

**Little Milton Neighbourhood Plan Steering Group**  
**Minutes of meeting held on 5th January 2017 at 29 Chiltern View**

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**Attendees**

Barry Coward (Parish Councillor) - Chairman  
Bertie Bright (Parish Councillor)  
Ian Dennis (Resident)  
Kate Daunt (Parish Councillor)  
Raymond Fergusson (Parish Clerk)  
Fiona Mullins (Community First: Development Officer)

**1. Apologies**

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

**2. Minutes of last meeting**

The minutes of the meeting held on 5th December 2016 were accepted as true record of the meeting

**3. Matters Arising**

The Chairman confirmed that he had received confirmation from SODC that the Neighbourhood Development Plan did not require a Strategic Environmental Assessment (SEA)

**4. Community First Oxfordshire**

The Chairman welcomed Fiona to the meeting and asked her to explain the support role that Community First Oxfordshire would have in the delivery of our Neighbourhood Development Plan. Fiona gave a brief description of the history of Community First Oxfordshire and referred to its previous title of Oxfordshire Rural Community Council (ORCC). She emphasised that their approach was to help communities help themselves. She outlined the team that would be available to the Steering Group and it included David Potter an experienced planner who had a wide experience in Local Government and planning related matters. The role of Community First was to provide a continuous support to the project that was not always available from the SODC Team. Fiona highlighted the need to demonstrate meaningful community engagement as this was an important part of the process. She stated that SODC would appoint a suitably qualified and experienced person to carry out the independent examination of the Neighbourhood Plan. The Inspectorate would examine the plan to ensure that it met the 'basic conditions' and other requirements set out by law. If the independent examiner recommends that the plan required some changes then the matter is taken up by the Planning Authority who would decide what changes, if any, were necessary to allow the Plan to go to the referendum stage. She stated that it was possible for the Neighbourhood Development Plan to be withdrawn by ourselves or SODC could decide not to allow it to go forward to the referendum stage.

The Chairman outlined the phasing of the support from Community First Oxfordshire to match the funding that we would seek from My Community, a Government agency that provided financial support for the development of Neighbourhood Development Plans. It was agreed that the first phase would be for £3000 and would be paid by the 31<sup>st</sup> March 2017. The balance of £6,000 would be matched to the agreed timing of the forward programme. The Chairman and Treasurer would liaise over the timing of the grant application to My Community.

## **5. Local Plan**

The Chairman stated that the next consultation on the Draft Local Plan was expected in March 2017 and is likely to be in the form of a more comprehensive document than simply an update to the Preferred Options previously consulted on. He stated that the Local Plan was anticipated to be adopted by SODC in the first quarter of 2018.

The Chairman reflected that the need to ensure that the Neighbourhood Plan reflected the latest Local Plan made it more likely that the timescale for the Neighbourhood Plan would be longer than he first anticipated.

## **6. Village Survey**

The Chairman reported that he had circulated the raw data received from Simon Purfield of Stratford upon Avon District Council. The reports circulated were Part A Household, Part B Residents View and details of the responses to open questions included in the survey. The Steering Group reviewed the reports and noted any points of interest. The Chairman expressed the view that the results were broadly in line with what might have been expected although there was an indication of a slightly higher level of need for new houses over the next fifteen years.

## **7. Progress on outstanding consultations**

The Chairman reported that he had sent information to Karina Santiago at OCC Highways following the meeting that took place on 7<sup>th</sup> December 2016.

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

The Chairman updated the group on the status of the documents that make up the evidence base that supports the Neighbourhood Plan. He stated that the website would be updated to allow them to be viewed by all relevant parties.

## **9. Objectives and Priorities**

The Chairman stated that the priority was to complete the evidence base and the next meeting would focus on Section 3: Environmental Appraisal; Section 4A: Village Character: 4B Landscape Character & Capacity; Section 7: Housing Needs Assessment

## **10. Impact of Chalgrove proposals on NDP**

The Chairman stated that the Chalgrove proposals were outside the scope of the Neighbourhood Plan except for the impact of any infra-structure changes to mitigate the increase in traffic volumes. He stated that the Neighbourhood Plan should recognise the environmental impact to minimise the impact upon the village.

The Chairman reported in general terms the proposed meetings scheduled by the HCA later this month and that he was trying to establish a further meeting with the HCA team on the Strategic Corridor implications that had already been identified for Little Milton.

## **11. Shape of the Plan & Policies**

The Chairman reported that good progress had been made with the evidence base in its final stages of completion. The policy sections were outstanding but would be progressed in the coming weeks.

## **12. Village consultation**

Fiona emphasised the need to ensure that the village consultations were meaningful and not a token gesture. There was a discussion as to the timing and format of the first consultation with the village and it was agreed that post Easter would be better as it would allow more time to prepare for the session. Fiona stated that she would prepare a Consultation Strategy for the group to consider and would include a possible structure for the day. The Chairman would liaise with Fiona. It was agreed that the February newsletter would include a summary of the results from the questionnaire

### **13. Overall progress**

The Chairman thanked the group for their support in moving the Plan forward although the overall timetable may be extended over that originally envisaged.

### **14. Any other business**

There were no matters raised.

### **15. Date of next Meeting**

The next meeting will be held on **Thursday 19th January 2017 at Pear Tree Cottage, Haseley Road** at 7.30 p.m.

Other meetings are planned for Thursday 19<sup>th</sup> January, Tuesday 31<sup>st</sup> January, Wednesday 15<sup>th</sup> February, Tuesday 28<sup>th</sup> February.