

CHINNOR 2031

NEIGHBOURHOOD DEVELOPMENT PLAN

Notes of Meeting NOM-04

Rev2: FOR APPROVAL

Steering Group Meeting No.4

Date & Location: 13 May 2015, Chinnor Parish Council Offices

Attendees and Apologies

See Attendance List (attached). The meeting was chaired by Bob Dobbs (Vice-Chairman).

New Councillors and New Members

Cllrs. Sue Ashdown and Charles Rowton-Lee were welcomed as the 2 new Parish Councillors responsible for liaising with the Parish Council on behalf of the Steering Group. There were no new members to the Steering Group.

Approval of Minutes

Minutes for Meeting No.3 and Meeting No.1 were approved and signed. (Proposed: AH Seconded ZB)

Matters Arising

IT Policy: ZB reported that the advance of the SimpleSite first year costs of £99.00 per annum was approved by the Parish council at the CPC meeting on 27th April. It was agreed unanimously that ZB can proceed forthwith on setting up the website. (Proposed: PHB ,Seconded: BB)

Watlington Neighbourhood Plan (WNP) team was unable to respond to our invitation for one of their members to come to this meeting and share their lessons-learnt with the CNP Steering Group . CR-L outlined the development of the WNP, the people involved and problems that have arisen.

Level 1 Project Schedule:

Neighbourhood Plan time scale: The decision taken at this Steering Group meeting was that the Steering Group shall submit the Draft Chinnor 2031 Neighbourhood Development Plan (NDP) to the Parish Council for its approval by or before 30th April 2016. Public consultation will then take place over the next 2 months (May and June 2016).

Examination version documents for SODC examination will be published in September 2016. (Proposed: AH ,Seconded: CR-L: passed unanimously)

The submission dates will be incorporated in the Project Schedule along with the associated document deliverables.

(ACTION 1: PHB/AD)

Site Selection: It was agreed at this Steering Group meeting that the starting point for the Chinnor 2031 NDP site selection procedure would be to look at all sites initially. The previous work done by SODC and Chinnor Parish Council would be taken into account. This work took into account a limited number of factors such as site availability and accessibility, landscape issues and landowners' wishes to put their land forward for development. For the new NP procedure, CNP will create a list of sites for detailed assessment from which unavailable and unsuitable sites have been removed. It is anticipated that this list will be a longer list than the short list drawn up from the previous SODC work or the list of preferred sites obtained from the public consultation. (Proposed: AH Seconded CR-L-passed unanimously). Sites will be assessed against the objectives determined by the Steering Group and the Site Sustainability.

There may be other potential sites that local landowners might want to be considered. BG recommended that we place a permanent advert on our website aimed at landowners wanting to put forward sites not included in SODC's original SSHA advertising. This can include smaller sites in the outlying villages.

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CNP Objectives: The Steering Group needs to compile a set of objectives for the NP as a priority action so these are available at the Launch Event to be held w/s 29th June. The objectives will be compiled at the June Steering Group meeting by carrying out a group exercise. We need to identify a Facilitator for this exercise.

(ACTION 2: PHB to identify person with Group Facilitation experience. (Any member with experience of facilitating groups is asked to contact the Secretary asap)

Launch Event: This will be held in the Main Hall of the Village Hall during the w/s Monday 29th June 2015. There will be 2 timed sessions. One will be timed for after-school. The second will be an evening session or Saturday afternoon session. There will be both a formal presentation and break- out round- table group exercise. These will be structured sessions requiring a Facilitator and Steering Group members to assist attendees during the sessions.

(ACTION 3: ZB to check availability of Main Hall during w/s 29th June 2015)

(ACTION 4: MC to coordinate publicity for Launch Event including The Pump)

Secretary's Report:

The Secretary advised that he was in contact with Mr John Howell MP to arrange a date for meeting with Mr Howell.

Offer of help from Mr C. McGuire: He is a Landscape Designer with knowledge of environmental matters and development of landscape protection associated with mitigation of landscape caused by development. He has an interest in sustainability.

(ACTION 5: PHB to contact Mr McGuire re his offer of help)

Treasurer's Report: AH has tendered his resignation because of other commitments. A replacement is needed. Now that the Steering Group has become as a working group reporting to CPC this means that the conduct of our financial affairs is simpler. CNP finances will be accounted for within the CPC accounts by the Parish Clerk. CNP will not need to have a separate bank account. The Parish Clerk will prepare a separate set of accounts for CNP. CNP's grant money will be held in the CPC bank account. CNP expenditure will be VAT- exempt. So the Treasurer's role becomes much simpler and is better described as Financial Officer with the major tasks restricted to compiling a budget, over-viewing and monitoring expenditure, applying for grants and counter-signing expenditure and forwarding requests to the Parish Clerk for payment.

(ACTION 6: Any volunteers willing to take on this role, please contact PHB)

(ACTION 7: CR-L to obtain copy of Watlington budget for guidance in preparing CNP budget)

Traffic surveys: IW and RR presented their findings from looking at traffic flow in Chinnor. A copy of the report has been distributed with these minutes.

Action List

- 1. Incorporate key milestones and document submission dates in Project Schedule (PHB/AD)**
- 2. Identify person with Group Facilitation experience. (Any member with experience of facilitating groups to contact the Secretary asap (PB)**
- 3. Launch Event-ZB to check availability of Main Hall during w/s 29th June 2015 (ZB)**
- 4. Coordinate publicity for Launch Event including The Pump (MC)**
- 5. Secretary to contact Mr McGuire re his offer of help (PB)**
- 6. Volunteers willing to take on Financial Officer/Treasurer role to contact Secretary (All Members)**
- 7. Obtain copy of Watlington budget for guidance in preparing CNP budget (CR-L)**

Date of Next Meeting

The next meeting will take place on Wednesday 10th June at 7:00pm in the Chinnor Parish Council Offices.

**Written by: P H Brook
19 May 2015**

**Approved:
Date:**

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Steering Group Members: Attendance List @ Meeting No. 4 and NoM Distribution List

Cllr. Lynn Lloyd (LL) APOLOGIES
Cllr. Pat Haywood (PH)
Cllr. Robin Williams (RW) APOLOGIES
Cllr. Charles Rowton-Lee (CR-L)
Cllr. Susan Ashdown (SA)
Beryl Guiver (SODC)(BG)

Steering Group Volunteers

Andrea Oughton (AO)
Andrew Henderson (AH)
Bob Dobbs (BD)
Bridget Le Huray (BL-H)
Carol Bellamy (CB) APOLOGIES
Geoff Bamford (GB) APOLOGIES
Christine White (CW) APOLOGIES
Ian Wadsworth (IW)
Jackie Sturt (JS) APOLOGIES
Jim Willment (JW)
John Haywood (JH)
Maria Lundgren-Butler (ML-B)
Marius Ciortan (MC) APOLOGIES
Mike Bellamy (MB) APOLOGIES
Paul Phillips (PP) APOLOGIES
Peter Brook (PB)
Ruth Ruddock (RR)
Sandie Hoyes (SH) APOLOGIES
Sarah Phillips (SP) APOLOGIES

Tim Samwell (TS) APOLOGIES
Tom Hoyes (TH) APOLOGIES
Zena Baker (ZB)

New Volunteers (first time at meeting):

None

Not at Meeting:

Andrew Dugmore (AD)
Anthony Atkins (AA)
Anthony Pointon (AP)
Duncan Tickner (DT)
Edward Sobolewlie (ES)
Heather Ballard (HB)
Janey Partridge (JP)
Terry Dillon (TD)

CC:

Liz Folley (CPC) (LF)