

# CHINNOR 2032

## NEIGHBOURHOOD DEVELOPMENT PLAN

Notes of Meeting NOM-31

Steering Group Meeting No.31

Date & Location: 12 October 2016, Community Sports Pavilion 7.00pm

Rev 2: FOR APPROVAL

### Attendees, Introductions, Apologies and Announcements

See Attendance List (attached).

### Meeting Purpose

Progress review

<b>Minutes for Steering Group Meeting No.30</b> approved and signed.	
<b>1. Announcements and Introductions</b>  Simon Rowberry, SODC Planning Policy Manager , was welcomed to the meeting. Simon announced that SODC had recruited two new NP Planning Officers following Charlotte Colver's transfer into Housing.  Geoff Bamford has had to resign from the Steering Group due to ill health and Roy Page has agreed to take over Geoff's role as Task Leader for Schools and Young People.  Andrew Ashcroft has taken up an interim full-time role in Brighton which will restrict his availability up to Christmas. He will continue as Chinnor NP Plan Manager but his availability to contribute to the Chinnor Plan will be restricted to evening work during the week and Saturday mornings. He will be unable to attend Steering Group meetings up to Christmas and will be submitting written reports. The impact of Andrew's restricted availability remains unknown at present.	
<b>2. Plan Manager's Report – Progress and Issues</b>  Peter read out the report provided by Andrew Ashcroft (AA) which has been circulated to members. AA's priorities over the next few weeks were; designing policies based on Environmental groups thoughts (see item 6a below), reconfiguring the housing chapter (in effect the biggest change of what was in the draft Plan) and filling in the commentary boxes on the table produced by Ellen Higgs.  AA has requested that sizes of Green Spaces are identified.  AA has requested that an up to date planning applications history for Chinnor is provided by SODC to be used in the Examination Version NP  Simon Rowberry commented that the first draft of the HELA (Housing & Economic Land Assessment) report would be published in the next few weeks. Simon intended that all Parish and Town Councils would be sent the draft report before it went into the public domain.	<b>MD</b>  <b>SODC</b> <b>(SR)</b>
<b>3. Project Action Plan – Next Steps</b>  Peter tabled the Draft Plan Table of Contents with assigned authors for each section. Peter will reissue Rev 4 before the next meeting. AW will review Section 5; Conservation, Heritage and Design Policies. Maureen (with PH) will update Section 8, Community Facilities. It was noted that there had not been a great response from the two health surgeries in the village.	<b>PB</b> <b>AW</b> <b>MD/PH</b>
<b>4. Policies</b>  Peter tabled AA's report on consolidated policies, with AA's current thinking on the structure of the emerging submission Plan. It was noted that there was not a policy for safe guarding land for the proposed reservoir. Simon Rowberry confirmed that SODC would be including a detailed reservoir policy in the next round of consultation on the	

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<p>Local Plan he intended that all Parish and Town Councils would have early sight of this before publication.</p> <p>AA suggested the CNP should contain around 20 policies. Thames Water had supplied the wording for a policy on infrastructure and utilities but this might need to be put into words agreed by CNP.</p> <p>Housing policies – major elements needed discussion. The Persimmon site (CHI-21) had got as far as screening (Post-meeting note: Persimmon submitted their application for outline planning permission on 3 October 2016). CNP recommends that this site be included in the Plan with a policy to ensure that all three sites are developed at the same time with joined up thinking between the developers on road access, footpaths and recreational and environmental areas. Peter proposed this approach, seconded by Andrea Oughton – this was agreed. The wording needed to be right – SODC would help AA with the wording to set out the principles in the policy.</p> <p>Wording for housing policies needed to be included to follow the recently published SODC Design Guide and call up the good design principles in the Guide to be followed for any development in the village.</p>	
<p><b>5. Referendum Marketing and Publicity Strategy</b></p> <p>Andrew Winterbottom sent out the Marketing document circulated prior to the meeting and is drawing up a brief for the tender for the marketing support required between now and the referendum.</p> <p>Andrew asked that each task group send half a dozen bullet points to the marketing group.</p>	<p><b>AW</b></p> <p><b>Task Leaders</b></p>
<p><b>6. Reports- Task Groups</b></p> <p><b>a. Environmental</b></p> <p>The environmental policy requirements for new housing developments needs to be written up in such a way that it covers any potential new site, calling up the SODC Design Guide as applicable which covers much of what is required to be followed in Chinnor.</p> <p>An assessment of local green spaces had been undertaken with 13 identified. Maureen will write a brief and send it to AA. The Brief will form one of the appendices to the Plan. The size of the open spaces that needed to be preserved will be shown on the mapping document. Maureen to send Nick the details.</p> <p>The burial ground space on the CEMEX site needed to be reflected in the Plan and a Policy written that allocates this space with satisfactory access.</p> <p>There was an overlap with community facilities - Maureen and Chris would meet with Pat Hawyood, Chinnor Parish Council to discuss.</p> <p><b>b. Infrastructure (Water Supply, Sewerage and Drainage)</b></p> <p>Thames Water had published a 70 page screening document for a strategic reservoir. Currently it looked too costly to locate this reservoir just outside Chinnor and Thames Water would not be taking the plans further but wished to safeguard the land against future development in the Plan. Roy Page was still trying to arrange a meeting with TW about the capacity issues related to foul waste water disposal. The contact details of the person within TW responsible for drainage is required. SODC may be able to advise which agent TW are using. When arranged the meeting will take place in the Council Chamber. Peter to</p>	<p><b>MD</b></p> <p><b>MD/ND</b></p> <p><b>AA</b></p> <p><b>MD/CM/PH</b></p> <p><b>SODC (SR)</b></p>

