

Eye & Dunsden NDP Steering Group Meeting Minutes 15th May 2023

Attendees: John Plumer (Chair), Deborah Simmons, Ian Dick, Suzanne Abrahams, Richard Berkeley, Howard Crews
Ricardo Rios (SODC/South & Vale), By Zoom: David Breeze,

Apologies: David Woodward, Nick Marks, Mandy Sermon .

All members 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 minutes of the 20 th March 2023 were agreed and adopted.	SG/S-G Members	
2.	INTRODUCTIONS JP Introduced and welcomed Ricardo Rios (RR) to the meeting. RR is the Head of Neighbourhood Planning at SODC/S&V, RR replied to explain he heads a small team at SODC/S&V who are available to assist and support NDP Steering Groups from policy drafting to the process of getting an NDP adopted.	SG Members Note	
3.	ACTION POINTS Funding JP explained that he still awaiting the fee reconciliation statement from SB in order for the Action Plan to be finalised and a new SG budget for 2023/24 to be prepared and additional grant funding required to be considered by the Parish Council and other sources such as The National Lottery Communities Fund, and Locality. JP agreed to discuss further with ID once the Bluestones reconciliation was received.	John P Ian D SG Leads	ASAP
4.	MATTERS ARISING NDP Progress JP explained that Bluestone had missed their own deadline set at the 30 th April 2023 to review and reissue the draft NDP. Having chased up SB for the draft plan and Local Green Spaces Report SB had undertaken to issue the draft NDP on the 16 th May 2023 and she will separately upload the LGS and Character Appraisal and Design Code documents later. On the assumption the draft plan is received shortly discussion then ensued how best to review it and get any fundamental issues back to SB for comment ready for the plan to be submitted to SODC for their initial review shortly. The Steering Group agreed that the Review Sub-Group (JP, DW, DB, HC) should review the plan, at this stage to <u>only</u> concentrate on any fundamental issues, objectives or themes before submission to SODC. JP undertook to circulate the plan as soon as it is received in order to get comments back to SB ahead of her forthcoming holiday <u>25th May – 9th June</u> so the plan can be submitted to SODC whilst she is away. It was also agreed that JP will get the name of a contact at Bluestone who can act on their behalf during SB's absence on holiday. Green Corridor Study JP agreed to follow up NM regarding the current status of the Green Corridor Study including public and TVERC comments in order to finalise the study ready for the forthcoming public consultations. Character Appraisal & Design Code HC raised concern that the Character Appraisal and Design Code have never been reviewed and required a sense check. It was agreed that the Review Sub-Group should review these documents also and that HC will liaise with the Review Sub-Group members.	JP SG Members Note John P Nick M Howard C	ASAP ASAP ASAP
5.	SODC SUBMISSION RR commented that the Steering Group had progressed the NDP to quite an advanced stage without consultation on the proposed policies compared to other groups in the District. RR acknowledged that the Steering Group were looking to commence the Regulation 14 consultation shortly and suggested that draft plan and supporting evidence documents are submitted to SODC as soon as possible. RR offered that if this could be done by the 29 th May 2023, he would personally review the draft policies of the plan and complete a brief check to ensure the 'basic conditions' for the NDP are being met and that there are ' no showstoppers ' before he goes on holiday on the <u>5th – 25th June 2023</u> . RR went on that SODC would normally require a minimum of 2 weeks to complete the review but if the documents <u>couldn't</u> be submitted for him to review before he went on holiday, he advised that the earliest date they should be submitted is the 8 th June 2023 as his team had other consultation deadlines up to the 7 th June. Emma Wright will be the officer dealing with the plan in RR's absence on holiday. The submission to SODC should include the draft plan, evidence base documents and any formal representations made from interested parties following any informal public consultations to date i.e. Stantec and Savills. The documents can be emailed to planning.policy@southandvale.gov.uk or owing to their size, 'Drop Box' or 'WeTransfer' can be used. RR also commented that for the Regulation 14 submission the draft plan should appear as complete as possible as the more professional it looked the more the public will engage with the consultation process. A further discussion was had about desk top publishing the plan for the Article 14 submission. RR advised that SODC cannot edit desk top published documents and because inevitably there may need to be some alterations so 'desk top publishing'		

	documents too soon can be counterproductive both from a practical/timing and financial point of view although also advised that many NDPs were in a desk top published form for both the Regulation 14 Consultation and the final referendum. It was agreed to consider the presentation of the draft plan after seeing the format Bluestone have used for the current review.	SG Members Note	
6.	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>For RR's benefit DS explained all the Community engagements the Steering Group had engaged in that included newsletters, guided walks, use of Facebook and Twitter, a public exhibition and local business engagement. RR commented that the engagement that had taken place to date was 'more than enough' at this stage of the process.</p> <p>As the process is moving towards a formal consultation RR recommended the Steering Group contact the Oxfordshire Association for Local Councils (OLAC) for advice on privacy statements and general GDPR. SODC also have standard forms and documents that can be edited for the ongoing process to save the Steering Group having to create their own forms/documents.</p>	Deborah S SG Members Note	
7.	<p><u>AOB</u></p> <p>Nothing to Report</p>		
8.	<p><u>Conclusion</u></p> <p>JP wrapped up the meeting by thanking RR for his time to attend the meeting and RR commented that the Steering Group should 'keep in touch' with his team on all aspects of the plan, they are there to help and he is looking forward to reviewing the draft plan soon.</p>		
9.	<p><u>Next Meeting:</u></p> <p>Steering Group: Monday 12th June 2023 - 19:00hrs Village Hall (possibly with Bluestone to attend)</p>	SG Members	12 th June