

MINUTES OF A MEETING OF THE WALLINGFORD NEIGHBOURHOOD PLAN STEERING GROUP, HELD ON TUESDAY 6 NOVEMBER 2018 – APPROVED

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

Attendees – Steering Group:

Cllr Ruth Baroni
Cllr Adrian Lloyd
Opinder Liddar
Val Mowlam
Wendy Tobitt
Jon Wheatcroft

Attendees – Wallingford Town Council:

Peter Starr

Apologies:

Cllr Maureen Norton
Jane Randle
Nick Robbins

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

<i>Item</i>	<i>Notes</i>
1 Welcome	Adrian Lloyd opened the meeting. He confirmed that Peter Starr had agreed to extend his contract.
2 Notes from last meeting – for approval	<p>In regard to the notes of the Steering Group meeting of 9 October these were accepted as true by the Steering Group.</p> <p>The following update was given by Peter Starr regarding action points arising from the meeting of 9 October</p> <p>Item 2 –Peter Starr briefed a resident on the Neighbourhood Plan on AM Monday15 October.</p> <p>Item 3 - Peter Starr has carried out an initial Character Assessment of the town and this was circulated to the Steering Group on 22 October.</p> <p>Item 4 - Peter Starr has contacted the three people who came forward at the event to volunteer their professional services and advised them the Steering Group was going through consultation responses and would contact them when their services were required.</p>

	<p>Item 4 – Some event photographs have been received from Steering Group members. Ruth Baroni and Wendy Tobitt said they would send in further photographs.</p> <p>Item 5 - Wendy Tobitt has sent copy text on the Neighbourhood Plan to Window on Wallingford for inclusion in their November edition.</p> <p>Item 5 - Peter Starr has made initial contact with Claire Blacker on how best to reach out to the Wallingford business community.</p> <p>Item 6 – Peter Starr had asked for Steering Group nominations for the TVERC workshop, but none have been received. He had secured agreement for the Town Council to cover the workshop fee. The first meeting is now fully booked. Wendy Tobitt noted that TVERC had an offer for Neighbourhood Plans to provide a report that provides basic information about the wildlife and protected areas that can be found in a neighbourhood plan area. Peter Starr will check to see if previous TVERC reports have provided this information.</p> <p>Outstanding items: Peter Starr has contacted those responsible for outstanding items, with a view to getting their completion. Peter Starr was directed by Adrian Lloyd to circulate the listing of his outstanding items.</p> <p>Additional comment: Wendy Tobitt said that in respect of item 4, that OCC and SODC Councillors for Wallingford and the local MP be advised via e-mail of future consultations. Jon Wheatcroft said that developers who had previously been consulted should be advised of future consultations. Observed by Adrian Lloyd that both Croudace and David Wilson Homes [via representatives] had submitted comment in respect of the public consultation of 29 September 2018.</p>
3 Character Assessment	<p>Peter Starr reported that on 22 October he circulated the first draft of the Character Assessment to the Steering Group with a request that they, as local people, review those areas for which they had a good knowledge, and let him know of any updates/corrections by Tuesday 6 November. He noted he has an offer from a professional photographer to take better representative photographs.</p> <p>Town Council staff had provided additional information at an early stage.</p>

	<p>Jane Randle had earlier suggested that the Studio REAL report (for SODC) be used to condense the many individual character areas reported on in version 1. Peter Starr had redrawn the map of the individual character assessment areas to accord with the building development stages shown in the Studio REAL report, and he recommended their adoption as he felt they would make the Character Assessment more reader-friendly and practical. Descriptive text would also be made more generic. Steering Group agreed this recommendation.</p> <p>Peter Starr will bring the revised Character Assessment back to the Steering Group on 4 December for review. Opinder Liddar will provide the professional photographer who had volunteered his services, with a listing of roads where photographs should be taken.</p> <p>Commented by Peter Starr that the Steering Group needed to consider exactly what they believe is the unique character of Wallingford. Opinder Liddar responded that the historic core, represented by the conservation area, was what most people related to. Whilst agreeing with this Peter Starr said that as most development will take place outside of that historic core there needed to be identification of 'unique' character in the outlying residential areas; the first draft of the Character Assessment had shown a very large array of property types.</p> <p>Adrian Lloyd said that retention of the first version of the Character Assessment would be a valuable asset for the town into the future.</p>
<p>4 Arrangements for analysis of public consultation feedback for event of 29 September</p>	<p>Peter Starr and Jon Wheatcroft have carried out an initial analysis of the hardcopy and online feedbacks from the event, using the following four criteria:</p> <ol style="list-style-type: none"> 1) New ideas not yet considered. Do we need to discuss and possibly add a new Objective, and/or Policy or Promotional Statement? 2) Matters already in place. Does our existing wording need amendment/clarification? 3) Matters already considered & dismissed. Do we need to reconsider? 4) Matters which are not planning and/or out with our remit or Neighbourhood Plan area.

