

## MINUTES OF A MEETING OF THE WALLINGFORD NEIGHBOURHOOD PLAN STEERING GROUP, HELD ON TUESDAY 9 OCTOBER 2018 – APPROVED

Venue: Wallingford Town Council offices  
Times: 1830 – 2020 hours

### Attendees – Steering Group:

Cllr Adrian Lloyd  
Sue Hendrie  
Opinder Liddar  
Jane Randle  
Wendy Tobitt  
Jon Wheatcroft

### Attendees – Wallingford Town Council:

Peter Starr

### Apologies:

Cllr Rjuth Baroni  
Beryl Guiver  
Val Mowlem  
Cllr Maureen Norton  
Nick Robbins

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

<b>Item</b>	<b>Notes</b>
1 Welcome	Adrian Lloyd opened the meeting.
2 Notes from last meeting – for approval	<p>In regard to the action points that have evolved (on 25 September) from the Steering Group meeting of <b>11 September</b>, the following actions have occurred:</p> <p>Item 3 – Subsequent to the public consultation on 29 September, in regard to policy D3 Peter Starr reduced this to cover only residential properties and put the current D3 in its entirety in the Movement and Connectivity section.</p> <p>Item 3 – For Policy TCR3 <b>Peter Starr</b> is awaiting a response from retail consultant Iain Nicholson on the % of A1 frontages to be retained.</p> <p>Item 3 – In regard to the post-meeting note Wendy Tobitt shared information on when land at Riverside transferred from private ownership to the Town Council with Adrian Lloyd and Peter Starr.</p>

	<p>In regard to the notes of the Steering Group meeting of <b>25 September</b> these were accepted as true by the Steering Group, with the following amendments:</p> <p>The following update was given by Peter Starr in regard to action points arising from the meeting of 25 September:</p> <p>Item 3 – all named volunteers plus Councillor Lee Upcraft attended the public consultation event. A-frame boards and notices were put up as required, and leaflets were delivered to homes across the town and the Harwell/RAL sites with Ruth Baroni receiving an electronic version for inclusion on the local schools’ network.</p> <p>Item 3 – one person has requested a briefing on the Neighbourhood Plan from <b>Peter Starr</b>; this will take place AM Monday 15 October.</p> <p>Item 3 – Adrian Lloyd formatted the feedback questionnaire and Ruth Baroni and Ruth Saunders have dealt with the online questionnaire.</p> <p>Item 4 - Additional text requested by Ruth Baroni on recreational access to the River Thames and the lack of indoor sports facilities has been included in the version 7 update of 2 October.</p> <p>Item 6 – The name of Alison Blyth has been removed from the meeting list.</p> <p>Item 6 - Peter Starr has discussed with Community First Oxfordshire what extra assistance they can give to the Neighbourhood Plan, and their proposals are being reviewed.</p> <p>Item 6 – Peter Starr has met with the AECOM consultant and briefed him on the current situation and provided him with a range of documentation.</p>
<p>3 Version 7 Neighbourhood Plan –proposed amendments to update of 2 October 2018</p>	<p>The amendments proposed by Jane Randle and Wendy Tobitt in their update to that of 2 October (WNP v7 updated text as at 021018 WT JR 0510) were accepted by the Steering Group except for the following:</p> <p>1.3 first paragraph – Adrian Lloyd is to provide the specific geographical description.</p> <p>Policy WNP1 – strike-through in first paragraph and highlight to be removed. Sentence starting ‘<i>Alternative</i></p>

*sentences ...' to be deleted. In second paragraph number of houses is 500; delete 'outside the current established built-up limits of Wallingford. No further new housing will be allowed outside the built-up limits of Wallingford' and replace with 'within the Wallingford Neighbourhood Plan area. This accords with the Emerging Local Plan which said Wallingford has to provide a minimum of 229 houses.'*

Policy WNP2 – on the last bullet point delete '*and especially*' and insert '*including damage to*'.

