

# CHINNOR 2032

## NEIGHBOURHOOD DEVELOPMENT PLAN

**Notes of Meeting NOM-26**  
**Steering Group Meeting No.26**  
**Date & Location: 6 July 2016, Community Sports Pavilion 7.00pm**

**Rev 2: FOR APPROVAL**

### Attendees, Introductions, Apologies and Announcements

See Attendance List (attached).

### Meeting Purpose

Progress review

1. <b>Minutes for Steering Group Meeting No.25</b> approved and signed.	
2. <b>Announcements and Introductions</b> None	
<p>3. <b>SODC Local Plan development update</b></p> <p>The SODC Local Plan Preferred Options report was released for consultation on 27 June. It meets the requirement of Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 about preparation of a Local Plan. Delivery of Chinnor's Neighbourhood Plan is an integral part of delivering the SODC Local Plan</p> <p>The Preferred Options report is a strategic document which asks residents for their views on certain strategic issues. It contains a revised housing supply target and distribution for South Oxfordshire as a whole. This target is a working assumption for consultation purposes. It does not explicitly give a new housing target for Chinnor. It proposes a target of 1759 new dwellings for the Larger Villages overall.</p> <p>SODC will be arranging meetings with individual NP Steering Groups. South Oxfordshire cannot demonstrate a 5 year housing land supply so is open to developers making applications for developments that can be shown to be sustainable. As Chinnor is particularly vulnerable to unplanned development the Steering Group has requested an early meeting with the SODC Local Plan Manager before the planned date of September. (ACTION: CC).</p>	<p><b>CC</b></p>
<p>4. <b>CNP Next Steps</b></p> <p>The strategy on which the Submission Version Neighbourhood Plan will proceed for now is that it must cover the whole parish and be flexible enough to cover what emerges as the number of new dwellings and sites that are required to meet the minimum target for Chinnor.</p> <p>AA tabled a Proposal for a Revised NP Timetable for discussion. The first activity is to engage a consultant to carry out an analysis of all potential sites that have been offered for development in Chinnor. This is an assessment of the capacity and features of each site that has been offered for development by the developer. The assessment informs the NP. It does not determine the overall number of new dwellings for Chinnor.</p> <p>A discussion followed on the pros and cons of preparing a second draft plan against proceeding in a single step to a submission version plan. It was agreed that on balance the strategy would be to go straight towards a submission plan building on the consultation results from the Pre-Submission Version of the Neighbourhood Plan with a target date for submission of November 2016. <b>Proposed by ND; seconded by JH; carried unanimously.</b> AA will develop further detail and incorporate this target date.</p> <p>It was recognized that residents must be kept informed of progress and given the opportunity to have their say.</p> <p>PHB has taken AA's Revised NP Timetable document and rearranged into a project plan with 7 individual task areas identified and suggested Task Coordinators. PHB will circulate the draft project plan to all Steering Group members for further development.</p>	<p><b>AA</b></p> <p><b>PHB</b></p>

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<p><b>4. SODC Drop-In Event, Village Hall, 12<sup>th</sup> July 3pm- 7pm</b></p> <p>It was agreed that CNP representatives will man a Reception Desk with the purpose of establishing which streets residents who are attending the event live in. It was felt important that CNP had a presence at this SODC-sponsored event. PHB to inform ZB and SA of this decision asap.</p> <p>CNP representatives who are attending need to be briefed about what to say on behalf of CNP (i.e. should have attended Meeting No 25 or No 26). PHB will provide a briefing note for CNP representatives and a separate handout for residents attending the event. PHB to arrange printing.</p> <p>It was agreed that name badges will be worn identifying representatives of the CNP Steering Group present at the event.</p>	<p><b>PHB,ZB, SA</b></p> <p><b>PHB</b></p>
<p><b>5. Task Group Reports</b></p> <p><b>Site Assessment and Environmental Group – Leader: JH</b></p> <p>JH reported on the visit to the Thames Valley Environmental Records Centre (TVERC). Information from TVERC will inform the NP Environmental Policies.</p> <p>The special funding for the Site Assessment study (and other technical studies agreed by SODC) is for studies that will be procured by SODC on behalf of neighbourhood plan groups. In order to make procurement faster and more effective the studies will use standard briefs prepared by SODC. The Group will have to liaise with the appointed consultant to decide which sites are to be looked at and provide supplementary local information and assistance. The Group will not be required to prepare the brief. The Site Assessment study is a time critical item and work should start as soon as possible.</p> <p>SEA Screening Opinion received from SODC. SEA not required</p> <p><b>Infrastructure (including Raw Water/Sewage)- Leader: RP</b></p> <p>Task Group members (SA, PH, BF, ND) plus Parish Councillors met Thames Water on 14 June. LF is writing the minutes. PH to expedite so Steering Group can have answer to CNP's questions. TW gave a bland presentation that did not focus on Chinnor issues. It was noted that the area assigned to the strategic reservoir lies mostly outside Chinnor Parish so the NP can only safeguard a small portion of the land needed for the reservoir if it ever goes ahead in the future.</p> <p><b>Traffic, Cycling and Pedestrians- Leader: BF</b></p> <p>2<sup>nd</sup> Interim report issued to all Steering Group members. AA is to be asked to review the findings in this report. CNP has received 2 videos from Mr Poole of traffic in Mill Lane at school time (morning and afternoon). The videos are taken from the junction of Estover Way and Mill Lane looking back up Mill Lane towards the school.</p> <p><b>Young People &amp; Schools- Leader: GB</b></p> <p>Nothing new to report this month</p> <p><b>Business Leader:- AR</b></p> <p>Business survey responses have still not been processed. LL will check if AR can continue as Business Group Task Leader or if a new leader has to be found.</p>	<p><b>CC,JH</b></p> <p><b>PH</b></p> <p><b>LL</b></p>
<p><b>6. Financial report</b></p> <p><b>Grants:</b> Preparation of grant applications is ongoing. Locality grants can now total £9,000 and have a 1 month lead time. ND will prioritise this application. A 4 month</p>	<p><b>ND,SA</b></p>

