

CUMNOR PARISH COUNCIL

**Minutes of the Meeting of the Neighbourhood Development Plan Steering Group
held in the United Reformed Church Hall, Leys Road, Cumnor
on Monday 11 June 2018 at 7.30pm**

Present: Kathy Davies, Fiona Newton (CPC), Carol Philip, Ted Mott, Tim Pottle, Julia Richardson (CPC), Judy Roberts (CPC), Chris Scruby, Chris Westcott, Laurence Waters (visitor) and Tina Brock, Clerk.

38/18 General Data Protection Regulation (GDPR). Members, who were not Councillors, completed the GDPR consent to hold contact information form.

39/18 Election of Chairperson. Fiona Newton was elected as Chairperson. It was agreed that a Chairperson would be elected at each meeting.

40/18 Apologies for Absence. None received.

41/18 Code of Conduct. Deferred as Nicholas Cole and Esme Murphy did not attend the meeting.

42/18 Declarations of Interests. None.

43/18 Minutes of the Meeting of Neighbourhood Development Plan Steering Group held on Thursday 10 May 2018 were agreed and signed by the Chairperson.

44/18 Matters Arising from these minutes. None.

45/18 Character Assessments (CA).

- i. Update on actions from the previous meeting. Missing areas.
 - a. Norreys Road, Cumnor. Tim Pottle has completed and would forward to Fiona Newton. Fiona would contact Peter Scatchard who carried out the original CA for Chawley Lane, Cumnor.
 - b. Turnpike Road, Clover Road and Halls Close, Cumnor more detail is needed. A CA still needs to be completed for Barnes Close, Cumnor. Fiona Newton and Dudley Hoddinott (CPC) to carry out.
 - c. Appleton Road, Cumnor - Ted Mott to complete by the end of June and send to Fiona Newton.
 - d. Lower Cumnor Hill. Carol Philip wishes to meet with the 8 residents who carried out the draft CA to discuss the input she wishes to add. Fiona Newton will arrange a meeting.
 - e. Farmoor - completed. Fiona Newton would check to see if Swinford had been included.
 - f. Henwood and Rockley - Fiona Newton would chase Lynn Carter who was making additions.
 - g. Chilswell - completed. Kathy Davies to send to Fiona Newton.

The CA's are living documents and once additions/amendments had been made would be uploaded to the website

Actions: Fiona Newton to: contact Peter Scatchard, carry out CA for Barnes Close with Dudley Hoddinott and arrange for Carol Philip to meet with original authors of the CA for Lower Cumnor Hill and check to see if Swinford had been included in the Farmoor CA.

Ted Mott to complete Appleton Road, Cumnor CA by the end of June.

Kathy Davies to send the Chilswell CA to Fiona Newton.

46/18 Cumnor Big Survey.

- i. Review of the results.

Chris Westcott and Chris Scruby had incorporated comments received from members and Claire Tyrell-Williams, Future Thinking. A footnote would be added to section 5 Local Amenities that respondents were also referring to amenities not just within the parish but also local to the parish for clarification and transparency. The raw data would be available to

view on the website with any data that could identify an individual removed. Members to take a second look at the Big Survey and email any comments to Chris Westcott or Chris Scruby by Thursday. The Group thanked Chris Westcott and Chris Scruby for producing the document.

Action: Chris Westcott and Chris Scruby to incorporate any comments received by Thursday.

Sam Townley, VWHDC Neighbourhood Enquiries Officer forwarded examples of policies which included examples of Vision and Objectives. The Vision and Objectives which came out of the initial meeting in 2016 need to be revisited. The Group agreed that Judy Roberts, Chris Westcott and Fiona Newton would meet to review the Vision and Objectives and bring a draft back to the next meeting.

Action: Meeting to be arranged to review Vision and Objectives.

Judy Roberts had contacted David Kay, Chairman, North Hinksey Neighbourhood Plan Group for information on the company they used to carry out a Hydrogeological Report and would forward the information to Fiona Newton.

