



## Wallingford Neighbourhood Plan Steering Group

### Minutes

Monday 15<sup>th</sup> January 2018, 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

Val Mowlam

*The meeting started at 6.30pm*

#### 1. Welcome

1.1. Cllr Ruth Baroni, Paula Lopez – Town Clerk and Opinder Liddar sent their apologies.

1.2. Cllr Holland thanked everyone for attending and thanked everyone for attending the policy workshop.

#### 2. Minutes from last meeting – 19<sup>th</sup> December

2.1. Minute 3.6 - Assets of Community Value (ACV). The Project Manager has started a list of possible ACV and will circulate it with the Steering Group, along with guidance from the SODC website about what types of assets can be listed. ACV will be a rolling agenda item for Steering Group meetings.

RR

2.2. Minute 3.7 – the Project Manager will chase SODC regarding the question of allocating employment land and where.

RR

#### 3. Update from workshop meeting(s)

3.1. To date there have been three policy workshop meetings covering infrastructure,

RR

leisure and town centre and retail. The Project Manager will publish the notes from each workshop online.

#### **4. Response from SODC**

- 4.1.** A discussion took place regarding the response received from SODC to the letter the Steering Group sent in December 2017 about the Site E.
- 4.2.** The Steering Group agreed it is vital that they continue with the site assessment and allocation process. The discussion continued under agenda item 6.
- 4.3.** A discussion took place about the possibility of defining a development boundary around the town centre. It was agreed that the policies and strategy should be developed so there isn't a need for such boundary.

#### **5. Priorities**

- 5.1.** The Project Manager will update the priorities table and circulate it with the Steering Group. **RR**
- 5.2.** With regards to the Habitat Regulations Assessment (HRA) Wendy Tobitt emphasised that it is vital that the HRA is carried out early in the plan process. The Project Manager and Cllr Holland will speak to SODC to find out more about the process and any cost implications. Cllr Holland reminded the Steering Group that there are limited funds available for the remainder of the financial year. **RR**
- 5.3.** The chair, the Project Manager and one of the Steering Group members met with a potential planning consultant and ongoing discussions regarding planning support are taking place.
- 5.4.** The Project Manager reminded the Steering Group that My Community offers both technical and financial support to neighbourhood plans. The Project

Manager has submitted an application which is on hold. Any funding or support must be submitted asap because the funding closes on 31<sup>st</sup> March 2018.

**5.5.** The Project Manager will check with SODC to see if they can help with ensuring that the WNP is in conformity with the emerging local plan.

**RR**

**5.6.** The Project Manager has updated the evidence list and will circulate the list along with link to Google Drive. The Project Manager asked members to notify her if there is any information missing.

**ALL**

## **6. Site assessment**

**6.1.** It was agreed that Wendy will assist Cllr Holland with writing up all of the site assessment work that has been carried out. The Project Manager will email all of the members involved in the site assessment validation process and ask for them to send her all of their dates before 22<sup>nd</sup> January. A site assessment meeting will take place after 22<sup>nd</sup> January.

**RR**

## **7. Full Council meeting – 19<sup>th</sup> February 2018**

**7.1.** The Project Manager will arrange for the WNP to speak in public participation at the forthcoming Full Council meeting. The Steering Group want to update the Council about the timeline and the draft policies.

**RR**

## **8. Survey**

**8.1.** It was agreed that this item should be postponed until Cllr Ruth Baroni is present.

## **9. Communication / Correspondence**

**9.1.** An email from SODC's Neighbourhood Planning team inviting members to a free seminar about encouraging volunteers to be involved with the NP. The Project Manager will circulate the details.

**RR**

**9.2.** The agent for Site D has been in contact and asked for a meeting. The Project Manager will arrange a meeting.

RR

## **10. AOB**

### **10.1. Comms**

It was agreed the WNP must increase its comms with the local community. Cllr Holland encourage members to write articles for the Window for Wallingford. Cllr Lloyd also encouraged members to contribute to the Town Council eNewsletter.

Future meeting dates are as follows:

- 27<sup>th</sup> January 2-5pm policy workshop

*(29<sup>th</sup> Jan – 9<sup>th</sup> Feb the Project Manager is on annual leave – back in the office on 12<sup>th</sup> Feb)*

- 13<sup>th</sup> February 11.30am Steering Group meeting
- 27<sup>th</sup> February 6.30pm Steering Group meeting
- 13<sup>th</sup> March 10.30am Steering Group meeting
- 27<sup>th</sup> March 6.30pm Steering Group meeting