

MINUTES OF A MEETING OF THE WALLINGFORD NEIGHBOURHOOD PLAN STEERING GROUP, HELD ON TUESDAY 4 SEPTEMBER 2018 – APPROVED

Venue: Wallingford Town Council offices
Times: 1830 – 2000 hours

Attendees – Steering Group:

Cllr Ruth Baroni
Cllr Adrian Lloyd
Beryl Guiver
Sue Hendrie
Opinder Liddar
Jane Randle
Jon Wheatcroft

Attendees – Wallingford Town Council:

Peter Starr

Apologies:

Val Mowlam
Cllr Maureen Norton
Wendy Tobitt
Nick Robbins

NOTE: Persons with responsibility for actions are identified in green text.

Item	Notes
1 Welcome	Adrian Lloyd opened the meeting.
2 Public consultation event on 29 September – discussion on its format	<p>Peter Starr said he had booked the Town Hall for the public consultation, although there were issues for access by people with mobility difficulties. A partial solution was to have Plan material and a representative in the under-croft, although that might deter people from going up to the main consultation area, or to hold the main consultation in the under-croft or market area, though both of these would be negatively influenced by bad weather. St Mary-le-More church was a potential venue, but only for the afternoon, as it was in full use on Saturday mornings.</p> <p>Peter Starr was instructed to contact Centre 70 and Ridgeway Community Church to see if their venues were available in place of the Town Hall.</p> <p>Noted that Adrian Lloyd and Peter Starr were attending the Community Catch-Up meeting by local SODC councillors on Thursday 6 September, to publicise the consultation event.</p>

	<p>Agreed that time was short to prepare material for the consultation. Several display boards were agreed, these to show how the Plan had advanced from the last set of consultation. Included on the boards would be a diagram representation of process similar to that used on earlier boards, and an update on site allocations.</p> <p>To encourage participation in the consultation summary leaflets would be produced for hand delivery to homes and businesses, which would promote the message of why people should attend.</p> <p>For consultation use x20 copies of a document detailing the key parts of all the policies agreed to date would be produced; x10 copies to be allocated to the consultation on 29 September for people who did not have access to ICT.</p> <p>Peter Starr is to prepare the display boards, leaflets and policy documents, these to be ready for the 18 September.</p> <p>Ruth Baroni said that Wallingford primary schools issued a weekly email to parents, and she would arrange for a notice about the consultation to be included. Before this can happen there has to be confirmation on venue.</p>
<p>3 Meeting with SODC on Employment land allocation – feedback and discussion</p>	<p>Noted by Peter Starr that notes of the meeting with SODC on 20 August had been circulated to the Steering Group.</p> <p>Jane Randle outlined the key parts of a meeting held with SODC on 20 August to discuss employment land, with specific reference to site D. She said that the 3.1 ha for employment land was required to be allocated by the Neighbourhood Plan. The Rubie site where some work had started for a warehouse equated to 3.1 ha and that could be allocated by the Plan to meet its employment land requirement. David Wilson Homes had submitted an outline planning application for Site D which included a further 3.1 ha of employment land. An email relating to Site D and submitted by Wendy Tobitt was considered by the meeting.</p> <p>Agreed by the Steering Group that the Neighbourhood Plan would allocate the 3.1 ha at the Rubie site (SHELAA 828) to meet its requirement for employment land, and that no more land for employment would be allocated. A new site assessment would be required for the Rubie site, and this would be carried out by Beryl Guiver, Jane Randle</p>