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<p>lead time requirement has been confirmed by ND with the Big Lottery Fund. The funding strategy will be to fund the back-end workload from Lottery funding. CC advised that SODC will fund the Site Assessment study.</p> <p><b>Budget for Plan:</b> The target budget for the Plan is being updated by ND.</p>	
<p>7. <b>AOB</b></p> <p><b>CFO Proposal</b> CFO has provided a proposal bidding for 2 items; preparation of</p> <ul style="list-style-type: none"><li>• Basic Conditions Statement and</li><li>• Preferred NDP options and objectives survey</li></ul> <p>It was agreed that CNP inform CFO that this proposal would be declined as it does not fit with the new Action Plan.</p> <p><b>Use of Map-based systems for the NP</b> ND highlighted the potential benefits of using a map-based system within the Plan. ND will prepare a description of what a map-based system might comprise and what benefits it could bring.</p> <p><b>Consultation Comments</b> PH confirmed that Ellen Higgs will start working on compiling Consultation Comments after 13<sup>th</sup> July. AO will be providing guidance and assistance to Ellen.</p> <p><b>SODC Planning Committee: 13<sup>th</sup> July</b> CPC are attending the Planning Committee Meeting in Didcot Civic Hall, Britwell Road on 13<sup>th</sup> July at 6pm. CPC intend to oppose the latest application from AB Dominion for the Mill Lane/Estover Way site CHI 7. It should be noted that CNP is a sub-committee of CPC and therefore is bound by CPC decisions</p> <p><b>Chinnor Flower Festival, August Bank Holiday Monday 28<sup>th</sup> August</b> CNP intend to have a stall for publicity. Please put this date in your diaries</p>	<p><b>PHB</b></p> <p><b>ND</b></p> <p><b>AO/EH</b></p> <p><b>All</b></p>
<p>8. <b>Future Meetings</b></p> <p><b>Next meeting of the full Steering Group has been CHANGED from Monday 25<sup>th</sup> July to Wednesday 3<sup>rd</sup> August at 7pm in the Community Pavilion. (BF to pick up key as PH is on holiday in Sweden).</b></p> <p><b>The second meeting in August is on Monday 22<sup>nd</sup> August at 7pm in the Community Pavilion.</b></p>	<p><b>All</b></p>

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Attendees			Apologies		
	CNP	SODC / Other		CNP	SODC / Other
Cllr. Pat Haywood	X		Cllr. Lynn Lloyd	X	
Brian Fagan	X		Cllr. Susan Ashdown	X	
John Haywood	X		Andrea Oughton	X	
Maureen Dyroff	X		Andrew Henderson	X	
Nick Draycott	X		Anna Reynolds	N/P	
Peter Brook	X		Chris McGuire	X	
Roy Page	X		Geoff Bamford	X	
Ruth Ruddock	X		Jacqui Sturt	N/P	
Andrew Ashcroft	X		Marius Ciortan	N/P	
Charlotte Colver	X		Sarah Phillips	X	
			Zena Baker	X	

**CC:**

Liz Folley (CPC) (LF)

**Written by: Peter Brook**  
25 July 2016

**Approved:**  
**Date:**