Policy WNP3 – this is to be moved to the Leisure section and to include a proposal to augment the recreational facilities which **Adrian Lloyd** will write.

2.3 first paragraph – definition of 'right' accommodation to be included, this being that it '*reflects the character of the town whilst meeting the current and future needs of the town.*'

Policy D1 comment – **Peter Starr** is to carry out a Character Assessment of the town and present it at the next Steering Group meeting.

Policy D7 first paragraph – delete '*We expect all developments to incorporate sustainable urban drainage.*'

Policy D8 title – delete '*and Out commuting*'

New section 3.3 – to be titled '*Non-designated heritage assets*' and to be written by **Adrian Lloyd**. Section titled '*Vision for the Natural and Historic environment*' to be re-numbered 3.4 and so on.

6.2 first paragraph – delete (red text) '*aims to introduce*' and insert '*would support*'.

Policy L3 – '*Bullcroft*' is one word. Peter Starr to query with Ruth Baroni if there is a Bullcroft Policy area.

Policy L6 – delete '*via SODC's CIL charging schedule and*'

Policy HE3 – **Adrian Lloyd** to re-write the policy.

Where there is no named individual against an action above the actions will be the responsibility of **Peter Starr**.

<p>4 Public Consultation 29<sup>th</sup> September – feedback to date</p>	<p>Appreciation voiced for the team effort that delivered the event.</p> <p>To date a total of 21 hardcopy feedback questionnaires have been received. The end date for receipt is 14 October 2018.</p> <p>Adrian Lloyd said an estimated 93% of Wallingford’s population had been reached by leafletting and circa 240 persons had attended the event.</p> <p>Jon Wheatcroft voiced for lessons learned and said that at the next public consultation event there should be a large aerial photograph of the town and a large map, with a display board saying what the Neighbourhood Plan is and is not. Name badges for Steering Group attendees would help the public identify who to raise queries with.</p> <p><b>Peter Starr</b> was directed to contact the three people who came forward at the event to volunteer their professional services (x2 marketeers and x1 planner) and advise them that the Steering Group was going through the consultation responses and will contact them when a need for their services arises.</p> <p>Peter Starr asked the Steering Group members who had attended the event (<b>Ruth Baroni, Adrian Lloyd, Sue Hendrie, Opinder Liddar, Wendy Tobitt and Jon Wheatcroft</b>) for narrative of verbal feedback from event attendees they had met with, and also any event photographs.</p>
<p>5 Communication/ Correspondence</p>	<p>Following on from item 4 above <b>Wendy Tobitt</b> will send copy text on the Neighbourhood Plan to Window on Wallingford for inclusion in their November edition.</p> <p>Peter Starr noted that one further main public consultation event was to be held prior to Plan submission to SODC, but felt there should be three or four minor events, e.g. St Mary’s Church Saturday coffee morning and Saturday market, to reach those yet to be contacted and to maintain public consultation. The Steering Group felt a better move would be to use free publications, social media and approaches to the business community.</p> <p><b>Peter Starr</b> is to speak with Claire Blacker on how best to reach out to the Wallingford business community and to contact Mark at the Counting House to see how he might help publicise the Neighbourhood Plan.</p>

6. AOB	<p>Peter Starr has asked AECOM to apply to Locality for them to be able to provide Housing Needs Assessment alongside the SEA. The Plan Health Check and the Evidence Base and Policy Development check will be sought nearer to our Plan submission, and the Habitat Regulations Assessment should follow when the SEA is well advanced.</p> <p>Wendy Tobitt reported a TVERC workshop on Wildlife data and maps, specifically aimed at Neighbourhood Plans. There are two sessions available – 17 November 2018 (Didcot) and 9 February 2019 (Wantage). There is an individual cost of £10. It was felt it would be beneficial if two members of the Steering Group attended the event on 17 November; <b>Peter Starr</b> will circulate details and ask for nominations.</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 23 October</p> <p>Tuesday 6 November</p> <p>Tuesday 20 November</p>

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