



Wallingford Neighbourhood Plan Steering Group

Minutes

Tuesday 19th December 2017, 6.30pm Wallingford Town Council Offices

Attendees:

Rachel Rae – Project Manager WTC
Cllr Adrian Lloyd
Cllr Amanda Holland

Jon Wheatcroft
Alison Blyth
Jane Randle
Wendy Tobitt

The meeting started at 6.35pm

1. Welcome

- 1.1. Cllr Maureen Norton, Cllr Ruth Baroni, Paula Lopez – Town Clerk, Opinder Liddar and Val Mowlam sent their apologies.
- 1.2. Sue Hendrie was in attendance to discuss the site assessment.
- 1.3. Cllr Amanda Holland chaired the meeting, explaining that due to personal reasons Cllr Maureen Norton has resigned from the WNP.
- 1.4. Cllr Holland explained that Cllr Lloyd is the chair of the Planning Committee and will be the link between planning and the WNP.

2. Minutes from last meeting – 28th November

- 2.1. Minute 2.1. – notes from the policy workshop meetings need to be approved by the Steering Group and will be published on the website once they have been approved.
- 2.2. Minute 4.2. – The Steering Group would like Ricardo from SODC to attend the Full Council meeting on 19th February 2018, along with some of the new Steering Group members to discuss the WNP and the promotional statements.
- 2.3. Minute 5.1. – Alison Blyth asked on Cllr Ruth Baroni's behalf for the survey to be discussed at a future SG meeting.
- 2.4. Minute 6.2. – Employment land will be covered under agenda item 3.
- 2.5. Minute 6.3. – Cllr Holland has started to draft an open letter to SODC regarding Site E. The Steering Group agreed for the letter to be sent, subject to a few amendments.

AH

Cllr Holland will ask for the Town Clerks approval before sending it at the end of the week.

- 2.6. Minute 7. – The WNP must be adopted within 1 year of the ELP being adopted. The Project Manager has developed a new priorities and progress document, which will be circulated after the meeting.

3. Site assessment process

- 3.1. The Steering Group agreed the site assessment process couldn't be completed until SODC responds to the agreed letter about Site E. In the meantime, the Project Manager asked the members to read the My Community Site Assessment Tool Kit to ensure they are happy with how the Site Assessment Process was carried out. Cllr Adrian Lloyd confirmed he would be happy to defend the process at examination. **ALL**
- 3.2. Wendy Tobitt asked if the green space allocation can be included in the site assessment process. The Project Manager will share a guide to allocating green space. **RR**
- 3.3. Cllr Holland asked members to email the Project Manager any questions they might have for the meeting with SODC regarding Site E. **ALL**
- 3.4. The Project Manager will document when all of the site assessment meetings took place and when consultation feedback was received. This will be shared with the Steering Group. **RR**
- 3.5. The Steering Group agreed there was no need to carry out a Housing Need Assessment and were happy to use the data in the SODC Housing Need Assessment.
- 3.6. A discussion took place about assets of community value and if the WNP needs to nominate them. It was agreed that any assets should be nominated now and not through the WNP. The Project Manager will share some guides regarding the process. **RR**
- 3.7. A discussion took place regarding the Lidl application on the Lupton Road site and the WNP allocating the site for A1 retail use. The Project Manager has asked SODC to confirm whether the WNP will need to find an additional 2 ha of employment land if it is allocated for retail rather than employment.

4. Communication / Correspondence

- 4.1. Cllr Holland reported that LAPD Architects have confirmed two dates for the first Regal Centre concept study consultation – 20th and 25th January. The Project Manager will circulate more details. **RR**

5. AOB

- 5.1. The next meeting will be a policy workshop meeting on Tuesday 9th January at 6.30pm.

The meeting finished at 8.15pm.