CALBER FACILITIES MANAGEMENT LTD

MINUTES

Of

Meeting held with

East Challow Neighbourhood Plan Steering Group

On

27th February 2017

Present: Peter Rumsey (PR) Francis Webb (FW) Chris Nugent (CN)

Caroline Dunston (CD) Olwyn Nugent (ON)

Hilary Lombard (HL) (CFO – Community First Oxfordshire)

Apologies: Robin Bashford (RB) Blair Freebairn (BF) Helen Butcher (HB)

Les Cannings (LC) Vanessa Bosley (VB)

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| 1 | Purpose of the meeting was to meet with Hilary Lombard of CFO and discuss how CFO might work as a consultant with the Steering Group, if appointed. | Info only |
| 2 | HL presented the capabilities of CFO as a not-for-profit organization with extensive experience of neighbourhood planning, with funding from some local authorities and strong links with others, and with specialist support available in key areas ( planning, environmental assessment, housing needs). She tabled two examples of CFO proposals prepared for other NP Groups.  The Community Engagement Questionnaire was discussed. HL estimated the cost for preparation, management and reporting as £3300 for a community of 2000 houses, and therefore substantially less for East Challow. The questionnaire will embrace a housing needs survey.  The issue of development site allocation was discussed. HL suggested that we can take the initiative on this and CFO would score any identified sites to aid selection of the “best site(s)” for the village.  HL stressed that CFO would want to work closely with us, if appointed, and would always be prepared to “go the extra mile” if required. She is prepared to attend our 13th March public meeting, if invited, and give a presentation on the NP process.  HL will prepare a proposal for us for (a) full support throughout the NP process, and (b) questionnaire management and reporting and attendance at village meeting on 13th March only. Hope to provide proposals within a week.  The steering group expressed a wish to ensure that CFO’s proposals should be framed in a manner to ensure adequate project cost control.  HL will confirm VAT status of Locality and VOWH funding. | Info only |