	<p>Proposals that were not already covered by the draft Neighbourhood Plan had been put into tables according to the above four criteria and would be subject to further analysis by Peter Starr and Jon Wheatcroft. They will bring details of feedback proposals that need the attention of the Steering Group to that body on 20 November.</p> <p>Ruth Baroni, who had devised the online questionnaire, said she had this evening sent a statistical analysis of the online questionnaires to Peter Starr.</p> <p>Ruth Baroni asked if the analysis to date for both hardcopy and online feedback by Peter Starr and Jon Wheatcroft could be shared with the Steering Group. This was agreed and Peter Starr directed to do this.</p> <p>Peter Starr reported the following feedback statistics: Hardcopy questionnaire returns = 14 E-mail questionnaire returns = 1 E-mail general comment = 6 [includes x2 corporate] Face-to-face meeting = 1 Online questionnaire returns = 28 TOTAL RESPONSES = 50</p> <p>In regard to further involvement of the local business community Peter Starr was directed to send out to them a link to the policy document published for the public consultation event on 29 September, pointing out items of relevance to the business community, and inviting further feedback. Claire Blacker's database would be used to make contact.</p>
<p>5 Strategic Environmental Assessment – update</p>	<p>The AECOM consultant Mark Fessey has produced the SEA Scoping Report, and this was circulated to the Steering Group on 30 October, with a follow-up advice by Peter Starr on 3 November. Peter Starr had undertaken to send feedback to AECOM on Wednesday 7 November; AECOM can then amend the report and publish it for 5 weeks consultation with the three statutory consultees (Environment Agency, Highways England and Natural England).</p> <p>Peter Starr explained the aim of the SEA Scoping Document is simply to arrive at a list of objectives that we can then apply as a 'framework' to guide the assessment.</p> <p>Adrian Lloyd commented the Scoping Report was a good document. He and other attendees had feedback comment and he would collate these and provide them to Peter Starr on Wednesday 7 November.</p>

	<p>AECOM will also make a start on the assessment stage of the SEA this month and look to progress that whilst the scoping consultation is ongoing.</p> <p>Peter Starr said that the aim was to finalise the Environmental Report (i.e. the main output of the SEA process) for publication alongside our Pre-submission Plan in December.</p>
<p>6 Proposal from Community First Oxfordshire</p>	<p>A proposal from Community First Oxfordshire (CFO) to provide support to the Neighbourhood Plan was circulated. Adrian Lloyd said he had reviewed the proposal and much of it was already covered by work allotted to AECOM or Blackstone. The proposed costs were also high.</p> <p>Ruth Baroni said that in regard to assistance with consultation, that community support services provided by SODC could be used. She had used such services and they were good.</p> <p>Peter Starr, who had considerable experience both writing and assessing contracts, said the CFO terms and conditions were onerous and leveraged for maximum advantage to CFO and produced high risk to the Town Council, who would have to contract with them. He recommended the terms and conditions not be accepted.</p> <p>The Steering Group agreed that the proposal from CFO not be accepted.</p>
<p>5 Communication/ Correspondence</p>	<p>Adrian Lloyd briefed the Steering Group on a meeting held with Croudace and their representatives to discuss the future of Site A, on Tuesday 30 October 2018 at the Town Council offices. Adrian Lloyd, Jane Randle and Peter Starr attended the meeting. It had been explained to Croudace that the Neighbourhood Plan had been subjected to decisions taken by OCC and SODC in regard to nomination of development sites, and that with the current nomination proposals it had made, further allocation would be an over-supply of housing.</p> <p>Gabriella Westley of Barton Willmore had contacted Peter Starr to ask about future consultation arrangements; he would be replying to her. Although Ms Westley had yet to advise Peter Starr of their interest in Wallingford, it was believed they represented David Wilson Homes.</p> <p>Peter Starr was directed to set out required consultation periods for the Neighbourhood Plan.</p>

6. AOB	<p>Peter Starr reported that some updating to the Neighbourhood Plan part of the Town Council website had taken place.</p> <p>Noted by Peter Starr he had applied for a time slot on a Neighbourhood Plan advice session being run by SODC pm on 14 November. Although discussion topics had to be pre-advised with the application, if Steering Group members sent him any queries they wanted addressing, he would try and get an answer to them if he got a place on the advice session.</p>
7 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 6 November</p> <p>Tuesday 20 November</p> <p>Tuesday 4 December</p> <p>Tuesday 18 December</p> <p>Tuesday 15 January 2019</p>

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