

Brightwell-cum-Sotwell Neighbourhood Plan Steering Group

Minutes of the meeting held on November 11th 2014 at 8pm in St Agatha's Church Room

Present: Jason Debney (Chair), Helen Baines, Celia Collett, David Fox, Steve Capel-Davis, Edward George, John Rodda, Bob Neilsen and Lucy Dalby (Clerk).

1. Apologies for absence

Apologies for absence were received from Adrian Wood and John Geddes.

2. Administrative Support

Mr Fox reported that he had agreed terms with Lucy Dalby the Parish Clerk to provide administrative support to the Neighbourhood Plan Steering Group. She will be paid for 15 hours per month for 10 months. This payment cannot come from the Grant as she is employed by the Parish Council therefore this will come from the Parish Council budget.

3. Neighbourhood Plan Objectives

The draft Objectives have been reached by using other Neighbourhood Plans and results from the Brightwell-cum-Sotwell Community Led Plan and incorporates comments from the Steering Group. Mr Debney asked for any further comments.

Mr Rodda suggested that the Landscape Objectives should mention the AONB. It was agreed that this is not really an objective but should be mentioned as part of the sustainability objective.

Mr Rodda felt that the Economic Objectives should mention agriculture and he agreed to write this into the draft document.

Mr Fox asked if the Objectives need to be consulted on before they are adopted.

It was agreed that it is a changing document that will be consulted on at some point but some initial agreement is needed. It will remain a draft until it has been tested in due course. An agreed copy will be sent out to the Parish Council email list for comment after the next meeting.

4. Screening Opinion Questionnaire for Strategic Environmental Assessment (SEA)

The above document was agreed and signed by David Fox (Chairman BcS Parish Council) to be sent to SODC.

Copy attached to these minutes.

5. Sustainability Appraisal Scoping report: Sustainability Objectives

The identification of our Sustainability Objectives forms an essential part of the Scoping Report. These objectives are different to the Neighbourhood Plan Objectives in that they form the set of criteria that we test any of our final recommendations against (as opposed to what we are trying to achieve in our Neighbourhood Plan as set out in the NP Objectives).

Mr Fox reported that the Steering Group need to identify key messages from the list of Relevant Plans and Programmes. The list was divided between members of the steering group and it was agreed that they would send the key messages to Mr Fox by 25th November.

- 1) The National Planning Policy Framework (2012) & National Planning Practice Guidance (2014) (DCLG) **David**
- 2) South Oxfordshire Core Strategy (2012) (SODC) **Celia**
- 3) South Oxfordshire Local Plan 2011 (2006) (SODC) **Celia**
- 4) South Oxfordshire Housing Strategy 2008-2011 (SODC) **Adrian**
- 5) South Oxfordshire Sustainable Community Strategy 2009-2026 (SODC) **Helen**
- 6) Water Resources Management Plan 2015-2040 (Thames Water) & River Basin Management Plan – Thames River Basin District (2009) (EA) **Steve**
- 7) Thames (2014) & Cherwell, Thame and Wye Catchment Abstraction Licensing Strategies (2012) (EA) **Steve**
- 8) Oxfordshire LEP Strategic Economic Plan (March 2014) **David**
- 9) Preliminary Flood Risk Assessment 2011 (OCC) & South Oxfordshire District Council and Vale of White Horse District Council Strategic Flood Risk Assessment (2009) (SODC & VOWH) **Steve**
- 10) Oxfordshire Local Transport Plan 2011-2030 (2011) (OCC) **Bob**
- 11) Oxfordshire's Biodiversity Action Plan 2015 (OCC) **John R**
- 12) Oxfordshire Draft Rights of Way Management Plan 2014-2024 (2014) (OCC) **Edward**
- 13) North Wessex Downs AONB Management Plan 2009-2014 (North Wessex Downs AONB Council of Partners) **John R**
- 14) BCS Conservation Plan **John R**
- 15) BCS Conservation Area Plan **John R**
- 16) BCS CLPP **Jason**
- 17) SODC Strategic Flood Risk Assessment (SFRA) Updated 2013 **Steve**
- 18) EA Thames Catchment Flood Management Plan 2009 **Steve**
- 19) Oxfordshire County Council Historic Environment Record **Steve**
- 20) ~~Search for buildings, monuments, excavations, surveys and archaeological finds in Oxfordshire. (On-line search available)~~
- 21) Design Council – Buildings for Life **Helen**
- 22) SODC Design Guide **Helen**

6. Housing Needs Survey

Mrs Collett reported that ORCC need some idea of the questions that the committee wants to ask. It was agreed that only one questionnaire should be sent out it is essential that all the right questions are included. The questionnaires will be hand delivered however it was agreed for confidentiality purposes to use the FreePost return system.