	<p>and Wendy Tobitt. Site D would be unallocated by the Plan for both employment and housing.</p> <p>Further agreed that the Neighbourhood Plan would confirm retention of employment land at the Hithercroft Industrial Estate and Ayres Yard. It was also agreed that Site E would be allocated for Housing, as would the former Police Station, this to meet a requirement for allocation of small sites. A landscape report would be required for Site E at an estimated cost of £1,000. Peter Starr stated the Locality grant could not be used for this purpose. He was directed to ask the Town Clerk if the cost of the landscape report could be met from the Council's budget for the Neighbourhood Plan.</p> <p>Peter Starr was directed to contact Community First to explore what additional technical support they might provide.</p> <p>A query was raised on what outputs had been produced to date by Bluestone Planning. Adrian Lloyd said their involvement so far had been to support a previous consultation meeting, and that there was an agreement with them to provide ad hoc assistance. It was agreed that following the public consultation event on 29 September, and any amendment to policies that public feedback might require, that Peter Starr would forward the Plan policies to Bluestone Planning for them to review and amend (in line with Plan requirements) where necessary. Peter Starr said expenditure with Bluestone to date was circa £360.</p>
<p>4 Locality application – update</p>	<p>The application form for Grant support through Locality was submitted by Peter Starr and has now been approved by Locality and Groundwork UK – the latter will manage the grant.</p> <p>The Grant award is for £6,705 project costs plus technical support to carry out work for required environmental reports (and Wallingford can go back and apply for more money). There was a problem with the portal link to confirm required due diligence, which Peter Starr had advised Groundwork UK of, and that had been resolved late today.</p> <p>Due diligence must be completed by 20 September and Peter Starr and Paula Lopez would be required to oversee that.</p>
<p>5 Version 6 Neighbourhood Plan –initial</p>	<p>Opinder Liddar provided initial feedback on version 6 of the Neighbourhood Plan.</p>

feedback from Steering Group

1.11 – Policy WNP1 – The previously agreed green text to be deleted and the replacement proposal by Beryl Guiver to be accepted, with amendment to need for a detailed policy for each site. Agreed by Steering Group, with **Beryl Guiver** to prepare amended wording by 11 September and provide it to Peter Starr.

2.1 – Background – Delete sentence beginning ‘Affordable Housing’ The following sentence proposed by Adrian Lloyd to be added to the end of the paragraph: ‘Proposals that meet the SODC target of 40% affordable housing will be supported’. Agreed by Steering Group.

2.3 – Objective DNH-03 – This needs to be re-written. Agreed by Steering Group that **Beryl Guiver** is to re-write the objective and if after 5 working days from her issuing the re-write to the Steering Group there has been no objection, the re-write will be taken as accepted.

2.4 – Policy D7 – The reference to developments of ‘9 or more’ in this policy and all other policies to be changed to ‘10 or more’. This received support from Jon Wheatcroft. An exception will be references to self-build. Agreed by Steering Group that **Adrian Lloyd** would provide new wording to Peter Starr in relation to affordable housing.

8.3 – Objective LO5 – The ‘where’ is the Bullcroft.

9.8 – Policy HE3 – Delete the sentences beginning ‘Only those’ and ‘Provision may be by’ Agreed by Steering Group the following words will replace those sentences: ‘Housing development that include provision in Wallingford for additional educational facilities at nursery and primary level will be supported.’

Peter Starr to include the above amendments in the Neighbourhood Plan. **Steering Group members** requested to provide feedback on version 6 of the Neighbourhood Plan by Tuesday 11 September.

Agreed by the Steering Group that the next Steering Group meeting (11 September) would concentrate on policies.

In regard to 1.8 Sustainability **Peter Starr** advised that Nick Robbins had been away and that on his return he would be speaking with him and Harry Wilder on this topic.

6. Notes from last meeting – for discussion	The notes of the Steering Group meeting of 14 August were accepted as true.
7 Communication/ correspondence	There had been no notable communication or correspondence since the last meeting.
8 AOB	There were no items.
10 Next meeting dates	<p>Steering Group meetings have been scheduled to be held at the Town Council meeting room commencing at 6:30pm on the following dates (2018):</p> <p>Tuesday 11 September – Beryl Guiver will be absent</p> <p>Tuesday 25 September – Maureen Norton and Val Mowlem will be absent</p> <p>Tuesday 9 October</p> <p>Tuesday 23 October</p> <p>Tuesday 6 November</p> <p>Tuesday 20 November</p>

>>