

Chalgrove

Neighbourhood Development Plan

Consultation Statement

Appendix A

Plan of Chalgrove NDP Consultation Activities and public engagement

Chalgrove NDP Consultation Statement - Appendix A

Date	Activity	Who was involved	Publicity
Regular	Monthly update to Chalgrove Parish Council (CPC)	CPC	
Regular	Parish Council e mail messages	Database of resident's e mail addresses compiled from launch meetings and ongoing requests to be added Sent to Parish Clerk	
Regular	Articles in Parish Magazine – the LINK	Parish Magazine delivered free to every home	
Regular	Articles in Parish Council Newsletter	Newsletter delivered to every home	
Regular	Communication and meetings with developers of short listed sites for development		
19 April 2013 to date and ongoing	Meetings with South Oxfordshire District Council (SODC)	Jonathan Waite SODC, Susanne Dahm, SODC, Hannah Guest, SODC Wilson Lui SODC, Luke Brown SODC Sarah Barker SODC, Jacky Nabb CPC David Turner CPC Ann Pritchard CPC Ricardo Rios SODC	
16 May 2013 and ongoing	Meeting with Oxford Community First (OCF) (formerly Oxfordshire Rural Community Council ORCC)	Anton Nath, ORCC Jacky Nabb, CPC Ann Pritchard, CPC David Turner, CPC Tom McCulloch, OCF Fiona Mullins, OCF	
27 June, 20 July and 14 September 2013	3 launch meetings- open invitation to the community.	Ann Pritchard, Chair of CPC David Turner, CPC Carol Fowler, CPC Jacky Nabb, CPC	Advertised by banner, post office window display, articles in Parish Magazine, Parish E mail and door to door leaflets
October 2013	Letters to landowners to request details of any land available for development	Details of landowners available	
November 2013	Letter to each volunteer expressing interest at the launch meetings		

Chalgrove NDP Consultation Statement - Appendix A

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Jan 2014	Letter to each volunteer expressing an interest in joining a Focus Group to invite them to a meeting on February 25th 2014		
Feb 2014	Letters to Chalgrove Organisations to provide an update and an offer to meet with the organisation	List of organisations available	
Feb 2014	Launch of Focus Groups held on February 25th and Focus Groups formed	Jacky Nabb, CPC Ann Pritchard, CPC David Turner, CPC Andy Maton, CPC 23 volunteers from the community	Letter to each volunteer
11 March 2014	Formation of the Steering Group	Jacky Nabb, CPC (Chair of NDP) Wendy Ace, Resident Anthea Dudley, Resident (now CPC) Simon Reynolds, Resident David Turner, CPC Lindsey Townsend, Resident Angie Ziemelis, Resident (now CPC) Andy Maton, CPC Ann Pritchard, CPC (Chair of PC)	
Commenced 11 March 2014	Weekly / Fortnightly meetings of Steering Group	Four members of CPC and a representative from each focus group.	
24 March 2014	Sustainability Environmental Assessment training provided by Oxfordshire Rural Community Council (ORCC)	Oxford Rural Community Council Jacky Nabb, CPC Simon Reynolds, CNDP	
April 2014	Launch of CNDP website and Facebook page	Jacky Nabb, CPC Carol Fowler, CPC David Lee, Resident	
3 – 5 April 2014	Planning Camp - provided by Locality	Jacky Nabb, CPC	
8 April 2014	Request for quotation for Flood Risk Assessment letters sent to four companies		
May 2014	Stand at the annual May Day Festival	Manned by members of the Site Focus Group	E mail and article in Parish Magazine

