

# CHINNOR 2031

## NEIGHBOURHOOD DEVELOPMENT PLAN

Notes of Meeting NOM-08

Rev 2: FOR ISSUE

Steering Group Meeting No.8

Date & Location: 6 October 2015, Chinnor Parish Council Offices

### Attendees, Introductions, Apologies and Announcements

See Attendance List (attached). The meeting was chaired by Pat Haywood in the absence of a Chairman and Vice Chairman.

Anna Reynolds and Philip Wright were welcomed to the meeting. Anna, who owns Shapers, has volunteered to become the Task Leader for the Local Economy, Business and Shopping area. Philip prior to retirement had extensive planning experience in Hong Kong, as a consultant and latterly at University College, London. Philip will be working in the Planning and Design area alongside Charlie Herd

### Approval of Minutes

Minutes for Meeting No.7 approved and signed.

### Matters arising

**Feedback from SODC: Planning Toolkit:** There were no attendees at the meeting from SODC so the SODC NP Toolkit issue date is still not confirmed. **(ACTION: PHB to expedite BG to confirm release date- OVERDUE)**

**Pop-Up Shops Event feedback:** SA reported on feedback from attending this event on 26<sup>th</sup> Sept in the Village Hall. SA reported that many residents said they were visiting the website. PHB reported that most residents when asked said that they were aware that a Neighbourhood Plan was being prepared.

### Task Leaders: Reports, Setting Plan Objectives

- ZB reported that the website has been updated to contain all Launch Event feedback comments.
- Local Economy, Business and Shopping - Anna Reynolds from Shapers has now taken on this role.
- Wellbeing- Health, Young People, the Elderly. Task Leader position is not confirmed. TD has previously approached Derek Luxton at the Village Centre. RR has confirmed that Bob Colwell will not be joining the Steering Group. GB has agreed to take on the Schools and Young Persons liaison role. See attached report. PH volunteered to assist GB with Schools liaison. **(Decision to approach Derek Luxton again held until JH/IW have completed their examination on overlaps between topic areas- see next item. Nov mtg)**
- Community Living & Village Life: JH has taken on the Task Leader role for this topic. JH has noted much overlap between this area and Wellbeing. It may be possible to combine the two areas under a single Task Leader. JH and IW agreed to work together and review residents' feedback comments and relocate as appropriate. Other Task Leaders are requested to do the same in their area, passing comments that are better located under another heading to the appropriate Task Leader. **(ACTION: Task Leaders- ONGOING)**
- Consultation Coordinator Role (RR): RR is drafting the Communication and Engagement Strategy. SODC have provided a contact list for Chinnor organisations. RR has issued first version of a rationalised list for Chinnor. Consultation list for Statutory Authorities needs to be rationalised in the same way **(ACTION: RR- Ongoing)**
- Bob Dobbs has agreed to be our resource to provide data about Chinnor.
- Task Leaders were asked at the Sept to review residents' feedback from the Launch Event and prepare a Plan Objectives summary for their area and report back at November meeting. **(ACTION: All Topic Task Leaders-Nov mtg)**. JH is making a first pass at a set of objectives which he will distribute for comment **(ACTION: JH for Nov mtg)**

### Young Person's & Schools (GB report)

1. St Andrews School - emailed Annette, Deputy Head to follow up on Liz Harman's April 2015 request. Mill Lane School - have emailed Caroline Hiley asking her to speak to the Head, Tineke van der Ploeg.
2. Lord Williams's School - contacted made LinkedIn to the teacher name provided by MC, Nicky Stallwood.

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3. Icknield Community College emailed via their general mailbox asking that CNP's contact request be forwarded to the appropriate member(s) of staff.

PH will assist GB with schools contacts. Contact with Youth Club was discussed. It was agreed that this would be deferred until after schools visits arranged to avoid doubling up on talking to the same young people twice. It was agreed that a Pizza evening was appropriate for the Youth Club ( attendance of 60 people anticipated; suggested CNP asks The Crown and Wheatsheaf pubs if they will sponsor this event by providing free pizza)

### Headington Issues & Options Consultation

- CH tabled an example of the ranking exercise done for Headington for discussion. Questionnaires were posted out to 6500 households in Headington. CNP can use this methodology to present to residents at a workshop or as a survey.
- It was suggested that a Chinnor Vision (Mission) Statement should be prepared. **(ACTION: PHB by Nov mtg.)**

### Princes Risborough Traffic Plan

IW has located NoM between Jacobs Engineering, Princes Risborough Steering Group and Bucks CC dated 29 July 2015 that discussed proposals for a bypass around Risboro' east side from Saunderton to A 4010. This new bypass is intended to encourage traffic from the new developments proposed for Risboro' to access the M40 at Handy Cross through Cressex and not via the B4009 through Chinnor to Stokenchurch/Lewknor. CPC are aware and SODC have ongoing communications with Bucks CC on this matter. **(ACTION: LL to update Steering Group on status- Ongoing)**

### Housing Survey (Task Manager TBA)

This was due to be kicked off in August. TD had made an initial contact with ORCC (Tom McCulloch). SM was to manage this but has now resigned. It was agreed by PH therefore that a single source quote from ORCC should be obtained to try to move this activity on as quickly as possible. ORCC have provided an indicative cost summary for budget purposes of the services they can provide. A quotation for the housing survey is to follow. The Steering Group will review ORCC's proposals when received. **(ACTION:PHB to follow up with ORCC and request meeting to discuss ORCC proposals )**.  
Post meeting note- meeting with ORCC is on Monday 19<sup>th</sup> October, 9.30am, CPC Offices.

PH stated that CPC receives public enquiries about housing for all ages but particularly for another development similar to Hill Farm Court for elderly residents. SA noted an increasing need for accommodation for single persons.

### Sustainability Appraisal Scoping Report (BG):

No progress. BG not present at this meeting

### Secretary's Report (PHB):

Communications received:

1. CNP will have a tree at the Christmas Tree Festival. PHB has responded to Lauretta Milligan that PH has agreed to arrange the CNP tree display.
2. MC is preparing the October Chinnor Pump press release. This will call for volunteers to join our Topic Focus Groups. PHB will do email shot to our Interested Parties distribution list on the same subject **(ACTION:PHB- Oct)**

### Financial Officer's Report (SP):

SODC grant still not received. **(ACTION: LL to expedite and report at Nov mtg)**

The Steering Group has set a target budget of £30,000 of which £18,000 will come from grants. CPC have been asked to provide the balance of £12,000 over 2 years (2 allocations of £6,000). CPC discussed and agreed. This budget of £30k will allow CNP to employ consultants in areas where we are lacking experience or resources.

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### **Any Other Business:**

**Steering Group contact details:** The Secretary was requested to issue a contact list following the review of the membership list review and email distribution lists. **(ACTION: PHB- Oct)**

**Publicity Material:** Purchase of 2 **horizontal banners** approved (proposed AH, seconded SA). Additional requests made for A4 posters to be displayed in windows etc. and 2 pull-up free-standing banners for public events (Do these require a new vertical design layout? CPC are buying this type. Details available from Liz Folley. **(ACTION: MC – Nov mtg)**

**Additional budget of £200 for freebies** approved that we can hand out with CNP contact details (proposed AH; seconded SA). Discussion on type of freebies madethe point that CNP should ask suppliers for advice on what latest fashions are in favour (pens, fridge magnets, key rings? What is good for young people). **(ACTION: ZB- Nov mtg)**

### **Next Meetings**

The November meeting will take place on Tuesday 3<sup>rd</sup> November at 7:00pm in the **CPC Council Offices**.

Meeting with ORCC on Housing Needs Survey (arranged for Monday 19<sup>th</sup> October at 9.30am in **CPC Council Offices**.)

Skype group conferencing trial on Tuesday October 13<sup>th</sup> at 6.30pm

PH advised that it should be possible for CNP to meet in the new Sports Pavilion from January 2016.

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### Attendance List @ Meeting No 8

Cllr Lyn Lloyd	
Cllr. Pat Haywood	CHAIRMAN
Cllr Susan Ashdown	
Andrew Henderson	
Anna Reynolds	NEW MEMBER
Beryl Guiver (SODC)	APOLOGIES
Beth Teal (SODC)	APOLOGIES
Charlie Herd	
Geoff Bamford	APOLOGIES
Ian Wadsworth	
Jackie Sturt	
John Haywood	
Marius Ciortan	APOLOGIES
Peter Brook	
Philip Wright	NEW MEMBER
Ruth Ruddock	APOLOGIES
Sarah Murray	RESIGNATION
Sarah Phillips	APOLOGIES
Zena Baker	

### Not at Meeting

Cllr. Charles Rownton-Lee  
Cllr. Anthony Atkins  
Chris McGuire  
Maria Lundgren-Butler

### CC:

Liz Folley (CPC) (LF)

**Written by: P H Brook**  
**27 September 2015**

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