

CHINNOR 2031

NEIGHBOURHOOD DEVELOPMENT PLAN

Notes of Meeting NOM-12

Steering Group Meeting No.12

Date & Location: 18 November 2015, Chinnor Parish Council Offices 2.00pm

Rev 1: FOR COMMENT

Attendees, Introductions

Beryl Guiver - SODC

Charlotte Colver – SODC

Councillor Pat Haywood – Chairman Chinnor Neighbourhood Plan

Councillor Sue Ashdown

Councillor Lynn Lloyd

John Haywood – CNPC

Ian Wadsworth – CNPC

Ruth Ruddock – CNPC

Zena Baker - CNPC

An Extraordinary Meeting was held to discuss the SODC proposal of Project Management Services for the Chinnor Neighbourhood Plan

The main question the CNP Committee had for SODC was

“How they would work with us during the process and if additional funding were required would it be forthcoming”

SODC assured those present from the Steering Group, of the immediate availability of an Independent Consultant (Andrew Ashcroft (RTPI)) who would work with CNP Committee in order to have a “Pre-Submission” Plan ready by February 2016. This would be in time to present to the Planning Appeal Inspector who would be dealing with the latest Building Appeal Application before the Appeal Committee.

Andrew Ashcroft has experience with Neighbourhood Plans, working with Local Authorities and has a true understanding of what is required within a Plan and the format the written Plan should take.

CNP would employ the Consultant directly and SODC will budget for this expense. The CNP committee were also reassured that SODC funding would be available should the CNP budget be used up before the completion of the CNP. However, SODC did stress that this was not unlimited funding and money should be spent wisely.

The Consultant would draw up a comprehensive Project Plan and drive the work required through ensuring that milestones were met. He would also within the Plan have a Risk Analysis report, and work with the CNP team giving support as well as reporting to the Committee on a regular basis.

The CNP would use CFO for the Housing Survey, and at the discretion of the PM and CNPC use them again if there was a requirement for a particular area of expertise.

SODC have also agreed to make any information they may hold regarding the development of Chinnor and the outlying boundary villages /hamlets available to Andrew Ashcroft.

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Those present from the CNP Steering Group agreed that SODC had answered all the queries fully and honestly.

Sue Ashdown recommended that “A Preferred Supplier vote be taken”

John Haywood proposed a vote

Pat Haywood seconded the proposal

the motion was agreed unanimously

SODC to be appointed as the Preferred Supplier of Project Management Services to the Chinnor Neighbourhood Plan.

CFO to be used as and when their areas of expertise would be of benefit to the CNP at the discretion of the CNPC

The CNP Committee / SODC would invite Andrew Ashcroft to the next Steering Group Meeting on 25th November 7pm at the CPC Offices in Station Road Chinnor.

The meeting closed at 3pm