



Wallingford Neighbourhood Plan Steering Group

Minutes

Tuesday 24th October 2017, 10.30am Wallingford Town Council Offices

Attendees:

Rachel Rae – Project Manager WTC

Cllr Maureen Norton

Cllr Amanda Holland

Cllr Rob McGregor

Paula Lopez – Town Clerk

The meeting started at 10.35am

1. Welcome

- 1.1. Cllr Adrian Lloyd and Cllr Ruth Baroni sent their apologies. Cllr Ruth Baroni can only attend evening meetings and the Town Clerk can only attend day time evenings.
- 1.2. It was agreed, due to personal reasons, that Cllr Holland will assist and deputise for Cllr Norton if she is not able to attend meetings.

2. Minutes from last meeting – 3rd October 2017

- 2.1. **Minute 3:** The Steering Group discussed the importance of operational issues and strategic issues. The Steering Group is the strategic group and the Project Manager is operational. The Project Manager, with guidance from the Steering Group, is responsible for the day to day operational matters and the Steering will assist as and when the Project Manager needs support.

- 2.2. The minutes were approved.

The Town Clerk arrived at 10.45am.

3. Reforming Steering Group

- 3.1. It was agreed that six volunteers from the Working Groups should be invited to join the Steering Group, to help progress the plan. The Project Manager will write to the members to invite them. The next big core group meeting will take

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place on 28th November and the comments from SODC will be fed back.

4. Draft Policies

- 4.1.** The Project Manager has had two of three meetings with the Senior Planning Policy Officer for Neighbourhood Planning at SODC, Ricardo Rios. He has given feedback on the draft policies and has suggested comparing the draft policies against the Local Plan and National Planning Policy Framework (NPPF).
- 4.2.** The Project Manager suggested Ricardo's comments are first reviewed by the new members of the Steering Group before the meeting on 28th November.
- 4.3.** Cllr Maureen Norton will email Brightwell consultant and see what he can do, as it was agreed we will need help with policy drafting.
- 4.4.** The next Steering Group meeting is scheduled for 14th November. The new members will be invited and this meeting will predominately discuss the draft policies.

Cllr Rob McGregor left at 11.15am.

5. Site Assessment

- 5.1.** The Project Manager reported that the site assessment is still ongoing and will need to call another meeting with the volunteers to progress with process. My Locality should be able to offer some support. The Project Manager will contact them.

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6. Communication / Correspondence

- 6.1.** Site Promoters for W1 have asked for an update meeting. The Project Manager will email explaining the WNP hopes to meet with all site promoters again in mid-December.
- 6.2.** Cllr Norton will respond to the Working Party member who emailed regarding

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the transport policy.

6.3. Cllr Norton has been in touch with Oxford Brookes to discuss the possibility of a planning student helping with the WNP.

7. AOB

7.1. It was agreed that the Project Manager should arrange a meeting with the conservation team at SODC and should invite two volunteers from the Housing WG.

Future meeting dates:

- Tuesday 14th November at 6.30pm – Steering Group meeting
- Tuesday 28th November at 10.30am - Steering Group meeting
- Tuesday 28th November 7pm – Core Group meeting

The meeting finished at 11.45am