

# CHINNOR 2031

## NEIGHBOURHOOD DEVELOPMENT PLAN

Notes of Meeting NOM-06

Rev1: DRAFT

Steering Group Meeting No.6

Date & Location: 13 July 2015, Chinnor Parish Council Offices

### Attendees, Introductions and Apologies

See Attendance List (attached). The meeting was chaired by Pat Hayward in the absence of the Chairman and Vice Chairman. Sarah Phillips, Sarah Murray and Chris McGuire were welcomed to the meeting

### Approval of Minutes

Minutes for Meeting No.5 signed

### Matters arising

**New Appointments:** The following appointments were confirmed:

Sarah Phillips is appointed Financial Officer. (Proposed by ZB, seconded PHB)

Terry Dillon is appointed Vice-Chairman. (Proposed by PHB, seconded by MC)

**Feedback from Launch Event-2 July 2015:** This was held in the Small Hall of the Village Hall on Thursday 2<sup>nd</sup> July 2015 from 3.00pm to 8.30pm. ZB gave a feedback report with lessons learnt. It was agreed that the event was successful and provided a suitable format for future events. Key points noted were:

- Future events should be timed for a weekend to allow more working people to attend
- Keep records of where leaflet drops were made to demonstrate that all residents were given the opportunity to participate in the event (to demonstrate inclusivity).
- PowerPoint presentation format and method of delivery was well received

The next major village event that we will target is the Marquee event over the August Bank Holiday weekend.

**Communication and Engagement with Community:** The following points were made during this discussion:

- ZB advised that the web page structure of the CNP website is being modified so that it reflects the interest groups in the Chinnor and directs viewers towards the page that would be of interest to them.
- TB advised that senior schools teach social economics topics in the curriculum and hold community days. TD will contact Lord Williams and Icknield Community College to make our interest known in participating in such events. TD also proposed that we contact the Surgery Practice Managers (**ACTION: TD – to make contact and report back at August meeting**)
- PH reported that primary school children have visited the Parish Council Office as part of their school curriculum. Note that CNP received an invitation from St Andrew's Primary School to go into school and GB responded (**ACTION: GB- ongoing**)

### Organisation of Steering Group and Committee:

The proposed organisation for the Steering Group and Committee (Draft 3 dated 6<sup>th</sup> July 2015) was approved. The Attachment to these minutes lists the Steering Committee positions with names which are now confirmed .

Nominations still need to be found for the following positions. ( Possible candidates are given below in brackets).

- Local Economy, Business and Shopping (PHB to approach Chinnor Buzz to ask for a representative)
- Community Wellbeing- Health, Young People, The Elderly (TD to approach Derek Luxton at the Village Centre )
- Community Living & Village Life (RR to ascertain interest of Bob Colwell who has previously volunteered to join the Steering Group)

**(ACTION: PHB, TD, RR as noted for August Meeting; PHB to update TOR)**

### Consultation Coordinator Role (RR)

RR is drafting the Communication and Engagement Strategy. It was agreed that initial contact should be informal (verbal or email) and followed up with a formal communication. SODC have provided a contact list for Chinnor organisations.

**(ACTION: PHB to forward SODC contact list to RR before August meeting)**

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### **Housing Survey (Task Manager SM)**

This is due to be kicked off in August. TD has made contact with ORCC (Tom McCulloch). It was agreed that 3 quotes should be obtained as per CPC policy. **(ACTION: SM to obtain quotes and propose what questions should be )**

### **Sustainability Analysis (Task Manager SM)**

The draft Sustainability Appraisal Procedure is due for kick off in August. BG will be SM's "tutor". **(ACTION: PHB to forward Woodcote Scoping Report before August meeting)**

### **Secretary's Report (PHB):**

Three communications have been received:

1. Marrons Shakespeares LLB who are a large Midlands Law Firm with an interest in property development , enquired about the schedule for preparing the Chinnor NP.
2. Planning Progress Ltd are a consultancy with experience in preparing neighbourhood plans. This was an offer of services.
3. Lewknor Parish Clerk asking how is Chinnor approaching the issue of SODC Local Plan 2031 not being finalized and whether we are employing any consultants.

All enquiries have been responded to.