Chalgrove NDP Consultation Statement - Appendix A

Date	Activity	Who was involved	Publicity
17 May 2014	Consultation on site criteria held in the John Hampden Hall	CNDP Forum and Focus Groups Parish Council Landowners and Developers Residents / Public	Advertised by Post office window display, posters, article in the Parish Magazine, PC e mail, Facebook and door to door leaflet
21 May 2014	Meeting to review flood risk assessment quotes received from three companies	Jacky Nabb, CPC Ann Pritchard, CPC David Turner, CPC Paul Jacques, Resident	
27 May 2014	CNDP Forum review of flood risk assessment quotes	CNDP Forum	
29 May 2014	Site Focus Group review of flood risk assessment quotes	CNCP Site Focus Group	
10 June 2014	Flood risk assessment meeting with chosen supplier	Hydro GIS CNDP Focus Groups CNDP Forum	
Summer 2014	Parish Council Newsletter delivered to each home providing - update and notification of questionnaire	CNDP Forum	
22 July 2014	Meeting with Thames Water	CNDP Forum CNDP Focus Groups	
5-29 September 2014	Chalgrove NDP Questionnaire - Delivered by volunteers within the community to every home in the Parish, available to be completed by up to 5 members of the household over 16 with a separate section to be completed by those requiring a new home in Chalgrove. Subsequently completed questionnaires were collected by volunteers. Completed questionnaires could also be left at the Post Office or at the Parish Office.	CNDP Forum CNDP Focus Groups Resident volunteers	Publicised by July and August issues of Link Parish Magazine, PC e mails, Facebook and posters.
29 September – end December 2014	Analysis of Chalgrove Housing Questionnaire – 60% return rate	OCF (Formerly ORCC)	

Chalgrove NDP Consultation Statement - Appendix A

Date	Activity	Who was involved	Publicity
October 2014	Letter to landowners and developers inviting them to meetings on 8 and 23 November to present their proposed sites. Details of site criteria to be used in site selection were included in the meeting	NDP Forum and Focus Groups Parish Council Landowners and Developers	Letters to developers
8 and 23 November 2014	Public Consultation meetings held in Chalgrove Village Hall – site preferences. Open meetings for residents of the village to review the proposed sites and identify the site(s) preferred by them.	NDP Forum and Focus Groups Parish Council Landowners and Developers Residents / Public	Advertised by Post office window display, article in the Link Parish Magazine, posters, PC e mail, Facebook and notices at the entrances to the village from the B480
December 2014	Presentation and consultation meeting with the Chalgrove Primary School Council	NDP Forum	Through School Secretary and Head Mistress
February 2015 Call for sites	Letters to landowners and developers requesting any additional information on plans for the sites they have put forward for development by 31 March 2015 Invitation to developers and landowners to attend meetings on 14 February and 1 March to view results of the NDP questionnaire	NDP Forum NDP Focus Groups Parish Council Landowners and Developers	Letters to landowners and developers
14 February and 1 March 2015	Public Consultations to share the results of the NDP Questionnaire. Held in Chalgrove Village Hall.	NDP Forum NDP Focus Groups Parish Council Developers and Landowners Residents / Public	Advertised by Post office window display, article in the Parish Magazine posters, PC e mail, Facebook and notices at the entrances to the village from the B480. Developers and landowners were invited to attend, reports and presentation were published on the CNDP website

Chalgrove NDP Consultation Statement - Appendix A

Date	Activity	Who was involved	Publicity
May 2015	Stand at the Chalgrove May Day Festival to provide update and give opportunity for comment.		PC e mails, Link Parish Magazine, Facebook
7 June 2015	Public Meeting to review short listed sites, held in Chalgrove Village Hall. Developers of sites 1, 10 and 11 and site 7 presented plans for 82 homes. SA Scoping report presented for comment	NDP Forum NDP Focus Groups Parish Council Developers Residents/Public	Advertised by Post office window display, article in the Parish Magazine posters, PC e mail, Facebook and notices at the entrances to the village from the B480
7 - 20 June 2015	Electronic survey on CNDP website to allow those not attending the meeting to view the plans and identify their preference Survey Monkey via CNDP website	NDP Forum NDP Focus Groups Residents/Public	Advertised by PC e mail, Facebook and posters
8 August 2015	A draft Sustainability Appraisal scoping report was sent for formal consultation to the following statutory bodies: <ul style="list-style-type: none"> • The Environment Agency • Natural England • Historic England In response to comments from the consultees, some elements were revised and some material added to the evidence base for the NDP	CNDP Living in Chalgrove Focus Group CNDP Steering Group CPC The environment Agency Natural England Historic England	Letter to consultees
14 November 2015	Meeting with SODC to discuss the revised Environment Agency flood map and impact on the CNDP. The revised map is based on remodelling of part of the village and does not cover all sites.	Jacky Nabb Ann Pritchard David Turner Luke Brown SODC	

