



Wallingford Neighbourhood Plan Steering Group

Minutes

Wednesday 5th July 2017, 10am Wallingford Town Council Offices

Attendees:

Rachel Rae – Project Manager WTC

Cllr Amanda Holland

Cllr Adrian Lloyd

Cllr Mauren

The meeting started at 10.05pm

1. Welcome

1.1. Cllr Mick Kidley sent his apologies.

1.2. Maureen Norton shared her concerns about the lack of commitment from councillors to the WNP. The minutes were approved.

2. Minutes from last meeting

2.1. The Project Manager read through the minutes from the last meeting and will try to get them circulated before Saturday.

RR

3. Public Consultation – 8th July

3.1. Volunteers / helpers

Amanda Balson from Nexus has offered to attend the event and will only charge her travel expenses. The Steering Group agreed that Amanda and Alasdair from Nexus should attend.

Cllr Holland and the Project Manager have spent a lot of time proof reading and editing the material for the boards. Cllr Holland thanked the Working Group members for their efforts and contributions to the consultation material. The

volunteers have worked incredibly hard and their efforts are greatly appreciated.

Cllr Adrian Lloyd is happy to talk to the press and will draft a press release.

3.2. Crib sheet

Cllr Holland will circulate a crib sheet for volunteers. The Project Manager will produce name badges for everyone and any other material that is required such as the Baseline Report and copies of maps. The Steering Group agreed to have a map for attendees to pin their address, as a record of how many people attended and from where. It was also agreed to record the postcodes of attendees.

AH

RR

The Project Manager will liaise with Nexus regards some amendments to the questionnaire/feedback form.

RR

4. Timescale / Budget

Cllr Holland raised her concerns about the support offered by Nexus. It was agreed that a review of the project timeline should be an agenda item for the next meeting.

5. Future NP meetings

Cllr Holland is keen to progress with the policy development and suggested the following format for future meetings:

- The first Tuesday and third Wednesday of the month at 7pm are team meetings i.e. everyone from the Steering Group and the Working Groups is invited to attend
- The second Wednesday and fourth Wednesday of the month at 10am would be Steering Group meetings

If in agreement the dates for September would be:

- Tuesday 5th September 7pm – WNP team meeting
- Wednesday 13th September 10am – Steering Group meeting
- Wednesday 20th September 7pm - WNP team meeting
- Wednesday 27th September 10am - Steering Group meeting

Steering Group meetings would then feedback to Full Council. The WNP is already an agenda item on the forthcoming Extraordinary Meeting of Full Council taking place on Monday 17th July.

The Project manager will update the timeline table and circulate at the next meeting.

RR

6. Communication / Correspondence

The Project Manager has received requests from site promoters to exhibit at the WNP event on 8th July. The Steering Group agreed this wouldn't be appropriate.

7. AOB

None.

The meeting finished at 11.25pm.

Date of next meetings:

- 8.** Wednesday 19th July at 2.30pm at the Wallingford Town Council offices.