

CHINNOR 2031

NEIGHBOURHOOD DEVELOPMENT PLAN

Notes of Meeting NOM-13

Steering Group Meeting No.13

Date & Location: 25 November 2015, Chinnor Parish Council Offices 7.00pm

Rev 1: FOR COMMENT

Attendees, Introductions, Apologies and Announcements

See Attendance List (attached).

Minutes for Steering Group Meetings 11 and 12 were approved and signed

Matters for discussion	Action
<p>1. Clarifications on SODC proposals – Neighbourhood Plan fast track arrangement (BG) SODC advised that CPC/CNP would need to seek additional funding from Locality and Lottery Funding to cover the increased costs of employing the consultant, Andrew Ashcroft (AA) as Project Manager. The consultant will be charging on a reimbursable daily rate basis. Budget will be developed when AA has evaluated the Project Manager's scope of work and required input. SODC will provide AA with the results from previous Chinnor consultations and the Strategic Housing Land Availability Assessment (SHLAA) and work done on the Strategic Environmental assessment (SEA) CNP had previously requested CPC to provide additional funding of £12k spread over 2 years. The accelerated project schedule requires that the funding be provided over 1 year. PH to clarify availability of this amount of funding. BG advised that a SODC team is looking at the cumulative impact on infrastructure of all the potential developments being put forward in South Oxfordshire</p>	<p>SP AA/SP BG/CC PH</p>
<p>2. Accelerated Schedule It was agreed that the Accelerated Project Schedule included in the latest generic NP presentation could be used in the display and for guidance in discussions with residents. It is an interim schedule taken from CFO's proposal and will be confirmed or updated when a definitive schedule is prepared.</p>	<p>All</p>
<p>3. Preparation for CFO's Housing Needs Survey John Haywood gave a brief update of status. The survey is ready to go out with the Look Local magazine. Note that alternative distribution arrangements are required for Emmington (done), Wainhill (by CR-L) and Chinnor Hill (PH to arrange with D.Nixey).</p>	<p>CR-L PH</p>
<p>4. Community Engagement, Publicity and Events</p> <ol style="list-style-type: none"> Pop-Up Shops 28 Nov Village Hall 10am- 1pm: ZB to arrange rota. PHB to put up display boards. Library Display was put up on 23 Nov. Runs for 4 weeks Post-Christmas Table-Top Sale- 9 Jan, Village Hall (advance notice) Persimmon Homes Pre-Application Presentation re Greenwood Avenue Development- Village Hall, 26 Nov. It was agreed by ALL that it was a good idea to make the presence of CNP felt in force at this event by handing out leaflets to attendees at the door, taking comments from residents and asking questions of Persimmon to make them aware that the NP was in progress. Communication with village organisations. RR has prepared letter to go to all village organisations to let them know that their views are important and request that they encourage their members to respond to the housing survey and give feedback It was agreed that the write up in The Pump for December should emphasise the Housing Needs survey with emphasis on encouraging residents to respond to the survey. 	<p>ZB/PHB ALL MC</p>
<p>5. Consultation Statement BG described the contents of the Consultation Statement which CNP has to prepare. It needs to describe the outcome from:</p> <ol style="list-style-type: none"> Launch Event and subsequent events Consultation on our Objectives Responses from the community 	

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<p>RR volunteered to create a framework for the Consultation Statement. Task Leaders will be responsible for summarising the responses in their own area for inclusion in the Statement</p> <p>The Basic Conditions Statement will be produced by AA after the NP Policies have been written.</p>	<p>RR Task Leaders</p> <p>AA</p>
<p>6. Community Engagement- responding to emails from residents</p> <p>CNP is starting to receive emails and website comments on an increasing frequency from residents as our profile rises and because residents are becoming more vocal as a result of the recent appeals and the pre-application consultation by Persimmon for another 150 dwellings off Greenwood Avenue. A discussion took place to establish the principles of responding to these. What is described below is provisional whilst PHB/ZB develop and confirm a more detailed procedure for handling comments.</p> <p>The website includes a mechanism for raising an alert when a comment is received via the website. That comment should be answered through the website as the discussion trail is then recorded. Task Leaders and Officers need to review the website on a regular basis for comments in their area of responsibility and answer them via the website</p> <p>Email comments need to be handled in a different way:</p> <ol style="list-style-type: none"> Anyone receiving an email comment from an external source via their personal email inbox must forward a copy into the generic CNP email inbox. The title must include the word COMMENT. A simple acknowledgement email should be sent out by the recipient saying that the email has been passed to the Steering Group, CPC (via LF) or SODC (via CC) for attention as appropriate. The original recipient shall advise the responsible Task Leader via personal email that steps a.) and b.) have been done. All Task Leaders and Officers need to review the generic email inbox website on a regular basis for comments in their area of responsibility and for answering them <p>Many comments will refer to matters outside the scope of the NP. Steering Group members should avoid getting involved in matters not related directly to the NP, just acknowledge the comment and pass it on.</p>	<p>Task Leaders & Officers</p> <p>PHB/ZB</p> <p>PHB/ZB</p>
<p>7. Chinnor Residents Action Group (CRAG)</p> <p>CRAG are running a closed Facebook group. Their Facebook messages are a source of feedback comments that CNP would like to review for inclusion of relevant comments that contribute to the NP.</p> <p>RR is a member of this group and will request that CRAG comments are shared with CNP.</p>	<p>RR</p>
<p>8. SODC response to Taylor Wimpey and Cemex appeals</p> <p>SODC is challenging the results of these 2 appeals in the High Court. BG described the basis under which this challenge is being mounted.</p> <ol style="list-style-type: none"> This is a legal challenge based on points of law. It is not a rerun of the merits of each application. The challenges made will refer to the assumptions made by the inspector in arriving at her decisions Timescale for the High Court appeal is for it to start in 6-8 weeks. If SODC's appeal is successful then the Taylor Wimpey and Cemex appeals would be reheard. 	
<p>9. The meeting closed at 8.50pm</p>	
<p>10. Next meeting of the Steering Group is on 30th November 7pm Chinnor Parish Council Offices to meet with Andrew Ashcroft</p> <p>BG to request that AA proposes the agenda items that he wishes to discuss at this meeting.</p>	<p>ALL</p> <p>BG</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	
Peter Brook	X		Charlie Herd	X	
John Haywood	X		Geoff Bamford	X	
Ruth Ruddock	X		Marius Ciortan	X	
Zena Baker	X		Jacqui Sturt	X	
			Philip Wright	X	
Beryl Guiver		X	Sarah Phillips	X	
			Charlotte Colver		X

CC:

Liz Folley (CPC) (LF)

Written by: Zena Baker
12th November 2015

Approved:
Date: