

**Meeting of NDO Steering Committee**  
**Held over two sessions 14 October 2022/16 December 2022**  
**Part 1 Held at Lower Town Farmhouse**  
**Part 2 out of committee**

Present

Giles Baxter (GB) - chair

Christopher Purvis (CP) (Joined by Zoom)

Penny Hill (PH)

Chris Neill (CN)

Charles Champion (CC) (Joined by Zoom)

Chris Brotherton (CB)

Rob Hollin (RH) (Part 2 only)

Simon Russell (SR) (Part 2 only)

Sara Ward (SW) representing the GP Partners (Joined by Zoom)

In attendance

Kevin Brady (KB) Part 1 Only

**Meeting Part 1: 14 October 2022**

- 1) Registration of Interests. Attached. Dr James has been removed from the register as she retired from the practice in September 2022. Dr Rubens has been added as the new partner.
- 2) Minutes of meeting 18 Feb/4 March 2022. Already agreed out of committee and published.
- 3) NDO Submission to SODC – approvals and publication process. The SG agreed the following process:
  - a. Initial agreement on changes (14 Oct)
  - b. Final changes following SODC advice
  - c. Submission NDO and supporting documentation circulated to NDO SG members
  - d. Approval and SG meeting session 2
  - e. Minutes of SG meeting approved
  - f. NDO Submitted
- 4) Communication Plan
  - a. Information updates to be published in Additional Information section of website as and when available **Action GB**
  - b. Submission NDO and documentation to be published on website, as addendum to SG minutes **Action GB** [**Afternote.** On advice from SODC who ‘own’ the process after submission, documents should not be published until the submission has been validated which is co-incident with the start of the Consultation. This is because documents can change right up to the point of Consultation launch. SODC have also advised not to publish documents separately, but to provide a link to the SODC website, which also gives instructions on how to respond. This is to avoid any issues which may follow if different versions of documents are published on different websites, as has happened with other Neighbourhood Plan Groups. Therefore the NP and NDO documents will be published via a link to the SODC website, and not on the PC website.].
- 5) Design Changes. Presentation by KB

- a. SG agreed design changes to terrace and semi detached dwellings.
  - b. SG considered design changes to semi detached bungalows but decided to stay with original style (barn conversion). KB to review detailing of gables to see if the high triangular glass windows can be amended/removed as they are hard to keep clean or source suitable soft furnishings/curtains for light and security.  
**Action KB**
  - c. SG agreed that the additional parking provided by the scheme was sufficient, and that no further parking should be added. The SG noted that the current scheme provided a total of 55 spaces made up of 23 surgery, 14 village hall, and 18 burial ground, compared with the current total of 14 surgery and 9 village hall . The SG also noted the additional flexibility from having surgery, VH and square parking on the same site. CB/KB to confirm numbers. **Action CB**
- 6) Covenants. The SG considered whether covenants were needed to prevent residents of new properties erecting 6' fences. The SG agreed that the protections afforded via planning policy would be more effective given the location within the conservation area, and therefore covenants were not required.
  - 7) S106. CB agreed that the completed S106 agreement needed to include surgery partners as signatories. CB explained that the S106 agreement stipulated that the surgery was to be complete and occupied before work could commence on houses, i.e. a condition of planning.
  - 8) The SG agreed that a contract committing the Parish Council, the development partner and the landowner to see the NDO through to referendum and to bind parties to its execution should the referendum return a positive result was required as soon as possible and certainly before the referendum. CB would consult their solicitors. **Action CB**
  - 9) OCC Transport Officer comments. CB explained that Glanville (transport consultants) were already preparing a response and, where necessary, updating the Transport Strategy. They would, as part of this review, calculate with precision the number of current and new parking spaces. **Action CB.**
  - 10) SODC Comments. Awaited. GB explained that he had agreed with Ricardo Rios (RR) that these would be sent through piecemeal as officers responded internally, rather than waiting, collating, and sending in one batch. All note that a Stage 2 viability assessment would be required prior to submission.
  - 11) Consultation Statement. SG agreed the approach taken, the tenor of, and content so far of the draft consultation statement. GB requested all SG members to further review and suggest changes. **Action All.** CB agreed to send forms of words for the missing sections. **Action CB.** [Afternote. CP sent comments after the meeting]. All noted that the Consultation statement would form part of the Submission Documentation, and be published on the website.
  - 12) Other agreed changes:
    - a. Website: Publish pre-app supporting documents
    - b. Website - Publish EOG reports for 20-21 and 21-22 grants.
    - c. Website - Publish Budget
    - d. Website – Publish update to Project Timelines Paper
    - e. NDO Submission – to include Letter of Intent from surgery.

