



Wallingford Neighbourhood Plan Steering Group

Minutes

Tuesday 27th February 2018, 6.30pm Wallingford Town Council Offices

Attendees:	Jon Wheatcroft
Rachel Rae – Project Manager WTC	Jane Randle
Cllr Adrian Lloyd	Opinder Liddar
Cllr Amanda Holland	Wendy Tobitt

The meeting started at 6.30pm.

1. Welcome

1.1. Paula Lopez – Town Clerk, Val Mowlam and Alison Blyth sent their apologies.

2. Minutes from last meeting – 13th February 2018

2.1. The minutes were approved.

3. Consultant

3.1. Cllr Holland updated the Steering Group that the Project Manager is leaving her role at the end of March and asked the members to consider what is needed going forward. It was agreed this should be discussed under agenda item 11. AOB.

3.2. Bluestone Planning Consultants have been appointed on an hourly basis to help with the policy writing. Cllr Holland, Jane Randle and the Project Manager are meeting with Bluestone on Monday 5th March.

4. Site assessment

4.1. Cllr Holland thanked everyone who attend the site assessment meeting and emphasised the need to complete the site assessment process.

4.2. The Project Manager tabled a new site assessment summary sheet, which pulls together all of the findings from the site assessment process. The Project Manager will populate the sheets for all the sites.

4.3. A discussion took place regarding consulting on the prefer options. Cllr Lloyd recommended that the Steering Group waits until the plan has been drafted and is submitted to SODC as part of the pre-submission consultation.

4.4. Jane Randle raised the ELP topic report for site C and wondered if SODC thought

RR

the WNP would allocated site c, even though the site was in the Core Strategy and given planning permission more than 3 years ago. The Project Manager has emailed SODC asking them to clarify where they intended the 3.1ha for employment to be allocated. The Project Manager will chase SODC for a response.

RR

- 4.5. The Steering Group need to consider who will write the final site assessment report. It was agreed this will be discussed further at the next Steering Group meeting.

5. Timescale and Project Plan

- 5.1. The Project Manager tabled an updated timeline. Cllr Holland asked the members to think about where they might be able to help and where the plan will require help from consultants.

6. Funding and finances

6.1. My Locality

The Project Manager is still chasing Aecom regarding the SEA. The Project Manager will forward the emails received to date to Cllr Lloyd who has also offered to chase Aecom.

RR

7. Evidence

- 7.1. The survey was postponed again as Cllr Baroni was not present.
- 7.2. Cllr Holland reminded members to send any evidence to the Project Manager who will upload it to Google Drive. The Project Manager reported that the evidence will be reviewed as part of the basic conditions statement.

ALL

8. Neighbouring Neighbourhood Plans

- 8.1. Cllr Holland updated members about Ricardo Rios' report to Full Council on 19th February.

9. Assets Community Value

- 9.1. Cllr Lloyd updated Full Council regarding Assets of Community Value. Cllr Lloyd will take the updated list back to Full Council on 19th March.

10. Communication / Correspondence

- 10.1. The promoters from Site A telephoned and the Project Manager provided an update on the status of the WNP.
- 10.2. Site D have emailed regarding the site assessment process. The Project Manager provided an update on the status on the assessment.

10.3. The Project Manager shared an email from District Councillor Lokhon regarding Site W4.

11. AOB

11.1. A discussion took place about the Project Manager role. The members agreed that the WNP needs a dedicated Project Manager. The role requires someone with the appropriate experience and skill set including: planning knowledge and experience; ability to read maps; project management experience; ability to read reports and assimilate information; use own initiative; willingness to question members in a constructive manner; managing consultations; updating and managing website and social media content.

12. Future meeting dates

Future meeting dates are as follows:

- 13th March 2pm Steering Group meeting
- 27th March 6.30pm Steering Group meeting

The meeting finished at 8.15pm.