

Blewbury Neighbourhood Plan Steering Group

Action Notes agreed at meeting on 16 November 2015, Manor Barn

Present: Dermot Mathias (DM - Chair), Ian Bacon (IB), Nick Chancellor (NC), Eric Eisenhandler (EE), Richard Farrell (RF), Lydia Inglis (LI), Miriam Jacobs (MJ), Jo Lakeland (JL), Mike Marshall (MM), Alex Musson (AMus), Pat Mattimore (PM), Anne Millman (AM), John Ogden (JO), Charlotte Perry (CP) Gwyn Rees (GR).

Apologies: Angela Hoy (AH), Chris Lakeland (CL), Helen Mathias (HM) Andrew Maxted (AMax)

1. **Minutes** of the meeting held on 2 November were agreed, with the amendment that the Parish Council meeting was held on 12/11/15 not 5/11/15

2. **Matters arising** not otherwise on the agenda:

Sustainability scoping/SEA. Written response regarding necessity of an SEA from AMax has yet to be received. Item to be carried over to next meeting.

3. **Village Character Assessment**

Reviewing the draft received on 14/11/15 LI highlighted the thoroughness of the text, compliance with best practice, and the fact that it covers the whole of the village (not just the conservation area). LI also remarked on the need for pictures and graphics to break up the text and illustrate key points, as well as the need for amendments to factual errors and literals.

Actions

- All members of the BNDP group to send comments on the draft to LI by the end of Wednesday 18 November
- LI to liaise with Dorian Crone (DC) by telephone or in person, requesting: i) inclusion of pictures and graphics, including a map to highlight views; ii) amendments to literals and errors, using a list provided by BNDP; iii) guidance on preparation of / translation of findings into policies
- IB, NC or DM to support this as required

4. **Outstanding points on the Plan**

EI had circulated notes on the status quo of the 8th draft of the Plan summarised as follows:

- (i) Executive summary: the short summaries of the policies themselves need to be updated after policies are finalised
- (ii) Aims and objectives: the policy numbers shown against each objective need to be updated after policies are finalised
- (iii) Our village: has now been edited

- (iv) Housing Needs: has now been edited
- (v) Landscape Assessment: has now been edited
- (vi) Village Character Assessment: new chapter will be included when report is finalised
- (vii) Design statement: rewriting and re-organisation held off to wait for Village Character Assessment
- (viii) Policies: refined by NC.

Actions:

- IB to await this report and then work with LI on design policies
- DM to forward next iteration of Village Character Assessment to Dave Chetwyn
- Village envelope: sub group agreed to recommend commitment to a 'red line', contrary to AMax's advice. Agreed to include a line in next iteration of the Plan and forward to AMax for comment.

5. Consultation

Open Meeting 22/11/15

Promotion: noted that posters were already up

Action: AMus to write Stop Press item

Display Boards: 15 (more available if needed from IB) featuring 12 FAQs; Landscape Assessment map; flow chart of next steps; list of policies; materials from February meeting as required

Print Materials: full sets of FAQs available on side tables

Content / format:

14.00 Doors open / displays

15.00 Panel (IB, NC, EI, DM, AM) provide short verbal presentation on process to date; vision, aims and objectives; content of Plan

c15.20 Cluster group discussions facilitated and noted by members of the group

c 15.45 Reconvene to share key points and next steps

Action: AM develop and circulate topic guides for Panel and Cluster groups

Followup

- Agreed in principle to start consultation early in 2016
- Request AH to check availability of Village Hall in January

6. AOB.

DM reported he had been successful in applying for an additional grant to support the development of the Plan. The original contract with Dorian Crone had been for £3.5k, which is a reduction on his normal rates. The group agreed to increase this to £5k subject to available funds, which are now in place. Also noted that Dave Chetwyn had submitted an invoice for an input of six days at £3k: DM has negotiated to ensure that there is one day still in hand on this contract, and will be used for a review of draft policies.

- 7. **Date of next meeting.** Monday 7th December 7.30pm, Melland Room (DM to check availability)