**Lewknor, Postcombe and South Weston Neighbourhood Planning Group**

Minutes of the meeting held on Thurs 6th February 2020, 8.00pm

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| **Attending**  | **Apologies** |
| Peter Gardner (chair)Peter FreemanKayti Foster Helen KnightJon Knight Lesley Peel | Ailsa Blackman Duncan Boulton Nick GowensCharles Hopkinson-Woolley  |

**Item 1. Apologies**

See above

**Item 2. Declarations of Interest**

The meeting formally noted that NG had registered a Declaration of Interest and would not take part in any discussions on or vote in the Steering Group on the issue of Lewknor Church redevelopment. The Parish Council had also noted this Declaration of Interest.

**Item 3. Approval of Minutes**

The minutes of the last meeting, Wed. 12th November 2019, were approved.

**Item 4. Matters Arising**

Christine Smith has resigned from the Steering Group due to personal circumstances but wishes it every success in its endeavours.

The NP group has joined the Oxfordshire Neighbourhood Plan Alliance group at a cost of £25 which is the rate for those in the process of developing a plan.

**Item 5. Neighbourhood Plan document and Summary of Evidence**

All comments received back from people reviewing the various NP documents have now been incorporated into the Policy Document, the majority being from SODC. The key issue for SODC was the correct choice of which Local Plan to refer to. This has been noted by the group, but it is hard to decide as this is in a state of flux at present so the “emerging local plan” will continue to be used at present, with wording to be revised as appropriate before the plan goes out for public consultation.

**Item 6. Consultant’s review of plan documents**

Two quotes for the review of the plan documents had been received, one from Lepus Consulting and the other from Community First Oxfordshire (CFO).

The quote from Lepus had a strong emphasis on the environmental component of the documents. Whilst the experience of this group was impressive, although not all local, it was felt to specialise in environmental matters rather than the broader review of all content. The group felt that Community First Oxfordshire had more relevant experience in the immediate vicinity and on balance it was felt that this was the better option. The committee agreed to proceed with this quote and PG should contact the consultant, Rachael Riach from CFO, to arrange a first meeting.

**Action: PG to arrange meeting with Community First Oxfordshire to discuss review of Policy document**

**Item 7. Pre-submission consultation**

PG said that the plan was to start of the consultation at the end of March. This required the organisation of venues, printing of documents etc. and the manning of events at the time. PG is to organise a meeting with SODC Community Engagement/Communications staff to discuss how best to approach this part of the process. It was noted that apart from inhabitants of the parish there is a list of statutory contacts that have to be notified of the consultation and asked for comments on the plan.

**Action: PG to contact SODC Communications team for meeting**

**Item 8. Communications**

An issue of Grapevine is due shortly and the Editor was asking if there was anything to include about the NP. It was thought that there was nothing of immediate relevance but when things moved on around the consultation Grapevine should be used to advertise the activities.

Distribution of the consultation material was discussed to try and ensure that people read it and did not throw it away with other junk mail. It was felt putting it in a suitably obvious envelope may be a way to ensure people read it.

**Action: PF to find out availability of Village Hall for consultation meetings**

 **LP to find out availability of the business centre in Postcombe for a consultation meeting**

**Item 9. Date of next meeting**

The date of the next meeting was agreed as 18th March 2020 at 8pm.

**Item 10. A.O.B**

PG reported that Thames Valley Records Centre has contacted him to say that they could provide information on the rare or endangered species of plants and animals that had been recorded in the parish for a modest fee of £75 plus VAT. It was agreed that this would be useful to provide evidence of any such species that should be taken into account when considering sites for protection.

**Action: PG to contact TVRC and ask for list**