Chalgrove NDP Consultation Statement - Appendix A

Date	Activity	Who was involved	Publicity
14 December 2015	Meeting with SODC & Environment Agency to discuss the revised flood map and impact on the CNDP It was agreed to start the process of grant application for further flood modelling to cover the parts of the village that had not been covered in the previous remodelling	Ann Pritchard Wilson Lui SODC David Turner David Griggs Environment Agency Mike Mombrun Environment Agency Sarah Barker SODC	
4 Feb 2016	Meeting with SODC to provide information needed for the grant application	Jo Donoghue Jacky Nabb Ann Pritchard David Turner Luke Brown	
27 Feb 2016	Public Meeting to present Chalgrove NDP vision and objectives. And the impact on NDP of the revised Environment Agency Flood Map following flood risk remodelling on part of the village. Presented the revised environment agency flood map to residents.	NDP Forum NDP Focus Groups Parish Council Residents/Public	Advertised by Post Office window display, posters, notices at the entrances to the village from the B480, Link Parish Magazine articles, PC e mail, PC Newsletter and Facebook
March 2016	Draft grant application received from SODC, corrected application produced by Parish Council Clerk with no further comment from SODC, submitted to the Big Lottery Fund on 15 March	Jo Donoghue Jacky Nabb Ann Pritchard David Turner Wilson Lui (SODC) Luke Brown (SODC)	
May 2016	Stand at the Chalgrove Village May Day Festival	NDP Forum	PC e mails, Facebook
24 June 2016	Grant received from Big Lottery Fund and Edenvale Young instructed to carry out flood risk mapping remodelling of the areas of the village not previously covered.	Jo Murphy Jacky Nabb John Young, Edenvale Young	

Chalgrove NDP Consultation Statement - Appendix A

Date	Activity	Who was involved	Publicity
July 2016	Article in Link Parish Magazine announcing increase in housing allocation to 200 homes and confirmation that funding had been received to commission the revised flood report and drop in event being held by SODC on July 8 to present emerging local plan	NDP Forum	Parish Magazine, Facebook and PC e mail
6 October 2016	Public meeting held in Chalgrove Village Hall to consult on revised developer plans in light of the of increased housing allocation to 193 homes in SODC's preferred option consultation 1, developers redesigned their plans to accommodate the increase.	NDP Forum NDP Focus Groups Parish Council Developers Residents/Public	Advertised by Post Office window display, posters, notices at the entrances to the village from the B480, Link Parish Magazine articles, PC e mail, PC Newsletter and Facebook
16 November 2016	Flood risk mapping report received from Edenvale Young	NDP Forum John Young, Edenvale Young	
18 March 2017	Public meeting to consult on Draft Policies. Held in Chalgrove Village Hall Prior to the pre submission stage of the plan a meeting was held to consult on the draft plans. A plan of the revised site West of Marley Lane was presented as the preferred site for the plan	NDP Forum Parish Council Residents/Public	Advertised by Post Office window display, posters, notices at the entrances to the village from the B480, Link Parish Magazine articles, PC e mail, and Facebook
27 Apr to 5 June 2017	Pre submission consultation, draft plan sent to 58 consultees and made available to residents		PC e mail, Facebook, website, letters
May 2017	Stand at the Chalgrove Village May Day Festival		Stand at the festival

Chalgrove NDP Consultation Statement - Appendix A

Date	Activity	Who was involved	Publicity
7 May 2017	Public meeting to review the pre submission draft NDP held in Chalgrove Village Hall. Copies of the plan and all supporting documents made available. The plan for the preferred development site was also made available.	NDP Forum Parish Council Residents/Public	Advertised by Post Office window display, posters, notices at the entrances to the village from the B480, Link Parish Magazine articles, PC e mail, PC Newsletter and Facebook
7 May 2017 to 5 June 2017	Copies of pre submission documents available on the PC web site and in the Parish Office	Parish Clerk Public/Residents	PC e mails Posters at entrances to the village Facebook