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send email to Simon Rowberry on any follow up points that were needed.

### c. Traffic, Cycling and Pedestrians

A meeting with Keith Stenning of OCC had been arranged to discuss traffic calming recommendations on 24 October. Local County Councillors David Wilmshurst and Nick Carter may also attend.

The traffic group would like to ascertain the current traffic flows through the village and will ask for a traffic survey to be instituted by OCC to record the current traffic numbers entering and leaving Chinnor via Lower Icknield Way, Thame Road, Crowell Road and Chinnor Hill over a 5 and 7 day week but would ask that the survey is not carried out during school holidays as this would distort the figures. Keith Stenning has said that OCC have no funds available to carry this survey out. CNP have requested OCC to provide a cost estimate for the survey.

With regard to a relief road, Simon Rowberry advised that the Plan should state that there were concerns and issues relating to traffic in the village and that CPC and local groups would continue to lobby the County Council in the future.

### d. Young People and Schools

This section is new and was not included in the original Draft Plan. No policies had been written yet. Suggested wording to be agreed for an enablement policy might be that CNP will work with the County Council and the school's governing bodies to increase capacity to cope with the additional children as come into the village. The policy could contain two strands with a reference to community facilities to specifically seek to ensure the level of CIL funding match the capacity for the village.

The Young person's section policy needs to be explicit. CPC will work with the LEA and other education providers to ensure that at all times through the period of the Plan that teaching capacity is commensurate with the number of children. SODC will work with AA on the exact wording of the policy.

With regard to pre-school issues – encouragement should be given to work with potential providers and a development policy with criteria to encourage SODC to look favourably on planning applications for pre-school facilities.

It was agreed that a meeting take place between CNP/CPC / Head Teachers and Chairs of Governors to take things forward.

### e. Business

Andrew Winterbottom (AW) had reviewed what had been put into other Neighbourhood Plans with regard to business. Business, Retail and Employment was included – should tourism and leisure facilities also be included? Would these be covered under community facilities?

Simon Rowberry advised that the CNP should not be too narrow on community facilities and should include such things as the post office, public houses and leisure facilities.

Andrew would work to include all of these things in the business section and make sure, where appropriate; there was connection to the community facilities section. AA has advised AW what approach should be taken about evidence.

### f. CIL Coordination

Nick had met with CPC and obtained a copy of the list of projects the Council had

AA/RP

RP/PH

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<p>drawn up, he now needed to gather others. Nick requested task group leaders to send him a list of projects they would like included.</p> <p><b>g. 5 year land supply meeting 6 October; Brightwell-cum-Sotwell</b></p> <p>Nick and Simon Mould attended the meeting and reported that there were lots of other villages with similar problems to Chinnor's. The presentation by Great Horwood, who had been successful in opposing Aylesbury Vale, was well received.</p>	<b>Task Leaders</b>
<p><b>7. Financial report: ND</b></p> <p>Nick reported that £10k of funding had been secured from the National Lottery. AA's fees would take up most of the Locality funding which would leave £10k potentially for marketing and the cost of any surveys. May need to approach CPC for further funding.</p>	
<p><b>8. Future Meetings</b></p> <p><b>Next meeting of the full Steering Group is on Wednesday 26 October 2016 at 7pm in the Community Pavilion.</b></p> <p><b>The second Steering Group meeting is on Monday 14 November 2016 at 7pm in the Community Pavilion.</b></p>	<b>All</b>

Attendees			Apologies		
	CNP	SODC / Other		CNP	SODC / Other
Cllr. Pat Haywood	X		Cllr Lynn Lloyd	X	
Cllr. Susan Ashdown	X		John Haywood	X	
Cllr Robin Williams	X		Ruth Ruddock	X	
Andrea Oughton	X		Zena Baker	X	
Chris McGuire	X		Marius Ciortan	X	
Andrew Winterbottom	X		Andrew Ashcroft		X
Maureen Dyroff	X				
Nick Draycott	X				
Peter Brook	X				
Brian Fagan	X				
Roy Page	X				
Simon Mould	X				
Simon Rowberry		X			
David Beal	X				

**CC:**

Liz Folley (CPC) (LF)

**Written by: Andrea Oughton/Peter Brook  
25 October 2016**

**Approved:  
Date:**