

CHINNOR 2032

NEIGHBOURHOOD DEVELOPMENT PLAN

Notes of Meeting NOM-35

Rev 2: FOR APPROVAL

Steering Group Meeting No.35

Date & Location: 14 December 2016, Community Sports Pavilion, 7.00pm

Attendees, Introductions, Apologies and Announcements

See Attendance List (attached).

Meeting Purpose: Progress review

Minutes for Steering Group Meeting No.33 approved and signed.	
<p>1. Announcements and Introductions Pat Haywood has fallen and cracked 3 ribs. She is in considerable discomfort and cannot drive at present. The Steering Group wished Pat a speedy recovery.</p> <p>SA chaired the meeting in Pat's absence.</p>	
<p>2. Plan Manager's report AA has completed the Basic Conditions Statement (BCS). He is completing the Consultation Matrix. The Steering Group was informed of AA's availability in the period leading up to Christmas.</p>	
<p>3. Review Meeting with Parish Council: 5th January at 7.30pm in Council Chamber</p> <p>The agenda prepared by Liz Folley was tabled at the meeting. Nominated members of the SG are attending. CNP will be making a presentation on the Submission Version Plan. PB and AW will meet to cooperate on preparing a presentation.</p> <p>This is a public Council Meeting with the objective of informing Councillors on the contents of the Submission Version NDP. There will be a period set aside for the public to ask questions. SA will confirm with LF at which point in the agenda the presentation is to be made.</p> <p>PB/AW will meet 3 Jan to prepare the presentation to the Parish Council.</p>	<p>PB,AW</p> <p>SA</p> <p>PB/AW</p>
<p>4. Next Steps</p> <p>AO reported on status of the Plan draft. Andrea's availability to make any significant inclusions and updates is over the weekend of 17/18 December so close out for butt list items updates has to be on Friday 16th December. V4.1 will be released to ND on 16/12 so that maps can be included. PB & ND have met to identify what maps are required and which policies these are associated with.</p> <p>If updates have to be made to the Plan after the review meeting on 5 Jan it may be necessary to go back to the Parish Council to get approval of the updated Plan. This could be done at the Parish Council meeting on 9 Jan or it may be a delegated decision if updates are minor.</p>	<p>ND</p> <p>PB</p>
<p>5. SODC actions after Plan is submitted</p> <p>SODC have responded to CNP's request to clarify the steps and timing as set by legal requirements following submission of the Plan. LL will expedite with SODC to get the Referendum date set asap. SODC clarified</p> <ul style="list-style-type: none"> The process taken by SODC between receipt of the NP from Chinnor Parish Council/the CNP team and the 6 week consultation period starting What communications are made by SODC to advise everyone that the NP is available for review and where to find it <p>SODC carry out a compliance check on receipt of the 3 documents that make up the NDP package. SODC check all necessary information has been provided by CNP and correct procedures followed. The regulations do not set a time limit for this part of</p>	<p>LL</p>

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<p>the process, SODC currently anticipate 2 weeks to do this, but this may change. SODC then add the CNP documents and supporting information to SODC's website.</p> <p>If CNP's documents are found to be non-compliant then CPC will have to make amendments to rectify them before the Plan documents can be submitted for consultation and examination. CNP will not make any publicity statements in advance of SODC announcing that the Plan has been released for consultation.</p>	
<p>6. Publicity and Marketing</p> <p>AW advised that a preferred supplier is being identified. A clarification meeting with the supplier is scheduled for Monday 19 Dec.</p> <p>The attention of the members of the Steering Group was drawn to the legal restrictions placed on them and Parish Councillors during the Referendum period (a minimum of 28 days leading up to the Referendum date). SODC Guidance Notes for Campaigners and Local Councillors will be circulated to all members.</p> <p>Advice will be given to CNP members on how they should conduct themselves by Cllr Mike Dyer of Thame Town Council. This advice will be based on Thame Council's experiences after the Thame Plan was released for consultation by SODC and in the pre-Referendum period. AO will arrange for Mike Dyer to talk to CNP (suggested dates are 30 Jan or 13 Feb)</p>	<p>AW</p> <p>LF/PB</p> <p>AO</p>

<p>7. Date of Future Meetings</p> <p>23 Dec : Friday 1pm is last possible time to dispatch for CPC review meeting (CPC Office closes at 1pm for Christmas break until Tuesday 03 Jan) 05 Jan : Review meeting with Parish Council, Community Pavilion, 7.30pm 11 Jan: Steering Group meeting, Community Pavilion, 7pm</p>	
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Attendees			Apologies		
	CNP	SODC / Other		CNP	SODC / Other
Cllr. Susan Ashdown	X		Cllr. Pat Haywood	X	
Cllr Lynn Lloyd	X		John Haywood	X	
Andrea Oughton	X		Marius Ciortan	X	
Andrew Winterbottom	X		Maureen Dyroff	X	
Brian Fagin	X		Ruth Ruddock	X	
Chris McGuire	X		Simon Mould	X	
Nick Draycott	X		Zena Baker	X	
Peter Brook	X		Andrew Ashcroft		X
Roy Page	X				

CC:

Liz Folley (CPC) (LF)

Written by: Peter Brook

Date: 6 January 2017

Approved:

Date: