

CHINNOR NEIGHBOURHOOD PLAN (CNP)

Notes of Meeting NOM-03
Steering Group Meeting No.3
Date & Location: 09 April 2015, Chinnor Parish Council Offices

Rev2: FOR APPROVAL

Attendees and Apologies

See Attendance List (attached). The meeting was chaired by Tim Samwell (CNP Chairman).

New Members

We welcomed total of 7 new members to this meeting. See Attendance List

Matters Arising

Approval of Minutes for Meeting No.2: approved and signed.

Watlington Neighbourhood Plan team has accepted our invitation for one of their members to come and share their lessons learnt with the CNP Steering Group. This will at our next meeting in May –details below. **(ACTION 1: CR-L)**

CPC Data Protection Policy: The CNP Officers are requested to call in at their convenience to see the Parish Clerk to have the policy explained to them and to agree to the policy.

(ACTION 2: TS,RB,AH,PB)

Correspondence from Mr. John Howell MP: Mr Howell has written to CPC and offered to come to give the CNP Steering Group his insights into how Neighbourhood Plans are put together. It was agreed that this meeting would be with the CNP Steering Group only and not a public meeting. Secretary to reply to Mr. Howell's letter and request Mr. Howell to advise suitable dates after the Election.

(ACTION 3: PHB)

List of Consultees supplied by SODC: SODC has supplied the latest statutory consultees list for Chinnor's neighbourhood plan consultations. We are advised that there may be addition adjacent parish councils that have not been identified so may need to be added (SODC to be advised). List is subject to periodic updating. SODC have also included some clubs and organisations taken from their database.



Chinnor NP list of consultees

Level 1 Project Schedule: AD reported that the Level 1 project schedule is 70% complete and will be issued on 13th April.. The schedule will be prepared in Excel spreadsheet format and not on Microsoft Project software (as most members of the group do not have access to this software). This means the plan is a static bar chart with no dependencies (conditional logic links)

Sustainability Appraisal report: BG has advised that the Sustainability Appraisal Scoping report needs to be prepared early in the CNP process but does not need to be done straight away. The Woodcote Sustainability Scoping report was published 12 months after the WNP kicked off. We will need to have developed our CNP objectives in order to prepare it. It was confirmed that any pre-work done between SODC and CPC prior to the start of the CNP can be incorporated. For reference the Woodcote Scoping Report is:

http://www.southoxon.gov.uk/sites/default/files/Woodcote%20NP%20Scoping%20Report%20-%20Consultation%20Sep-12_0.pdf

BG requested to know who from the Steering Group is willing to lead this task on so that they can work together over the coming months. Agenda item for next meeting.**(ACTION 4: PB)**

IT Policy: MC reported on status of the CNP Facebook page, press releases and statement in the Chinnor Pump. ZB presented a proposed IT Strategy based on that followed by the Village Hall. It was agreed that the CNP website

would be hosted on SimpleSite.com. Chinnor Village Hall has excellent experience using this site over past 3-4 years. The domain name (agreed after considering 3 options) will be

<http://www.ChinnorNeighbourplan.com>

SimpleSite costs will be £99.00 per annum. This will have to be paid in advance of any grants received from SODC so CNP needs to approach CPC for advance working monies. The next suitable CPC meeting is 27th April. A formal request needs to be made to the Parish Clerk for the item to be put on the CPC agenda. ZB will attend the meeting on CNP's behalf.

Webmaster role: ZB has agreed to set up the website but there is a need for an additional resource to carry out ongoing maintenance and any new additions. This could be a younger person.

(ACTION 5: PB to send email request to CPC for advance working monies)

(ACTION 6: ZB will circulate the draft IT policy for review by the Steering Group)

(ACTION 7: MC/ZB to identify additional resource for website maintenance and/or additions)

Task Leaders: New Task Leaders will be identified as individual tasks become more defined

Traffic surveys: IW and RR agreed to take on responsibility for traffic surveys. Their first task will be to gather and review existing relevant survey information and identify gaps.

Village contacts & Street Wardens: topic for future meeting

Communication and Engagement Strategy: The Cornwall Council NP Toolkit is a most comprehensive guide and has been selected as the model for the CNP. See

<http://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning-toolkit/>

The SODC website also contains a document which is a less detailed guide to Neighbourhood Planning. See

<http://www.southoxon.gov.uk/node/9877>

The process requires two rounds of consultation but this does not necessarily mean two rounds of questionnaires are required. The first consultation can be by public consultation events followed by a questionnaire for the second.

GB has volunteered to write the first draft of a Communication and Engagement Strategy based on the Cornwall Council work book guide. GB has offered to write the first draft of the Strategy. **(ACTION 8: GB)**

Any Other Business –Miscellaneous communications during past month

1. Greening Chinnor Group (Alan Brawn) has offered assistance with the CNP. Secretary has acknowledged.
2. Liz Harman, Year 5 class teacher at St. Andrew's CE School in Chinnor has approached CNP to ask if a representative could talk to the class as part of their geography work this term about the neighbourhood plan for Chinnor. She was thinking of the week beginning 4th May. TS will respond indicating our willingness to talk to the children but at a later date. **(ACTION 9:TS)**
3. Chinnor population data updated by BD
4. ZB has offered to create the database of "Interested parties" from the contact sheets and store on The Cloud. **(ACTION 10: PB to provide copies of contact sheets to ZB)**

Action List

1. Invite representative from Watlington Neighbourhood Plan team to attend May meeting (CR-L)
2. CPC Data Protection Policy: (TS, RB, AH, PB)
3. Reply to letter from John Howell MP (PB)
4. Advise BG who will be Task Leader for Sustainability Appraisal report (PB)
5. Request CPC to provide loan to fund website subscription- agenda item for CPC meeting 27th April (PB)
6. Circulate draft IT policy for review by the Steering Group (ZB)
7. Identify additional resource for website maintenance and/or additions (MC/ZB)
8. Prepare first draft on Communication and Engagement Strategy (GB)
9. Reply to St Andrew's request for talk to Year 5 pupils (TS)
10. Create database of "Interested parties" contact details (PB/ZB)

Date of Next Meeting

The next meeting will take place on Wednesday 13th May at 7:00pm in the Chinnor Parish Council Offices.

Written by: P H Brook
10 April 2015

Approved:
Date:

Steering Group Members: Attendance List @ Meeting No. 3 and NoM Distribution List

Cllr. Lynn Lloyd (LL)
Cllr. Pat Haywood (PH)
Cllr. Robin Williams (RW)
Andrea Oughton (AO)
Andrew Dugmore (AD)
Andrew Henderson (AH) APOLOGIES
Ann Gordon (AG) APOLOGIES
Beryl Guiver (SODC)(BG) APOLOGIES
Bob Dobbs (BD)
Charles Rownton-Lee (CR-L) APOLOGIES
Christine White (CW) APOLOGIES
Geoff Bamford (GB)
Jackie Sturt (JS)
John Haywood (JH)
Marius Ciortan (MC)
Paul Phillips (PP) APOLOGIES
Peter Brook (PB)
Sarah Phillips (SP) APOLOGIES
Susan Ashdown (SA) APOLOGIES
Tim Samwell (TS) CHAIRMAN
Zena Baker (ZB)

New Volunteers (first time at meeting):

Mike Bellamy (MB)
Carol Bellamy (CB)
Sandie Hoyes (SH)
Tom Hoyes (TH)
Ian Wadsworth (IW)
Maria Lundgren-Butler (ML-B)
Ruth Ruddock (RR)

Not at Meeting:

Anthony Atkins (AA)
Anthony Pointon (AP)
Bridget Le Huray (BL-H)
Duncan Tickner (DT)
Edward Sobolewlie (ES)
Heather Ballard (HB)
Janey Partridge (JP)
Jim Willment (JW)
Ricky Stodden (RS)
Terry Dillon (TD)

CC:

Jo Wills (CPC) (JW)
Liz Folley (CPC) (LF)