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| Eye & Dunsden Parish NDP Steering Meeting Minutes: 26 March 2020  |
| **Attendees:** David Woodward, Richard Berkley, Nick Marks, Ian Dick, David Breeze, Howard Crews, Sharon Brentnall (for part)**Apologies/not present:** Claire Murdoch, Debbie Simmons, Nicola Furlong, John Spooner, Nick & Anabella Marks, Ian Pringle, Julie & Steve Nicolson, Keith Maher, Andrew and Caroline Dunn, Peter Walton, Robbie, Sara Steward, Ginny/Peter ThomasDavid Woodward welcomed and thanked Sharon Brentnall of Bluestone Planning Partnership LLP for joining the meeting.Howard Crews kindly agreed to take the minutes. All are requested to be ready to report back on their actions at the next meeting. |
|  | Minutes / Action Points | Who | Complete by |  |
| 1 | **Previous Minutes** - the 20th February 2020 meeting minutes were agreed and adopted. | NDP SG  |  |  |
| 2  | **Consultancy Options** – Sharon Brentnall introduced Blue Stone Planning (BP) and referred to the services they can provide to an NDP process including funding applications, advising on the vision, objectives and content of an NDP, completing surveys and assessments, gathering evidence, drafting policies and assisting in the management of the an NDP process.It was noted BP advised Shiplake NDP on Grant Funding / Design Code / Character Appraisal / Plan Policies / Consultation Statement / Basic Condition Statement / Examination and had work with closely with Liz Allen Landscape Architect on the Shiplake NDP so was familiar with the Parish of E&D.**Funding:**SODC: £5,000: ID reported that a grant application by the April deadline was imminentE&D PC: £4,000-5,000: DW reported the PC were looking into providing some grant funding.LOCALITY GRANT (LG): £9,000-20,000: SB raised LGs that are payable on approval to fund the costs of professional assistance and advice. Application forms are available from the 20th April. BP can assist with the application forms preparation and submission. BP’s fee would be £73 / hour +VAT and a budget of £175.20 inc VAT was agreed. DW confirmed E&DPC would fund BP’s fee for preparing and submitting the application and would instruct them accordingly.A general discussion then continued that covered the following points:* **A first draft of vision and objectives** of the plan needs to be agreed to start the process. DW agreed to draft by next meeting. The proposed Neighbourhood Questionnaire should assist with this.
* **Development Control** – design-based policies are probably better than allocating specific sites for housing development as there is no requirement for the parish to put forward possible sites. Design based policies will help control the form of infill development. SODC’s SHELAA process includes a number of sites in the parish landowners have nominated for development & will continue to inform the NDP <http://maps.southoxon.gov.uk/gis/?cat=appl&ref=4>
* **Landscape Buffers** – need to demonstrate that high value landscapes should be protected and key views identified. A Landscape Appraisal would be required.
* Consider the need for a Public Rights of Way Assessment, are any R of W’s being compromised?
* **Reading Transport Plan** – Park and Ride, Henley Road, need to demonstrate the site unsuitability. Consider flooding, ecology, bio-diversity and landscape/views.
* **Character Appraisal** – Any appraisal would be based on the Oxford Assessment / RTPI standard and consider site density, local vernacular, gaps between buildings, design/style, vegetation, listed buildings, historic buildings and monuments.
* **Environmental and sustainability issues** (in terms of climate crisis)
 | Ian DDavid WDavid WDavid W | 1 April 23rd April 20th April |  |
| 3 | **Consultancy Need** – subject to budgetary approval and grant funding it was agreed that character, landscape, public rights of way and ecological assessments will be required. It was also agreed BP and Liz Allen should be instructed for the character and landscape assessments. Either consultant could complete the rights of way assessment and could decide to report jointly. It was further agreed BP are to be instructed to advise on the overall NDP process including compiling evidence and policies, health checking and submissions of the various stages.DW agreed to look into ecology / environmental consultants.  | NDP SG David W | 23rd April |  |
| 4 | **Matters Arising** - DW thanked DB for reviewing Reading Borough Council’s Local Plan and Transport Strategy and working with him on the NDP Background document. DB stated consultants should be instructed ASAP and that the Vision and Objectives are needed quickly. DB felt that the NDP should focus more on environmental issues as a tool to prevent new housing and infrastructure schemes being permitted.  | NDP SG |  |  |
| 5  | **Further Progress** - DW agreed to draft the Terms of Reference document with assistance from steering group members as and when required.  | David W / NDP SG | Next meeting |  |
| 6 | **Questionnaire** – For the benefit of the proposed house survey HC asked that where residents are willing to give their contact details on the questionnaire it would be useful if they are asked to state the number bedrooms their dwelling has and give an approximate date of construction if known. DW to Discuss with CM. HC has prepared a draft house survey check list and will forward to DW though acknowledged the Character Assessment may supersede the need for the house survey now. | David W Claire MHoward C  | ASAP |  |
| 7 | **Future roles and activities** – Agreed that:Nick Marks to lead minerals, flood risk, and the Thames path as an amenity.Howard Crews – to be SODC planning lead. | NDP SG | Ongoing  |  |
| 8 | **Next Steps / AOB** Whilst acknowledging the current Corona Virus situation it was agreed the NDP process can still continue with the steering group working remotely.  | NDP SG |  |  |
| 9 | **Next Meeting Thursday 23rd April, 5pm via Skype.** | NDP SG | 23rd April 2020 |  |