

CHINNOR 2031

NEIGHBOURHOOD DEVELOPMENT PLAN

Notes of Meeting NOM-11

Steering Group Meeting No.11

Date & Location: 10 November 2015, Chinnor Parish Council Offices 7.00pm

Rev 2: FOR COMMENT

Attendees, Introductions, Apologies and Announcements

See Attendance List (attached).

Matters for discussion	Action
<p>1. Pat Haywood (Chairman) recommended as this was an “Extraordinary Meeting” the guidance Agenda be shortened in order to discuss the Project Management Proposal put forward by SODC received on Friday 6th November via email.</p>	<p>All agreed</p>
<p>2. Items agreed for discussion from the guidance Agenda</p> <ul style="list-style-type: none"> i. Discussion –preparation for CFO’s Housing Needs Survey ii. Discussion of SODC’s proposal to provide assistance to CNP <ul style="list-style-type: none"> • Advisory Services • Project Management services • Site selection/Sustainability Analysis/SEA scoping and reports <p>Workshop facilitation- site selection</p>	<p>All</p>
<p>3. Preparation for CFO’s Housing Needs Survey</p> <p>John Haywood gave a brief update on the Workshop held by CFO on Friday 6th November. Disappointed as it did not cover producing a Housing Needs Survey.</p> <p>Discussion with Tom (Housing Needs Survey Consultant) resulted in him recommending 50 questions instead of 40. He would re-work his first draft of CNP’s proposed survey. CNP sub-team working on the Housing Survey would meet to work on the additional 10 questions, what these would be.</p> <p>Covering sheet for the Housing Survey to be re-worked. Proposed 2hr mtg with Tom to bring the Survey up to speed ready for publication</p> <p>NB</p> <p>Due to time constraints to get the Housing Survey completed by the end of November, a meeting has been arranged with the CFO Consultant, Tom McCulloch, for Monday, 16th November.</p>	<p>Tom (CFO) JH/SA/GB</p> <p>Tom (CFO) JH/SA/GB</p> <p>JH/TMc/SA</p>
<p>4. Evaluation of SODC v CFO proposals</p> <p>Pat ran through SODC’s offer of help and confirmed that CNP had applied for additional funding from SODC other than the Government Grant which has now been received by Chinnor Parish Council. SODC expressed their willingness to assist CNP by offering independent Consultancy Services funded by SODC (Proposal received Friday 6th November 2015). An additional monetary grant would not be possible</p> <p>Concerns were expressed regarding SODC, and their ability and have the required resources to assist CNP through to successful completion, bearing in mind the recent Appeals which have been granted.</p> <p>Pat confirmed that any Consultants appointed by SODC would be independently working for CNP, and totally unbiased. Working with us, and taking hold of the Project, to include Risk Assessment.</p> <p>Roles, Responsibilities and Reporting Lines to be included in the Project Manager’s remit. CNP to present “Boundaries” not only regarding the Project / Project Manager, which they</p>	

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<p>would expect to be adhered to by the Consultant, but, any they see fit to inject into core subjects regarding the CNP.</p> <p>It was agreed by ALL that a meeting should take place asap with CNP and SODC (Beryl Guiver and Charlotte Colver) to thrash out and see their Project Plan Proposal, similar to the CFO which has already been presented.</p> <p>Meeting to be set up for early w/c 16th November</p> <p>Looking into the CFO Consultancy Proposal, and SODC. CFO have guided Drayton to the completion of their NP and SODC have Thame and Woodcote under their belts.</p> <p>Finance, another aspect, meant the CFO overall Consultancy fee, would eat up the whole of the Government Grant (>£30k) and more. This would leave CNP seeking funding elsewhere >£20k. Bearing in mind the offer from SODC (free consultancy) against CFO (>£30K), there is a strong argument for selecting SODC as the Preferred Supplier providing all the CNP queries are satisfactorily resolved.</p> <p>Attendees discussed continuing with CFO for the Housing Needs Survey as this was underway. This was agreed.</p> <p>A vote for the Preferred Supplied to be made after the meeting with SODC on 18th November by those present providing there is a quorum.</p>	<p>PH</p> <p>PH</p> <p>ALL</p>
<p>5. Community Engagement, Publicity and Events</p> <p>The next few weeks will see several Community Events taking place in Chinnor and CNP would like to see volunteers there handing out leaflets, getting up Posters and generally trying to engage with residents regarding the CNP. Zena to compile the Rotas' and will send out an email</p> <ul style="list-style-type: none"> a. Christmas Market (Village Centre 21st Nov) b. Pop-Up Shops (Village Hall 28th Nov) <p>Pat has offered to put together a publicity display for the Library which will be in place until Christmas. PB give Pat the materials</p> <p>Pat will also decorate the CNP Christmas Tree for the Christmas Tree festival taking place in St Andrews the first week in December.</p> <p>Additional posters will be required in various sizes i.e. A4 and A3 as well as another run of leaflets. Zena to speak to Marius Ciortan</p>	<p>ZB</p> <p>ALL</p> <p>PH/PB</p> <p>PH</p> <p>ZB / MC</p>
<p>6. The meeting closed at 8pm</p>	
<p>7. Next meeting of the Steering Group 25th November 7pm Chinnor Parish Council Offices</p>	<p>ALL</p>

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Attendees			Apologies		
	CNP	SODC / Other		CNP	SODC / Other
Cllr. Pat Haywood	X		Cllr. Lynn Lloyd	X	
Cllr. Susan Ashdown	X		Cllr. Charles Rownton-Lee	X	
Chris McGuire	X		Andrew Henderson	X	
Ian Wadsworth	X		Anna Reynolds	X	
Jackie Sturt	X		Charlie Herd	X	
John Haywood	X		Geoff Bamford	X	
Ruth Ruddock	X		Marius Ciortan	X	
Zena Baker	X		Peter Brook	X	
			Philip Wright	X	
			Sarah Phillips	X	
			Bery Guiver		X
			Beth Teal		X

CC:

Liz Folley (CPC) (LF)

Written by: Zena Baker
12th November 2015

Approved:
Date: