

**MINUTES
BERRICK SALOME PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP
11TH JUNE 2018**

A Meeting of the Neighbourhood Plan Steering Group ('the Group') was held in West Cottage, Berrick Salome on Monday 11TH June 2018 at 8:00 pm.

Present:

Brian Tracey (BT) (Chair)
Ian Glyn (IG) (Chairman - Parish Council)
Conrad Shields (CS)
Ray Perfect (RP)
Derek Shaw (DS)
Sarah Russell (SR)
Douglas Taylor (DT)
Chris Kilduff (CK)
Sarah Vaccari (SV)
Neil Homer (NH) (ONeil-Homer)

1. Apologies for Absence

Chris Cussens (CC)
Sue Lyons (SL)

2. Declaration of Interests

None.

3. Minutes of Previous Meeting

The Minutes of the previous meeting, held on 8TH May 2018, were unanimously approved.

4. Matters arising from the Minutes

None.

5. Appointment of ONeill-Homer and Locality grant application.

IG advised that the PC had formally appointed the firm of ONeil-Homer as NP consultant.

BT reported that Locality had approved the PC's application, submitted on 24TH April, for a £9k NP grant. He understood that Locality would be forwarding the grant monies to the PC shortly. **IG** confirmed that the PC's Treasurer would maintain an account of expenditures in accordance with the terms and conditions of the grant

6. Report on Field Work meeting of 5TH June

A minute of the meeting held on 5TH June was tabled. A copy of the minute is annexed hereto. Following discussion the Group agreed the following:

6.1 Area Character Appraisal

The meeting acknowledged the importance of undertaking a 'Character Appraisal' of the Parish in order to inform the NP. To that end a 'Character Appraisal', in the form of a report, shall be produced. NH offered to produce an initial draft by way of a template for the report. **Action: NH**

6.2 Additional field work

Members of the Group shall undertake additional field work to supplement that already carried out. The same methodology, as used on 5TH June, will be followed. **Action: DT, CK, DS, SV, and BT**

6.3 Historic Environment Record (HER)

Members of the Group shall research and prepare an HER. It was noted that sources of relevant information include: the Heritage Gateway website; Oxfordshire History Centre (OCC); Oxfordshire Records Office; Oxfordshire Local History Association (ORLA); old maps; and the book '*The Departed Village*' by R E Moreau. **Action: DS, CC, and BT**

6.4 Settlement Boundaries

NH explained that there are various methods for defining settlement boundaries. He offered to include in the initial draft (item 6.1 refers) examples of boundary definitions using two different methods for comparison purposes. **Action: NH**

6.5 Notable trees

Details of any Tree Protection Orders (TPO) in the Parish shall be obtained from SODC. **Action: CS**

Details of any mature trees (whether protected or not) which enhance the visual appearance of area shall be recorded as part of the additional field work. **Action: item 6.2 refers**

6.6 Manor Farm, Berrick Prior

Enquiries shall be made as to the likely intentions of the owner in relation to the future of the farm yard and adjoining land. **Action: IG**

7. Timescales and Next Steps

A revised project plan with estimated timescales shall be issued. **Action NH**

8. AOB

None

9. Next Meeting

The date for the next meeting is 10TH July at 7:30pm to be held in the rear room of the Berrick Salome Village Hall.

There being no further business the meeting closed at 9:38 pm.

Signed Chairman

Date

ANNEX

Berrick Salome Neighbourhood Plan Steering Group Notes on initial Field Work meeting held on 5th June 2018

Present:

Neil Homer (NH)
Chris Kilduff (CK)
Derek Shaw (DS)
Douglas Taylor (DT)

1. Purpose of Field Work

To inform NP policy making in four areas:

- (a) visual appearance (for example, see SODC's Beckley conservation area paper);
- (b) settlement boundaries (SODC does not make use of them in either its current or emerging Local Plans although other LA's do. Defined boundaries distinguish between built-up and open country areas);
- (c) design considerations (e.g. materials, views into and out of individual settlements, etc.);
- (d) identification of potential infill sites and their appropriateness for development in relation to their respective road frontages;

In addition, an HER (Historic Environment Record) can make an important contribution to an NP. This includes identifying any land or features having community resonance both at the present time and in the past.

2. Observations and Notes

The tour of the parish began in Berrick Prior outside Manor Farm and proceeded in a circular route through 'Lower Berrick', Roke, Roke Marsh and back towards Berrick past the village hall.

The observations and notes below are as they arose on the day and are not listed in any particular order.

- 2.1 Berrick Prior/Berrick Salome is notable for its high and substantial hedgerows and views framed by large/mature trees – a distinctive feature.
- 2.2 Plot on the right hand corner of Green Lane – are there any TPO's on the mature trees?
- 2.3. Brief discussion on what does and does not constitutes an infill site: 'a plot of land with no visible building reference points is rural' and therefore cannot be considered an 'infill' site.
- 2.4 Roke is characterised by large single houses set back from the road by around 10m usually on large plots. Therefore subdivision of those large plots would not be appropriate.

- 2.5 A number of possible infill sites were noted. That is, sites that might conceivably come forward during the life of the NP. NH pointed out that it was preferable to take a proactive approach to such sites rather than responding to planning applications if and when they arose. This means identifying potential sites beforehand and assessing them in conjunction with NP policies.
- 2.6 It was noted that the yard at Parsonage Farm, 'Lower' Berrick, had been mooted as a potential brownfield site suitable for a slightly larger scheme - possibly to include affordable housing or parish facilities, such as a shop - all depending upon the landowners' intentions over the next 10-15 years. A possible candidate for a future CLT directed scheme?
- 2.7 A number of 'distinctive views' and 'glimpse views' were noted. NH took photographs which he will send us. We will then need to classify and reference them plus any others we identify ourselves.
- 2.8 NH thought that Chapel Lane, Roke, is a distinctive tight corner with notable character.
- 2.9 Rokemarsh – NH's view was that the settlement comprised of only the cluster of houses around the tight bend on Braze Lane and does not include the houses towards the end of the unmade lane leading to 'Journeys End' or the two houses near the junction with the B4009; those two areas are 'open countryside'.