

MINUTES OF A MEETING OF THE WALLINGFORD NEIGHBOURHOOD PLAN STEERING GROUP, HELD ON TUESDAY 5 JUNE 2018 – APPROVED COPY

Venue: Wallingford Town Council offices
Times: 1830 – 1950 hours

Attendees – Steering Group:

Sue Hendrie
Cllr Adrian Lloyd
Opindar Liddar
Jane Randall (part)
Nick Robbins
Wendy Tobbit
John Wheatcroft
Cllr Harry Wilder

Attendees – Wallingford Town Council:

Peter Starr

Apologies:

Cllr Ruth Baroni
Cllr Robert McGregor
Val Mowlam

<i>Item</i>	<i>Notes</i>
1 Welcome	Cllr Adrian Lloyd extended a welcome to attendees. Prof Nick Robbins joined the Group.
2 Introductions	Steering Group members introduced themselves, giving a brief personal background. Nick Robbins provided his background as lead for the Crowmarsh Gifford Neighbourhood Plan.
3 Notes from last meeting	The notes from the meeting held on 22 May were discussed and the following amendments agreed: <ul style="list-style-type: none">• Item 5 – delete the last sentence• Item 8 – the planning consultants surname was Flawn
4 Steering Group members	Nick Robbins joined the Steering Group and Cllr Maureen Norton will resume active participation. Adrian Lloyd will contact Rachel Rae to see if she will join the Steering Group.
7 Site Assessments	Confirmed that Jane Randle and Wendy Tobitt had provided Peter Starr with updated site assessments, and he had forwarded those on to Jeremy Flawn at Bluestone Planning. JR and WT would like Steering Group members

	<p>to review and comment on their updates, but NOT to do this on Google Drive but via email. Google Drive imposes tracked changes which can cause confusion.</p> <p><i>Post meeting note: Jeremy Flawn's involvement with the site assessments is on hold</i></p> <p>Nick Robbins queried how up-to-date the site assessments were, they being a critical start point for the other elements of the Neighbourhood Plan. Adrian Lloyd confirmed these were well advanced, and there had been public consultation on them last year, although their format might need amending.</p>
<p>8 SEA/Housing Need application</p>	<p>Adrian Lloyd stated he had to contact Localities UK to initiate a new link for SEA/Housing Need. Nick Robbins suggested it might be quicker for the Steering Group to progress this on their own. AL responded that the advice received was to go through Localities UK.</p> <p>Nick Robbins proposed the sustainability assessment be linked with the SEA. Harry Wilder agreed to work on this with Nick Robbins.</p>
<p>9 Policies</p>	<p>Agreed that the Evolution 3 document produced by Opinder Liddar contained the most up-to-date agreed Housing policies (to go through final review). Peter Starr to provide Harry Wilder with a copy.</p> <p>Peter Starr said he would like to meet with the leads for all working groups, to gain their view of the latest policy version for their group. He was told that the working groups had ceased and their role was now represented by the Steering Group members. Sue Hendrie has good knowledge of Health issues relating to the Neighbourhood Plan.</p> <p>Adrian Lloyd will meet with Town Clerk Paula Lopez AM Wednesday to go through Town Council internal ICT system, to see if they can identify a master folder with current policies in. AL will contact Rachael Rae to see if she can identify a master folder.</p> <p>Jon Wheatcroft will meet with Peter Starr at the Town Council offices on 11 or 12 June; they will go through folders on the internal ICT system, to identify the latest versions of policies.</p>

	<p>Wendy Tobbitt noted that the Steering Group minutes for January to March 2018 would contain discussion on policies.</p> <p>Peter Starr will produce by Wednesday 13 June a document showing what are believed to be the agreed versions of policies to date. This will be circulated to Steering Group members for review; members will notify PS by email of either acceptance of policies or amendments to same. The next SG meeting on 19 June will confirm acceptance of specific policies as of that date, acknowledging there may be future amendments.</p> <p>Agreed there would be one person responsible for policy master copies.</p>
5 Wallingford Conservation Area	There were no new items related to the Conservation Area.
6 Consultant	Adrian Lloyd was seeking to agree a meeting date with Jeremy Flawn of Bluestone Planning.
10 Communication/ Correspondence	No formal correspondence had been received.
11 Meeting with Ricardo 13 June 3pm	Adrian Lloyd and Peter Starr will meet with Ricardo Rios at SODC Milton Park; Jane Randle now cannot attend. Wendy Tobitt said she would see if she could attend.
12 AOB	There were no items.
13 Future meeting dates	Agreed Steering Group meetings should be fortnightly on Tuesday evenings at 6.30pm. The next two meetings will be on 19 June and 3 July at the Town Council offices.

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