Action: Judy Roberts to forward information and to contact David Kay NH NP Group to discuss methods used for developing policy writing.

ii. Cumnor Big Tour. Julia Richardson talked through the draft communications plan.

Contact MP Layla Moran during the summer recess to share the results of the Big Survey. The Group agreed that Kathy Davies could forward Section 4 in the Big Survey which included the results of the survey on traffic and noise to MP Layla Moran. Judy Roberts would invite MP Moran to a meeting to discuss the issues raised in the Big Survey to see if any fit in with her objectives.

Present the Big Survey to the Parish Council. Chris Westcott and Chris Scruby would present the findings at the next Parish Council meeting on 2 July.

Sharing the results with the parish. Artwork to be produced to inform residents that the 'results are in', to include the website address and what the top key 5 priorities are. Banners and artwork to be placed around the parish, school fete (23 June), village fete (30 June) and Matthew Arnold School. Article to be submitted to Cumnor Parish News.

Draft a press release. Send to Andrew Maxted, VWHDC Planning Policy Project Lead, Ian Hudspeth, Leader of OCC, Roger Cox, Leader of VWHDC, put on the website and possibly submit to the Oxford Mail.

Action: Kathy Davies to pass on Section 4 of the results to MP Moran,

Judy Roberts to arrange a meeting with MP Moran.

Chris Westcott and Chris Scruby to attend the Parish Council meeting on 2 July.

Julia Richardson to arrange for info graphics to be produced.

Chris Westcott to inform Julia Richardson of the top 5 prioritise.

47/18 Landscape Character Assessment (LCA).

- i. Lepus Consulting. Fiona Newton, Kathy Davies, Judy Roberts. Chris Westcott and Tina Brock met with Neil Davidson Lepus Consulting on Thursday 7 June. During this initial meeting Lepus Consulting were informed of the evidence gathered which was available on the website www.cumnorneighbourhoodplan.co.uk and made aware of the proposed Park & ride in Cumnor and the Oxford to Cambridge expressway and the impact on the parish. This was followed by a tour of some of the areas in the parish to be included in the LCA. Tim Pottle said that the Green Spaces Working Party had produced a list of green spaces that should be included. The project timescale was expected to be 4 weeks. Fiona Newton requested that when the draft version was emailed round, members confirmed whether they had any comments or not.

Action: Tim Pottle to forward list of green spaces to Fiona Newton to forward to Lepus Consulting,

- ii. Funding. Locality Funding for carrying out the LCA of £5,488 had been received.

48/18 Local Green Spaces. Tim Pottle reported that the draft audit was nearly complete and specific sites were being considered for designation. Designating a site is for lifetime and gives it

greater protection than areas in the Green Belt. Areas can be designated without the land owners' permission.

Action: Tim Pottle to contact Sam Townley, VWHDC Neighbourhood Enquiries Officer for advice on designating green spaces where a land owner cannot be identified. To consult with the Local Green Space working party on designating land that belongs to Oxford University or Oxfordshire County Council without permission. To report back by October.

50/18 Any other matters.

- i. Quotes to be sourced for an outside body to write policies.
- ii. Terms of Reference for the NP Steering Group to be amended. Under the heading Substitutes to include the wording 'If a member of the group **from a specified group ie VWHDC, OCC are** unable to attend a meeting.....'. This was agreed. The amended TOR's would need to be approved by Council at its next meeting.
- iii. The group discussed expanding the Economic and Infrastructure Working Group to include tourism and Leisure. It was agreed that a business that had a physical footprint would be classed as a business to capture land use in the parish. Alongside this a list of residential businesses would be included.

Action: Judy Roberts to create a list of local businesses with land and residential.

51 /18 Date of next meeting. The next meeting to be advised.

The meeting closed at 9.30pm.

Signed..... Date.....2018