meeting that he had received comments from Fiona Mullins that highlighted the need for factual references as opposed to opinion within the plan as well as changes to some wording.

The Chairman stated that the feedback had been very helpful and he would reflect on the comments before circulating the final draft of the evidence-base document on roads.

9. Evidence base-Background Document-progress

The Chairman updated the Steering Group on the status of the Evidence Base in respect of the background documents:

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| • Baseline Information | Updated and complete |
| • Planning Factors | Updated and complete |
| • Planning History | Updated and complete |
| • Environmental Factors | Updated and complete |
| • Landscape Character & Capacity Assessment | Updated and complete |
| • Infrastructure & Capacity | Updated and complete |
| • Housing Needs Assessment | Updated and complete |
| • Village Character | Draft document with Fiona Mullins |
| • Roads | Currently being updated following feedback from OCC and Fiona Mullins |

The Chairman informed the meeting that following the identification of possible Local Green spaces for designation he had contacted the owners/custodians of the land to inform them of the desire to designate the space within the plan and to gain their support. This included BBOWT, the Gordon family who own the BBOWT land, Friends of Wells Farm and Kay Ward in respect of the allotments.

The Chairman referred to the paper he had issued on identifying other spaces that could be designated for protection. He emphasised the key factors that he had detailed in the proposed criteria. The Chairman suggested that evidence base document should refer to Open Spaces and not Local Green Spaces.

The Steering Group looked at a number of iconic views from both inside and outside the village and the Chairman stated that he would incorporate each location within a standard template for consideration.

10. Plan Documentation- progress

The Chairman thanked everyone for their feedback on the Vision Aims and Objectives draft document and he explained that he was changing the order of the detail within the document to make it a more logical order.

The Chairman referred to the discussion in minute 9 above in respect of the Views Management Framework. The Steering Group will consider a draft of the proposed views within the framework that had been circulated to Steering Group members.

The Chairman explained that he had done some preliminary work on the Policies that could be included in the Plan but they were not at a stage to be shared with the Steering Group.

The Chairman stated that he had documented the first round of the consultations that had taken place and the paper was with Community First Oxfordshire for their comments but had not yet completed the Basic Conditions Statement.

11. Village consultation

The Steering Group discussed the draft paper that the Chairman had circulated as part of the papers for the meeting. It was agreed that it was important to try and stimulate a high level of interest in the proposed consultation evenings in the Pine Lodge to maximise the attendance. The next meetings leading up to the consultation evenings will focus on the pre-event publicity and pre-event material as well as the structure of the evenings. The Chairman shared some examples of material he had generated through Vistaprint as well as suggestions of aids that could be used on the evening. It was agreed that Community First Oxfordshire should be asked to help with the structure of the evening using their previous experience

12. Overall progress

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

13. Any other business

There were no matters raised.

14. Schedule of meetings

The next meetings are scheduled on Wednesday 1 March, Thurs. 16th March, Thurs. 30 March, Thurs. 13th April, consultations on Tues. 25th April and Thurs. 27th April.

15. Date of next Meeting

The next meeting will be held on **Wednesday 1st March 2017 at The Old Stores, Haseley Road** at 7.30 p.m.