NDP Working Group – Minutes and Actions

* Date of meeting: Monday 22nd April
* Attendees: Emma Carter, Christopher Kenney-Herbert, Nick Loat, Rosemary Mason, Peter Richardson, Sue Stapely, Eileen Viviani
* Apologies: Malcolm Berry, Francis Matthews

# Agenda

* Update on the plan document
* Update from discussions with Plan-et and CDC
* Discuss and agree work to be done
* Discuss and agree role allocations including:
  + Communications - Emma and Sue
  + Finance management – tbd
  + Process management – tbd
  + CDC liaision – Peter
  + Plan document organisation – Peter
  + Plan document evidences – tbd
* AOB
* Date of Next Meeting

# Update on Plan Document

A major milestone has been achieved with the first complete draft of the plan document being produced. It has been sent for informal comment to Liz and Becky at Plan-et and also to Joseph Walker, the NDP liaison officer at Cotswold District Council.

# Update on Discussions with Plan-et and CDC

## Plan-et

They have two main concerns about the plan:

1. The fact that the plan is being produced in a state of flux with CDC currently progressing two update options of the local plan, to 2031 and to 2041. The NDP has to align with the extant Local Plan and currently it is difficult to say what the extant Local Plan will be as we go through the NDP process.
2. While they commented that the plan is very thorough, they also advised that the reasoned justifications need to contain ‘harder’ evidence, by which they mean factual, numerical evidence.

They also commented that:

* The plan is currently not far enough through the process to hold any weight with planning applications that are submitted.
* The plan needs to include the community aspirations (projects) to show that the community has been listened to.

Plan-et have said that the document is now at a sufficient level for them to take it and craft it into a document that could be submitted for Regulation 14 – and this would include adding in the ‘harder’ evidence, though we could add to this with local hard evidence.

## CDC

Joseph Walker, CDC’s NDP liaison officer, has also reviewed the document and made the following comments in relation to my two questions

1. The format of the document  
   Joseph commented that the document was in good shape and that once we have updated the document following his comments then it would be ready to go for screening to see if it requires:
   * a Strategic Environmental Assessment (SEA), or
   * a Habitat Regulations Assessment (HRA).

His informal view at the moment is that neither would be required, so hopefully that holds true.

Joseph also commented that the reasoned justifications for each policy require harder, factual evidence and this is particularly true for our proposed:

* designated local green spaces
* important views

1. is it advisable to continue with it while CDC’s own local plan is changing?  
   Joseph’s view is that we should continue working on the document because:
   * our policies are in the same general direction as the changes to the Local Plan policies
   * the planning process is often in a state of flux and with a general election later this year we could be waiting a while for the local plan updates to be firmed up

Joseph also made that point that we must demonstrate that we have followed the process. Failure to do so increased the risk of the whole plan being rejected. For example, for the designated local green spaces we need to show that we have contacted the landowners for each space so they are aware of the proposed designation.

# Decisions

The following roles were agreed.

|  |  |  |
| --- | --- | --- |
| No | Responsibility | Owner |
| 1 | Communications – including the website | Emma & Sue |
| 2 | Finance | Christopher |
| 3 | Process | Peter |
| 4 | CDC liaison | Peter |
| 5 | MTC liaison | Eileen & Peter |
| 6 | Plan Document – organisation | Peter |
| 7 | Plan Document – hard evidence – local | Eileen |
| 8 | Plan Document – hard evidence – non-local | Plan-et |
| 9 | Plan Document – maps | Eileen & Peter |

Other decisions:

The NDP working group will:

1. Continue to work on completing the plan document and working through the process – but stay in close liaison with CDC as we do this (rather than pull back for a while to wait for the CDC Local Plan to firm up).
2. Request a quote from Plan-et to work on the Plan Document to get it ready for Reg 14 submission
3. Use social media to go out to the local community to gather factual evidence for where we have gaps in the reasoned justifications.
4. Submit the plan document to CDC for initial screening as soon as possible.

# Actions

It was agreed that the following would have been achieved or, at a minimum, progressed before the next meeting.

|  |  |  |
| --- | --- | --- |
| No. | Action | Owner |
| 1 | Local hard evidences listed for each policy – and gaps identified | Eileen |
| 2 | Finance budget – forecast and actual – in place | Christopher |
| 3 | Evidence for local water management and sewage obtained from Geoff Tombs and/or Sam Frith | Peter |
| 4 | Parish Online updated | Eileen |
| 5 | Parish Online tutorial organised (and possible run) | Eileen |
| 6 | Date when consultation report from local traffic survey is available | Eileen |
| 7 | Data obtained from Darren Curry from his local traffic movement survey | Peter |
| 8 | Now that the Town Council has approved the £16/month Wix package for the website, the site has been moved onto the plan and no longer has wix in url. | Emma |
| 9 | Plan document updated with CDC’s comment | Peter |
| 10 | Designated Local Green Spaces table completed (or part completed) | Rosemary |
| 11 | Plan submitted for screening to CDC | Peter |
| 12 | Cost obtained from Plan-et to update document ready for Reg 14 submission | Peter |
| 13 | Updated plan document sent to all MTC members | Eileen |
| 14 | Dates in the diary to present the NDP to councillors | Eileen & Peter |
| 15 | All policy update suggestions sent to Peter for collation | All |
| 16 | A list of suggested projects is created ready for discussion and agreement at the next meeting | Emma & Eileen |
| 17 | For any gaps in hard local evidences we will create very short online surveys using social media. This is not to get views, but to get numbers | Emma |

# AOB

## Policy Wording

Christopher raised the fact that some of the policies could be worded better. It was agreed that we have been through the policy wording a number of times and that the final wording will be done by Plan-et.

So, if people have any suggested changes then they should be sent to Peter who will collate and pass onto Plan-et when they are doing the Regulation 14 preparation work.

It should be said, that any changes require a solid reasoned justification and hard evidence to support them.

## Projects

It is recognised that the working group has not focused on the community aspirations (aka projects) so far, other than an initial list from the Residents’ Survey. It is recommended that MTC (Eileen and Malcolm) create an initial list. The list will be reviewed by the working group and then we will engage with the local community for their views.

# Date of Next Meeting

* When: 4pm – 6pm on Wednesday 29th May
* Where: Town Council Offices

Author: Peter Richardson, Chair of the Moreton-in-Marsh NDP Working Group

Date: 23 April 2024