## Meeting Part 2: 16 December 2022

13). Update on changes to the NDO. GB briefed the meeting (by email) the main updates to the NDO and supporting documentation:

- a. Minor changes to design details as discussed at the last meeting. The SG noted the SODC Landscape Officer's comment that finishing the 'Georgian' farmhouse in brick would be more muted, but decided to stick with the render being more in keeping with the houses to the east of the paddock site.
- b. Basic Conditions Statement. This is the first document that the inspector will read, and on advice from SODC should contain all of the key information to demonstrate compliance with planning policy.
- c. Consultation Statement. Finalised on receipt of SODC comments.
- d. Transport Strategy: updated
- e. Acoustic assessment: new report, as required by SODC
- f. Air Quality Assessment: new report as required by SODC
- g. LVIA: minor changes to reflect SODC comments
- h. HNA: supplementary report to address SODC comment that it would be helpful to include a quantum of housing need.
- i. Viability: stage 2 report added in response to SODC comments on Stage 1. The SG agreed that the viability assessment remains extant, and that the scheme only remains viable at a reduced level of Affordable Housing (4 units). GB briefed the meeting on his discussion with RR on process, namely that SODC will comment that the scheme is not compliant with H9 (Part 1). The SG's view is that H9 part 2 allows for variation on viability grounds, and that the SODC position does not take account of the wider community benefits that the scheme will deliver, or that as SODC advised in their response the scheme 'unique'. They were therefore prepared to take the case to the inspector.
- j. Surgery. GB confirmed that the practice has issued a 'wet copy signature' letter confirming their ongoing commitment to the scheme. This will be added to the statement of evidence. GB also explained the SODC position that the submission needed to address how the community benefit from the surgery building would be retained if the practice close at some point in the future. The SG agreed that, given the dependency on the community for planning permission for the new building, an appropriate solution would be:
  - i) that the freehold of the land for the surgery and car park should be owned by the CLT, thereby generating income from ground rent, and say in the future of the building should a change of use be required. .
  - ii) that the S106 agreement should include provision for the CLT to be given first option to buy the building should it come up for sale
  - iii) that the surgery be registered as an Asset of Community Value
- k) Changes to the text of the main NDO document to reflect the above, and other recommendations from SODC, the most important ones relating to Site Selection.

14) Additional information. GB confirmed that the following documents were being add/updated on the PC website.

- a) Statement of Income and Expenditure
- b) Supporting documents from SODC pre-app advice (previously omitted in error) in response to comments made in the submission.
- c) HNA full report, (previously omitted in error).

- d) Updated Project Timeline Paper
- e) End of Year Grant reports: FY20-21 (£97K), FY 21-22 (£10K).
- f) Investigation into a complaint raised against the process for selection of the Development Partner )

**15. Decision to proceed.** The revised documents were agreed. It was agreed that Submission version of the NDO would be uploaded onto the SODC planning portal on 19<sup>th</sup> December. It was also agreed that the NDO documentation would be published on the PC website at the same time so that residents would have an opportunity to read it in advance of the SODC managed Regulation 21 Consultation.

**Afternote.** GB confirmed that he has received emails from all members of the SG:

- a) agreeing to the submission of the NDO, the Basic Conditions Statement, the Consultation Statement and the Appendices. In her email, Sara Ward expressly states that she is doing so on behalf of Clifton Hampden Surgery, thereby sealing their agreement and commitment to the NDO
- b) approving the minutes of the meeting.

**16 Process.** GB reminded the SG of how this next stage of the process works, namely comments by statutory bodies and members of the public are directed to the Inspector, i.e. a representation. Consultees can request a public hearing with reasons. The Inspector then decides whether to hold one. The Qualifying Body, ie the SG on behalf of the PC, will be given opportunity to comment on any representations made. The Examination is thus a dialogue.

At the public examination, the Inspector is looking to satisfy themselves that the NP/NDO meets the 'Basic Conditions', i.e. National and Local planning policy. The inspector may direct or recommend that changes to the NDO are made. Once satisfied, the Inspector will then return the amended NDO to SODC and ask them to hold a referendum. The decision is ultimately made by those on the electoral roll, not SODC or the Inspector. This is a defining difference between the normal planning process and a Community Led process.

17. AOB. None

18. DONM. TBC.

Register of Members' as at 14 October 22

Pecuniary Interests

Name	Interest	When registered
Christopher Purvis	Representing the beneficiaries of the DCL Gibbs Settlement	November 2019
Charles Campion	Director of Savills, agents to the DCL Gibbs Settlement	November 2019
Christopher Brotherton	Director of Thomas Homes, the development partner	November 2019
Dr Peter Ruben (Dr James retired in September 2022)	GP Surgery Partner	November 2022
Sara Ward	Director of Critical Edge Associates Limited, representing the GP Surgery Partners	February 2021
Chris Neill	Owner of the Clifton Hampden Village Store and Post Office (business, not building), who will benefit from shop and post office revenue resulting from the scheme	February 2021

Register of Members' Other Interests

Name	Interest	When registered
Giles Baxter	Ownership of the paddock land known as Site G which shares a short boundary with the Paddock site. There is no identified pecuniary or other benefit to ownership by delivery of the NDO project	December 2020
Chris Neill	Tenant of the post office and shop building, whose ownership will change under the current proposals. There is no identified pecuniary or other benefit from the transfer of ownership.	February 2021