Mrs Collett will send the draft objectives to ORCC to give them an indication of the number of extra questions to be asked in order to provide a quote.

6. Budget

The Clerk will find out if it is possible to re-allocate the budget in order to retain the full grant. She will also find out about the grant process for next year.

7. Any other Business

Mr Rodda reported that he had spoken to various people about the possibility of a solar farm and asked how far he should progress this potential project. It was agreed that he would have non-committal conversations with the relevant land owners.

There being no further business the meeting was declared closed at 9.35pm.

Screening Opinion Questionnaire for Strategic Environmental Assessment (SEA)

1. Under the Environmental Assessment of Plans and Programmes Regulations 2004 (the regulations) the district council is required to determine whether or not a neighbourhood plan is likely to have significant environmental effects and consequently, whether a Strategic Environmental Assessment (SEA) is required to be produced alongside the neighbourhood plan.
2. In order determine whether a SEA is required to be produced alongside a particular neighbourhood plan, the council drafts a Screening Opinion, which follows the procedures set out in the regulations. The draft Screening Opinion is then sent to English Heritage, Natural England and the Environment Agency for comment. The final Screening Opinion is then published on the council's website.
3. If the Screening Opinion concludes that a SEA is required for the neighbourhood plan it is the responsibility of the neighbourhood plan steering group to produce a SEA that meets the regulations. From experience of neighbourhood plans so far, it is generally the case that if the plan is allocating sites then it will require a SEA, if sites aren't being allocated, a SEA might still be required.
4. It is particularly important that a Screening Opinion is published where it has found that a neighbourhood plan does not require SEA.
5. Please answer the following questions regarding the neighbourhood plan to enable the district council to draft a Screening Opinion.

1. Will the Neighbourhood Plan be allocating sites for the following uses? Please state the estimated number of sites and units/sqm as appropriate.

Housing (no. of sites & no. of units)

Based on the findings of the Brightwell cum Sotwell CLPP we anticipate between 10 - 20 units on up to 3 - 5 sites.....

Employment (no. of sites & sqm)

Based on the findings of the Brightwell cum Sotwell CLPP we anticipate between 0 – 2/3 units at 100sq m

Retail (no. of sites & sqm)

Based on the findings of the Brightwell cum Sotwell CLPP we do not anticipate any new retail units.

Community uses (no. of sites & sqm)

Based on the findings of the Brightwell cum Sotwell CLPP we will be investigating the potential for a community owned solar energy farm and a natural burial ground. It is impossible to estimate at present their size or if they are feasible.

2. Are any policies likely to affect a designated area (such as Conservation Area, Area of Outstanding Natural Beauty, Flood Zone 2 or 3, Site of Special Scientific Importance or the Green Belt etc)? If yes, please explain how.

Yes, we anticipate development in the conservation area and that views out of the village into AONB may change.

3. Do you know of any environmental issues in the neighbourhood area?

- Air pollution from traffic ...
- Ozone levels at certain times of year
- Light pollution from nearby towns
- Noise pollution
- Ground water flooding
- River flooding – flood zone 3 and 4

4. Do you think the neighbourhood plan is likely to have significant environmental effects on the neighbourhood area?

No.....
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5. Briefly describe the main objectives of the plan

The Plan will be prepared by a NP Steering Group which is formally a delegated committee of the BCSPC. The Group is made up of volunteers, including parish councillors, who are resident in the parish, thus ensuring that the views of local people will be represented and made an important part of the Plan.

To guide development opportunities to sustain the vitality of our rural community and its established character so that Brightwell cum Sotwell continues to be a 'living village' and not a semi-rural dormitory town on the periphery of Wallingford.

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6. How certain are you that there will be no significant changes to the information given above? If significant changes are made you should inform the Planning Policy Team as soon as possible to find out whether the plan needs re-screening.

We are looking at the potential for limited development only and have recently completed a CLPP that has helped to inform our Neighbourhood Plan.

7. Are you allocating land in addition to that set for the area in the Core Strategy (2012), if so, how much and why?

Yes – why – because there is none allocated in the core strategy as we are classified as a small village but we perceive a need in the CLPP. (See Question 1).....

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This information is correct to the best of our knowledge. If there are any significant changes to the information given we will inform the district council.

Signed.....