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

A template for claiming expenses has been prepared. **(ACTION: SP/ZB to make it available on OneDrive)**

Letter received from SODC that Grant money can be released to CPC/CNP. PHB and SP will draft the application letter that CPC/CNP needs to complete to claim the grant. The project plan needs to be included in this application letter which will be sent by SP to SODC. **(ACTION: PHB/SP by August Meeting)**

### **Any Other Business:**

**Visit by John Howell MP:** The Secretary advised that the meeting with Mr John Howell MP cannot take place before September due to Mr Howell's commitments.

**Steering Group membership update:** The membership list was reviewed following the adoption of the new organisation so that inactive members could be removed from the distribution lists.

### **August Bank Holiday Week Marquee Events**

CNP will be present at appropriate events. It was proposed that we should have a stall of some sort to display material, hand out leaflets and talk with residents and answer their questions. Also we should have a banner.

**ACTIONS: Flyers , banner and logo required(MC); Liaise with Jo Wills re event programme to ascertain suitable ones(PHB); Put on agenda to be discussed at August meeting (PHB)**

### **Date of Next Meeting**

The next meeting is will take place on Wednesday 5<sup>th</sup> August at 7:00pm in the **Chinnor Village Hall Committee Room .**

The September monthly Steering Group meeting is in CPC Offices, Station Road at 7pm on Monday 14th September

**Written by: P H Brook  
18 July 2015**

**Approved:  
Date:**

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### ATTACHMENT- Steering Group Organisation (REV 1- 13 July 2015)

#### Steering Committee Members

- 3 Main Officers (Chair, Vice-Chair, Secretary) (vacant, Terry Dillon, Peter Brook)
- 7 Task Leaders ( holding specific portfolios)- See below
- 2 other defined Officer roles covering Publicity Communications and IT. (Marius Ciortan, Zena Baker)
- Financial Officer (Sarah Phillips)
- 2 assigned Parish Councillors (Charles Rowton-Lee, Sue Ashdown)

#### Task Leader Portfolios with proposed names

- Traffic, Transport and Pedestrians (Ian Wadsworth)
- Housing, Design and Sustainability (Sarah Murray)
- Environmental, Countryside and Heritage (Chris McGuire)
- Local Economy, Business and Shopping (TBA)
- Community Wellbeing- Health, Young People, The Elderly (TBA)
- Community Living & Village Life (TBA)
- Consultation Coordinator for Community Organisations and Statutory Bodies (Ruth Ruddock)

The Steering Committee is the body responsible for:

- Deciding matters of project execution and direction
- Responsible for reporting to the Parish Council
- Appointment of specialist consultants and co-opting additional Committee members when required for specific tasks.
- Overall review and issue of the final reports. (Draft topic reports are prepared by the responsible Task Leader with the group)
- Review and approval of all external communications to Press and Media prior to release. (This responsibility will be delegated to a sub-group comprising the 3 Main Officers, the Publicity Officer and the 2 assigned Parish Councillors-TBC)

For discussions at the normal Steering Group meeting (which constitute the first part of the monthly meeting) all Group Members present shall have a vote. During the Committee section of the meeting only Committee members (or their nominated deputies may vote). Co-opted members and specialist consultants will not be allowed to vote.

Draft documents and reports shall be distributed to the Committee Members for review. Task Leaders shall be responsible for distribution to those members who are working in their task teams as appropriate.

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### Steering Group Members: Attendance List @ Meeting No. 6 and NoM Distribution List

Cllr. Lynn Lloyd	APOLOGIES
Cllr. Pat Haywood	
Cllr. Susan Ashdown	APOLOGIES
Andrea Oughton	
Andrew Dugmore	
Andrew Henderson	APOLOGIES
Beryl Guiver (SODC)	
Beth Teal (SODC)	
Bridget Le Huray	
Chris McGuire	
Geoff Bamford	APOLOGIES
Ian Wadsworth	
Jackie Sturt	
John Haywood	APOLOGIES
Marius Ciortan	
Peter Brook	
Ruth Ruddock	
Sarah Murray	
Sarah Phillips	
Terry Dillon	
Tim Samwell	APOLOGIES
Zena Baker	

#### Not at Meeting

Cllr. Charles Rownton-Lee  
Anthony Atkins  
Carol Bellamy  
Duncan Tickner  
Heather Ballard  
Janey Partridge  
Jim Willment  
Maria Lundgren-Butler  
Mike Bellamy  
Sandie Hoyes  
Tom Hoyes

#### **CC:**

Liz Folley (CPC) (LF)