

## Appleton with Eaton Neighbourhood Plan Steering Group Meeting

# MINUTES

**When:** Monday, 18<sup>th</sup> September @ 7:30pm

**Venue:** Appleton Village Hall, Committee Room

**Present:** John Adams (JA), Susan Blomerus (Parish Clerk), Mary Carey (MC), Jane Dymock (JD), Kerrie Gaughan (KG), Liz Gilkes (LG), James Mansfield (JM) (Chairman), Fiona Mullins (FM)(Community First Oxfordshire), Mark Richards (MR), Claire Salmon (CS)

**NP124 Apologies for absence:** Annewen Rowe

**NP125 Declarations of interest:** None

**NP126 Signing of the minutes:** The minutes of the 24<sup>th</sup> July meeting was signed as a true record

**NP127 Matters arising from the previous meeting and not appearing elsewhere on the agenda:**

Richard Dick has resigned from the Neighbourhood Plan Steering Group

**NP128 Draft Neighbourhood Plan (NP):**

Community Connectivity: CS has amended the Community Connectivity Appendix and copies were distributed amongst steering group members. CS has added in the appendix that Oaksmere is Appleton's dangerous area. FM asked if the steering group has a policy that links to the appendix. To the steering group's knowledge, this has been removed from the NP draft.

A community connectivity policy will need to be drafted. FM will assist with this.

Housing infill policy: MC has had a look at Longworth's infill policy and a few other similar sized villages NP's. MC said that she needs more feedback from the steering group and she did not have enough understanding of what the village would like to draft this policy.

MC said that this policy needs to be focused, simple and carefully worded so that future developments are not restricted. MC

KG suggested calling this policy 'Windfall sites' rather than 'Housing Infill.' FM will ask the Community First Oxfordshire (CFO) planner for advice regarding this policy.

It was mentioned that it is very important that the community understands the issues and what the NP is aiming to achieve, and that the steering group has listened to the community. FM said that this is why the consultation statement is very important. The consultation statement will show that the steering group has informed the community about NP issues. The community will then need to vote at the referendum.

Design: KG is working on this

All policies need to be sent to JD before the second week in October.

JD went through the minutes of the last meeting and made changes to the draft neighbourhood plan. JD needs all amended policies. Once all policies have been received JD will send the completed draft plan to JM and FM who will then have a meeting to review the NP. Planning officer, Andrea Pellegram, will look at the emerging draft in October.

The steering group were reminded that policies must not be restrictive but rather encouraging.

FM said that it would be helpful to include a list of costing for the list of projects.

**NP129 Green Spaces and Views:** FM has not seen the evidence on Green Spaces and Views. FM said that Green Spaces Policy can be a very solid policy if it has evidence. JD has only completed the Green Spaces policy, which she will send to FM via email. FM said that views policy will be easy to put together.

**NP130 Village Character Assessments:** LG informed the committee that the village character assessments have been completed and she is now drafting the conclusions but needs assistance. KG volunteered to look at the

conclusions as it will be linked with the designs policy. KG will read what is in the document and pull out general conclusions. JA volunteered to do the map work for the assessments.

**NP131 Strategic Environmental Assessment Screening:** The clerk will complete this and send to the Vale of White Horse District Council

**Basic Conditions Statement:** Community First Oxfordshire will draft this statement

**Consultation Statement:** MR is drafting this statement. KG and FM will assist MR with this.

**NP132 Identify next steps and allocation of jobs:** The next stage is pre-submission. The Neighbourhood Plan and appendices will go out for consultation. The steering group will need to organise a meeting that will entice members of the public to attend. It was suggested to have this meeting in November. The Events Group will organise this meeting.

**NP133 Date of next meeting:** 16<sup>th</sup> October 2017, CS gave her apologies

**Meeting closed 8:57pm**