

## **BPC Neighbourhood Plan Advisory Committee**

**Minutes of the meeting held on Wednesday, 24th. May, 2017**

**7.15 p.m. in the Botley Centre Committee Room**

**Present:** Cllr. Colin Mercer, Vice Chairman (CM), Cllr. Lesley Bowler (LB), Cllr. Ron Clark, Cllr. Jeff Jones (JJ) Cllr. Sue Grinham (SG), Cllr. John Gorham, Hugh Dixon (HD), Bob Nimmo (BN), Derek Oswald (DO), Stephen Wildin (SW).

David Grinham, Chairman (DG) participated in the meeting by digital link.

Cllr. Mercer chaired the meeting.

### **1. Apologies:**

There were no apologies.

### **2. Minutes of the previous meeting on 19.04.17**

The minutes, as amended and reissued on May 2nd, were agreed as a correct record.

Proposer: CM.      Seconder: LB.      All in agreement

### **3. Matters arising:**

There were no matters arising.

### **4. Working group updates**

#### **(i) Housing**

This is well on its way. DG, CM and SW met recently with Tony Charles (TC) to discuss the progress of the Housing papers and the next steps. TC has strengthened up the wording of the Housing Topic Paper, to conform with the requests of this committee. The Planning Policy Framework section has been removed and rewritten as Topic Paper 2 and he has also produced the Housing Chapter.

CM reported that the Parish Council has also asked TC to quote for writing the policy for Design and Materials

#### **(ii) Transport**

This is also proceeding well. CM will issue the next draft for the working group by the end of the week. The Parish Council has agreed their strategy for the proposed HCC traffic and road measures at Boorley Green (BG), which include:

- Possible closure of Maddoxford Lane and/or Oatlands Road and Crow's Nest Lane.
- Traffic calming on upper Maddoxford Lane
- 30 mph limit extended to Chancellors Lane.

The Secretary (RN) commented that the residents of BG might have different opinions, which must be taken into account.

### **(iii) Heritage**

The Heritage draft document has been submitted to SW for general comment or suggestions. HD thanked RN and BN for their contribution.

### **(iv) Communications and Consultation**

DO reported that the working group has produced and submitted a press release, an article for Botley Bridge and a definition of the Neighbourhood Plan for the website. There was also a discussion paper regarding the aims and purposes of the C & C group.

### **(v) Social and Physical Infrastructure**

This group has not yet been formalised and lacks a leader. However, work has already been done on some of the topics which had previously been in other sections.

JJ reported that he and Kevin Barton (KB) were working on Education. RN said that one of her neighbours is a young father who has recently joined the Botley School governors and is interested in what we are doing. She thought that he could represent the views of a younger generation. JJ suggested that he contact KB.

RN and BN are writing a draft for Tourism. Footpaths and Bridleways also needs to be added to S & PI. Vanessa Bord and Stephen Radmore have done some work on this already and SG is also involved.

Further discussion followed. DG said that we should press forward with the three principal topics, Housing, Transport and Heritage. Other topics were not so immediately vital and must not be allowed to disrupt the timeline for the essential items. An early consultation must be put in place. He also suggested that a priority list be drawn up for TC to work on, with a skeleton financial plan from the PC to cover this. However, CM said that TC preferred to be given a positive task for which he would then quote.

SW thanked the group for responding positively to his project plan and producing items for inclusion promptly. He appreciated the time that volunteers were giving to the programme.

## **5. Overall progress report**

## **(i) Presentation**

SW introduced a review of progress. He presented a documented road map for the NP, starting with the progress to date and moving on to future stages.

Next actions to take were:

- To prioritise actions.
- To involve the community as widely, and as soon as possible. This input is vital and we must ensure that all residents have the chance to be involved and to identify their areas of concern.
- To build the evidence base from these consultations by setting up designated focus groups.

His suggested milestones were to complete the final Topic Papers and public consultation by August 31st. the NP draft by the end of September and the final NP document by late October. SG pointed out that there would be problems with the summer holiday period intervening. SW said these were just aiming points and the timetable could change.

HD suggested that the sub-groups should each pick out the key points from their policies for community consultation. DO said that the documents could then go to the C&C group.

## **(ii) Next steps**

TC has advised that, even if we start consultation immediately it is likely to be a year before the final presentation is ready. Therefore it is essential that we progress this.

However, there is a discrepancy between submitting the main topics of the Plan quickly, and doing thorough consultation, which will need quite a lot of time. We can't go ahead without consultation and "must show due diligence". (SG). LB pointed out that we had already done one round of public consultation and these results should be incorporated in the draft Plan.

SG asked if we can submit a first draft to EBC and then say that the plan has become Emerging? Can it be changed later? CM and SW said it can be updated as many times as we like. DG warned that there was a danger of developers getting word of the Plan and

we should get it submitted at the first possible point, fleshing it out later as necessary. It might also then influence the Borough's Local Plan.

Clearly it is essential to clarify at what point an NP becomes Emerging. TC has agreed, verbally, to accompany our representatives to a meeting with EBC. Therefore it was proposed that Louise O'Driscoll be approached to arrange for appropriate members of the Planning Department to meet as soon as possible with DG, CM, SW, and TC. The Chairman will send an official letter of request (to be drafted by SW).

Proposed by: SG    Seconded by: SW.    All were in agreement.

In order to proceed with a possible early submission it will be necessary to agree TC's Housing Papers. The Housing group will therefore meet within the next two weeks to review the documents before presenting them to the whole Committee.

It was then proposed by DO that the Advisory Committee should meet before the end of June to approve TC's draft Housing Papers, and our Transport and Heritage papers also, if they are ready. This was seconded by BN and agreed unanimously.

#### **6.    Sub-team effective working**

SG requested that sub-groups should make sure that all the members of the group were involved in any discussion, action or decision. HD said it would be helpful if members' phone numbers could be made available, so the Secretary asked everyone to send their contact details to her for circulation.

#### **7.    Any other business**

LB volunteered to join the Transport group.

#### **8.    Date of next meeting:**

Monday, 26th. June at 7.15 in the Committee Room.

R.A.F. Nimmo

Secretary

6.06.17