



## Wallingford Neighbourhood Plan Steering Group

### Minutes

Tuesday 13<sup>th</sup> February 2018, 11.30am Wallingford Town Council Offices

<b>Attendees:</b>	Jon Wheatcroft
Rachel Rae – Project Manager WTC	Val Mowlam
Cllr Adrian Lloyd	Alison Blyth
Cllr Amanda Holland	Jane Randle
Paula Lopez – Town Clerk	

*The meeting started at 11.30am.*

#### 1. Welcome

- 1.1. Cllr Ruth Baroni, Opinder Liddar and Wendy Tobitt sent their apologies.

#### 2. Minutes from last meeting – 15<sup>th</sup> January 2018

- 2.1. Minute 9 - Communication: Cllr Holland and Wendy Tobitt have written a piece for the Town Council's eNewsletter, which will also feature in the March edition of the Window for Wallingford. The minutes were approved.

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

- 3.1. All five themes have now been reviewed at a series of policy workshops. The Project Manager will now publish the notes on the website.

RR

#### 4. Update from meeting with SODC

- 4.1. Cllr Holland and Jane Randle met with Ricardo Rios at SODC in late January to discuss the WNP. They had a subsequent meeting on 12<sup>th</sup> February which an SODC Planning Policy Officer with specific responsibility for Economic Development and the Project Manager also attended.

- 4.2. Cllr Holland will circulate her meeting notes.

AH

- 4.3. Cllr Holland also spoke to a SODC officer regarding CIL payments. The Project Manager will circulate this email.

RR

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

- 5.1. Ricardo Rios has agreed to come and speak at the Full Council meeting taking place on Monday 19<sup>th</sup> February.

#### 6. Consultant

- 6.1. A discussion took place about the best way forward for the WNP. It was agreed that due to limited funds the WNP would try to engage My Locality as much as possible.

- 6.2. It was agreed that a consultant should be appointed on an hourly basis to help write the policies and the supporting text. The Project Manager will ask the

RR

consultant for an amended quote.

## **7. Funding and finances**

### **7.1. My Locality**

Cllr Holland and the Project Manager will meet to review what My Locality can offer in terms of technical packages and financial support. The Project Manager has already applied for support with the SEA and will ask for a progress update from My Locality.

RR

## **8. Site assessment**

**8.1.** A site assessment meeting is due to take place on Thursday 15<sup>th</sup> February at 2pm.

## **9. Assets Community Value**

**9.1.** Val Mowlam updated the members about assets of community value. Cllr Holland thanked Val for her contribution.

**9.2.** It was agreed that the WNP should have a policy about assets of community value and that the Town Council should nominate assets and manage the list. Assets of community value will be discussed at the next Full Council meeting (19<sup>th</sup> February 2018).

## **10. Evidence**

**10.1.** Cllr Holland reported SODC's Housing and Employment Land Availability Assessment (HELAA), published in March 2017, has been updated to provide the Strategic Housing and Economic Land Availability Assessment ([SHELAA](#)) published in October 2017 is available on the SODC website.

**10.2.** It was agreed that an evidence workshop should be arranged to review all of the evidence that has been gathered so far and to identify any gaps. The Project manager will circulate some dates and draft an agenda.

RR

## **11. Survey**

**11.1.** This was postponed until Cllr Baroni is in attendance.

## **12. Communication / Correspondence**

**12.1.** A letter was received from a retirement home developer.

**12.2.** A copy of a screening opinion for Site D was received.

## **13. AOB**

None.

*The meeting finished at 12.30pm.*

Future meeting dates are as follows:

- 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