



## Wallingford Neighbourhood Plan Steering Group

### Minutes

Tuesday 27<sup>th</sup> March 2018, 6.30pm Wallingford Town Council Offices

#### Attendees:

Rachel Rae – Project Manager WTC  
Cllr Adrian Lloyd  
Cllr Ruth Baroni  
Cllr Rob McGregor

Jane Randle  
Wendy Tobitt  
Opinder Liddar  
Sue Hendrie

*The meeting started at 6.40pm*

#### 1. Welcome

- 1.1. Cllr Lloyd updated the group that Cllr Holland has resigned from the Town Council and offered to chair the meeting.
- 1.2. Cllr Lloyd welcomed Sue Hendrie to the meeting.
- 1.3. Paula Lopez – Town Clerk, Val Mowlam, Jon Wheatcroft and Alison Blyth sent their apologies.

#### 2. Minutes from last meeting – 27<sup>th</sup> February 2018

- 2.1. The minutes from 27<sup>th</sup> will be approved via email after the meeting.
- 2.2. The notes from 13<sup>th</sup> March were noted.

#### 3. Steering Group chair

- 3.1. Cllr Adrian Lloyd kindly offered to take on the role of chair of the Steering Group and he is going to concentrate his time on writing the neighbourhood plan.

#### 4. Project Manager role

- 4.1. The job description has been approved by the personnel committee, after Cllr Lloyd made some suggested amendments. Cllr Lloyd apprised the members of the changes. The advert will go live on the Oxford Mail jobs website on 28<sup>th</sup> March.
- 4.2. Cllr Lloyd has been approached by someone who is interested in the role, after he posted information on Facebook. The potential candidate has experience of volunteering on a neighbourhood plan and administration experience.

## **5. Consultant**

- 5.1.** Jane Randle updated the members about the initial meeting with Bluestone, Cllr Holland and the Project Manager. Cllr Lloyd has agreed for Bluestone to be paid for the meeting. At the Full Council meeting on 19<sup>th</sup> March the Council agreed the Town Clerk could sign the agreement with Bluestone Planning. The has now been signed and returned to Bluestone.
- 5.2.** Cllr Lloyd will arrange a date to meet with Jeremy Flawn and asked Jane Randle to attend. Cllr Lloyd is going to start drafting the plan under the guidance of Bluestone.
- 5.3.** Cllr Lloyd will chase his contact at Aecom re the SEA. The Project Manager will also chase My Locality for an update.

## **6. Planning Committee Meeting**

- 6.1.** The Project Manager updated the members of the report she delivered to the Planning Committee and has circulated a copy via email.

## **7. Comms**

- 7.1.** None.

## **8. AOB**

### **8.1. CIL / S106**

The Project Manager will circulate some information on CIL from Bluestone to the members and reminded members to start drafting a list of projects for CIL / S106.

## **9. Future meeting dates**

Future meeting dates are as follows:

- 10<sup>th</sup> April 6.30pm Steering Group meeting
- 24<sup>th</sup> April 6.30pm Steering Group meeting

*The meeting finished at 7.55pm.*