

CHINNOR 2031

NEIGHBOURHOOD DEVELOPMENT PLAN

Notes of Meeting NOM-18

Steering Group Meeting No.18

Date & Location: 27 January 2016, Chinnor Parish Council Offices 7.00pm

Rev 2: FOR APPROVAL

Attendees, Introductions, Apologies and Announcements

See Attendance List (attached).

Keerpa Patel (SODC) was welcomed to the meeting. Keerpa will be assisting Charlotte Colver in working with Neighbouring Plan groups.

1. Minutes for Steering Group Meeting No.17 approved and signed

<p>Meeting Purpose Draft Plan progress review and Community Engagement.</p>	
<p>2. Draft Plan Progress Review</p> <p>Compilation of Draft Plan: AO reported that satisfactory progress was being made on compiling the Draft Plan but that a timeline and deadline needs to be fixed to ensure the Plan is typed in time. The final date for submission of written contributions is Tuesday 2nd February (close of business) to allow AO enough time to type the final draft on pm Wed 3rd Feb and Thursday 4th. RR will be sent a copy for proof reading. Printing and compilation of copies for Consultation Event will be Friday 5th Feb</p> <p>Business Survey: AR reported that preparation of the Business Survey has been completed in electronic version. Paper copies will be available at the Community Consultation on 6th Feb. Text for Section 9 of Plan is in preparation. (RR is providing comments to AR)</p> <p>Housing Needs Survey: JH has received draft Housing Needs Survey Report from CFO. JH has reviewed and will pass comments back to CFO for update and reissue of a Final Report. There are some changes, both spelling and grammatical in The Appendix. JH stated that he was willing to check and correct the errors noted.</p> <p>CC said that we could not change any of the Comments in the Appendix made by the residents even if they were typographical errors made by CFO. The Appendix had to be seen as a 'true' representation of the residents' comments and, anyway, the spellings and grammatical errors noted could be those of the residents. So there was no need to have CFO make any changes.</p> <p>Housing Supply figures for Chinnor: CC has expedited a response on Housing Supply figures to AA from Wilson Lui (SODC Local Plan Monitoring Officer).</p> <p>Photographs for Draft Plan: MC reported that he has added more Chinnor photographs to our Gallery. It was decided to limit the number of photographs in the Draft Plan, perhaps only using a photo for the cover sheet. PH will speak to Bob Minter about his future participation assisting in the graphics design of the Plan.</p> <p>Traffic: CC advised that the draft Traffic Survey report from OCC is now available and will be sent via PB for transmittal on to IW for review. Also available for information is a Screening Direction from the Secretary of State (National Planning Casework Unit) which is for the site to at the end of Lower Icknield Way (Gladman application) which has relevance to Chinnor as a whole.</p> <p>Henton Village Green: It was agreed that AA should be asked to include this in the Draft Report as a designated community space</p> <p>Design Statement: BF had volunteered to prepare this but he has now gone off on holiday and will not be back until 6th Feb. PB will prepare this based on the Chiltern Conservation Board Design Guide and SODC's Design Guide.</p>	<p>All to AO</p> <p>RR</p> <p>AR,RR</p> <p>JH</p> <p>PH</p> <p>PB,IW</p> <p>AA</p> <p>PB</p>
<p>3. Community Consultation Day, 6th Feb</p> <p>ZB is preparing the plan for the format of the Consultation Day and the rota of helpers. She has had discussions with Derek Luxton at the Village Centre about our requirements for the Chiltern Room.</p> <p>MC will provide arrows and signs to direct residents to the Chiltern Room</p>	<p>ZB</p> <p>MC</p>

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<p>SA is obtaining transparent pocket display folders for copies of the Plan which residents can read at the event. Residents will not be allowed to take copies of the Plan away from the event.</p> <p>PHB to ensure reference and evidence documents are on hand should residents wish to view them.</p> <p>It was requested that a crib sheet be prepared of what to say to residents on certain issues. The required content of this sheet will be discussed at the next Steering Group meeting on 2nd Feb.</p> <p>Residents will not be allowed to take copies of the Plan away from the event but should be directed to look at the CPC and CNP websites after 8th Feb when the Plan has been endorsed at the Parish Council Meeting. LF and ZB will put the pdf version of the Draft Plan on the websites. Printed booklet copies of the Plan will be available at the designated drop box locations from 22nd Feb as Print Shop have advised that they need 5-10 working days to print 1250 booklets.</p>	<p>SA</p> <p>PB</p> <p>PB</p> <p>LF,ZB</p>
<p>4. SEA/Sustainability Analysis Screening Opinion A request has been sent to SODC asking that SODC carry out a screening opinion on the emerging Plan. CC will respond.</p>	<p>CC</p>
<p>5. Financial Report Locality Grant: application submitted for £3598. This is the first tranche for expenditure up to end-March. Application for a further amount for expenditure in the coming financial year will be made after 1st Feb 2016. Big Lottery Grant: application will be prepared after Feb 8th.</p> <p>Expenditure to date: £2559.18 has been spent to date from our initial grant of £10,000 from SODC</p>	<p>SA,PB</p>
<p>6. AOB Young People and Schools: GB has reported on the Community Day at Lord William's School on 19th Jan. PH, GB and Andy Ford attended. There was a meeting with some who pupils who live in Chinnor who were invited to attend the Consultation event on 6th Feb. SA advised that GB will be invited to address the Youth Club (date TBA). Red Kite Centre: JH reported on his visit to the Red Kite Centre which could close due to O.C.C funding cuts. JH reported that 222 Chinnor residents are registered with Social Services</p>	<p>SA</p>
<p>7. The meeting closed at 9pm.</p>	
<p>8. Future Meetings Next meeting of the Full Steering Group is on Tuesday, 2nd February 2016 at 7pm, in the CPC PARISH COUNCIL OFFICES, Station Road.</p>	<p>ALL</p>

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Attendees			Apologies		
	CNP	SODC / Other		CNP	SODC / Other
Cllr. Pat Haywood	X		Cllr. Charles Rownton-Lee	N/P	
Cllr. Susan Ashdown	X		Andrew Ashcroft		X
Cllr. Lynn Lloyd	X		Andrew Henderson	X	
Andrea Oughton	X		Brian Fagan	X	
Anna Reynolds	X		Charlie Herd	N/P	
Chris McGuire	X		Geoff Bamford	X	
John Haywood	X		Ian Wadsworth	X	
Marius Ciortan	X		Jacqui Sturt	X	
Peter Brook	X		Philip Wright	N/P	
Ruth Ruddock	X		Sarah Phillips	X	
Charlotte Colver		X	Zena Baker	X	
Keerpa Patel		X	Robert Minter	X	

CC:

Liz Folley (CPC) (LF)

Written by: Peter Brook
30th January 2016

Approved:
Date: