

CHINNOR NEIGHBOURHOOD PLAN (CNP)

Notes of Meeting NOM-02

Rev1: FOR APPROVAL

Steering Group Meeting No.2

Date & Location: 17 March 2015, Chinnor Parish Council Offices

Attendees

See Attendance List (attached). The meeting was chaired by Tim Samwell (CNP Chairman).

Apologies

Andrea Oughton, Geoff Bamford, Heather Ballard, Janey Partridge, Jim Willment, Paul Phillips, Zena Baker

New Members

There were no new members at this meeting. Contact sheets from the SODC Local Plan Consultation held on 5 March in the Village Hall were handed to the Secretary for inclusion in the CNP email distribution lists. 4 more parishioners wanted to be involved in preparing the Neighbourhood Plan (See list attached). A further 20 wanted to be kept informed of activities and consultations

Introduction

The Chairman set out the objectives of the CNP and tabled a draft of the CNP Mission Statement for further development. He stated that Chinnor is classed as a village although it is bigger than some towns. Steering Group Officers were appointed at Meeting No.1. It will be necessary to identify further task leaders for CNP tasks such as IT and project planning. **(ACTION 1-PB)**

Project Execution Strategy

Examples of Neighbourhood Plans in Oxfordshire for Woodcote and Thame were discussed. The Cornwall Council workbook model for Neighbourhood plans was tabled for discussion. It was agreed that this provided a suitable project planning framework.

Charles Rownton-Lee has contacted Watlington Town Council re their lessons learnt from preparing Watlington's Neighbourhood Plan. Watlington were able to make use of previous information gathered for the "Better Watlington" project. The budget for Watlington's Neighbourhood Plan is £40,000 of which £15,000 is for a Traffic Survey. It was agreed that a representative from Watlington should be invited to attend a future CNP meeting. **(ACTION 2- CR-L)**

Project Plan preparation and Communication and Engagement Strategy (what/who/how/when/why)

Forthcoming community events have been identified by TS. These will be identified as key target events on the Neighbourhood Plan schedule. AD will provide an Excel project plan spreadsheet which will be used for entering the Cornwall workbook phases and activities onto it to construct a draft Level 1 project schedule. **(ACTION 3- AD)**

SODC require that a Sustainability Appraisal is needed as an early item. SODC will provide the procedure. **(ACTION 4- BG)**. CNP will prepare the scoping report. The activity will be shown on the Project Plan. **(ACTION 5 –AD/PB)**

Publicity

MC was appointed Publicity Officer (Proposed by PHB, seconded by TS).MC will draft the Press releases for the Thame Gazette and Chinnor Pump (ACTION completed). MC will create a CNP Facebook page (ACTION completed). A CNP website is proposed. This could be a stand-alone website or a dedicated page on the CPC website. Either solution will require us to appoint a Webmaster for the CNP Steering Group **(ACTION 6- PHB/ Agenda item)**

CNP representatives will attend the CPC Neighbourhood Assembly on Monday 23rd March.

Status of CNP work completed/ongoing between CPC and SODC

SODC will provide the CNP with the following information: **(ACTION 7- BG)**

- -a list of statutory consultees
- -evidence already collected by SODC and CPC
- -mapping services

Communication and reporting requirements between Steering Group and CPC/SODC

CPC submitted the Chinnor Neighbourhood Area Application Statement to SODC on 17th March. CNP Steering Group is now responsible for Chinnor Neighbourhood Planning taking over responsibility for NP activities that were initiated by SODC.

CNP reports to CPC. Steering Group members must adhere to the CPC Data Protection Policy. CPC to provide copy to CNP. **(ACTION 8- PH)**

Financial Matters

SODC require a Level 1 project plan to support the grant application. The target is to achieve release of the grant of £10,000 by end- June 2015.

The Locality organisation will award grants up to £7,000

CNP may need to develop a tendering procedure to award study contracts to third parties.

CNP should award contracts through CPC wherever possible as this will avoid paying VAT.

CPC budget periods run from April through March each year. CPC have made no budget provision for CNP in the forthcoming budget period April 2015 to March 2016. CNP will have to apply to CPC by December 2015 for any funds required during the period April 2016 to March 2017.

Village Contacts

TS proposed that CNP tries to appoint Street Wardens who will have responsibility as area representatives (preferably living in that particular area). CNP needs to identify village contacts for Henton and Emmington. CR-L will be village contact for Wainhill. This topic will be an agenda item at the next meeting. **(ACTION 9- PB)**

Traffic Surveys

It was noted that traffic surveys are underway or have been completed for Aston Rowant, Princes Risborough and Watlington which all would have an impact on Chinnor. CNP will try to get copies of these surveys. **(ACTION 10- TBA)**

Action List

1. **Identify additional Task Leaders (PB)**
2. **Invite representative from Watlington NP (CR-L)**
3. **Prepare Level 1 Project Schedule (AD/PB)**
4. **Sustainability Appraisal report procedure (BG)**
5. **Show Sustainability Appraisal as an early item on Project Schedule (AD/PB)**
6. **Agenda item for next Steering Group meeting- CNP website and Webmaster (PHB)**
7. **SODC to provide listed information (BG)**
8. **CPC Data Protection policy (PH)**
9. **Village Contacts (PB)**
10. **Traffic surveys (TBA)**

Date of Next Meeting

The next Steering Group Meeting will take place on Thursday 9th April at 7:00pm in the Chinnor Parish Council Offices. Note that it is a condition of use for the CPC Offices as a meeting venue that two Parish Councillors are present. It was suggested that meetings could also take place in the Village Hall Committee Room if need be.

Written by: P H Brook
14 March 2015

Approved:
Date:

Steering Group Members: Attendance List @ Meeting No. 2 and NoM Distribution List

Attendees:

Cllr. Lynn Lloyd (LL)
Cllr. Pat Haywood (PH)
Andrew Dugmore (AD)
Andrew Henderson (AH) TREASURER
Beryl Guiver (SODC) (BG)
Bob Dobbs (BD)
Charles Rownton-Lee (CR-L)
Christine White (CW)
Jackie Sturt (JS)
John Haywood (JH)
Marius Ciortan (MC)
Peter Brook (PB)
Sarah Phillips (SP)
Tim Samwell (TS) CHAIRMAN

Not at meeting:

Geoff Bamford (GB) APOLOGIES
Heather Ballard (HB) APOLOGIES
Janey Partridge (JP) APOLOGIES
Jim Willment (JW) APOLOGIES
Zena Baker (ZB) APOLOGIES
Anthony Pointon (AP)
Edward Sobolwie (ES)
Ricky Stodden (RS)
Cllr Robin Williams (RW)

New Volunteers to be invited to next meeting:

Antony Atkins (AA)
Duncan Tickner (DT)
Ian Wadsworth (IW)
Susan Ashdown (SA)

CC:

Jo Wills (CPC) (JW)
Liz Folley (CPC) (LF)