



Wallingford Neighbourhood Plan Steering Group

Notes

Tuesday 13th March 2018, 2pm Wallingford Town Council Offices

| | |
|----------------------------------|----------------|
| Attendees: | Jon Wheatcroft |
| Rachel Rae – Project Manager WTC | Jane Randle |
| Cllr Amanda Holland | Wendy Tobitt |

The meeting started at 2pm

1. Welcome

- 1.1. Paula Lopez – Town Clerk, Cllr Adrian Lloyd, Val Mowlam, Opinder Liddar and Alison Blyth sent their apologies.
- 1.2. As the meeting is not quorate the Project Manager will just record notes.

2. Minutes from last meeting – 13th February 2018

- 2.1. The minutes could not be approved because the meeting was not quorate.

3. Project Manager role

- 3.1. The Personnel Committee have taken on recruitment of the Project Manager role, as they feel it is not the responsibility of the Steering Group. The Personnel Committee did approach a potential candidate for the role but they declined.

4. Consultant

- 4.1. Cllr Holland, Jane Randle and the Project Manager met with Bluestone this morning. The agreement needs to go to Full Council on 19th March for approval.
- 4.2. When Cllr Norton was chair of the WNP she approached two consultants to help with the policies. Only Bluestone responded. The other has since responded, however, the Steering Group have already engaged with Bluestone.

5. Site Assessment

- 5.1. The Project Manager has started a summary document to pull together all the site assessment work.
- 5.2. Need to ensure Ayres yard is reviewed.

6. Timescale and project plan

- 6.1. Cllr Holland has sent her apologies for the Full Council meeting so will ask Cllr Lloyd to give the update at the meeting.

7. Funding and finances

7.1. My Locality

The Project Manager will chase My Locality for an update.

8. Comms

- 8.1. The Project Manager received an email from the Senior Administrator from Cllr Upcraft regarding CIL and S106 monies.
- 8.2. The group discussed developing an explicit list highlighting which promotional statement projects will require money from S106 and CIL. This should be included on the appendix.

9. AOB

10. Future meeting dates

Future meeting dates are as follows:

- 27th March 6.30pm Steering Group meeting

The meeting finished at 3.30pm