Wheatley Neighbourhood Plan (Wheatley NP/WNP)

Meeting with Community First Oxford (CFO)

Date: Wednesday 13th April 2016
Venue/Time: 2pm at 6 Anson Close, Wheatley
Present: David Harverson (DH) Chair
John Fox (JF)
Roy Gordon (RG)
Simon Shew (SS)
David Mancey (DM)
Doug Lamont (DL)
Tim Davies (TD)
Fiona Mullins (FM)
Apologies: Chris Hallsworth (CH) Michael Vaughton

Item Description

1. To meet with Community First Oxfordshire
   To establish details of their organisation, experience, costs, capacity and how they felt they could best support us.
   1.1 CFO have a staff of 7 and are currently supporting some 30 Neighbourhood plans
   Typically, they provide 12 – 20 days of support.
   A full support package typically costs£13,176 + VAT and a partial one £7892 + VAT, other models cost from £1000 to £3000 + VAT
   Outline details of each support package and the inputs required from NP teams were circulated, a copy of which is attached.

2. A discussion followed as to what was the most important assistance the CFO could provide to the WNPC, bearing in mind the limited amount of money available.
   FM said that from her experience it was vital that the first stage of the plan covering Sustainability Appraisal and Scoping report was carried out correctly. If this did not happen it could cause all sorts of problems down the line.
   FM also said that it was important that a professional reviewed the plan before submission to pick up any inconsistencies etc.

3. It was generally agreed that the WNPC would, as a result of the meeting consult with its team members as to exactly what support they required ACTION CH
   They would then request a further meeting with the CFO to negotiate the cost of the services requested.

4. Discussion also took place with regard to the Oxford Brookes site and how it should be handled. FM said that advice could be taken from David Potter, a very good planner. He charges £400 per day.

5. Details of the CFO team including David Potter are attached to this report