

MINUTES OF A MEETING OF THE WALLINGFORD NEIGHBOURHOOD PLAN STEERING GROUP, HELD ON TUESDAY 11 SEPTEMBER 2018 – APPROVED

Venue: Wallingford Town Council offices
Times: 1830 – 2015 hours

Attendees – Steering Group:

Cllr Ruth Baroni
Cllr Adrian Lloyd
Cllr Maureen Norton
Sue Hendrie
Opinder Liddar
Val Mowlam
Jane Randle
Wendy Tobitt
Jon Wheatcroft

Attendees – Wallingford Town Council:

Peter Starr

Apologies:

Beryl Guiver
Nick Robbins

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

Item	Notes
1 Welcome	Maureen Norton opened the meeting and then handed leadership to Adrian Lloyd.
2 Notes from last meeting – for approval	<p>The notes of the Steering Group meeting on 4 September were accepted as true. In regard to the action points in the notes, the progress to date was as follows:</p> <p>Item 2 – Peter Starr had booked the Ridgeway Community Church as the venue for the public consultation on 29 September.</p> <p>Item 2 – Adrian Lloyd and Peter Starr had attended the SODC Community Catch-Up meeting.</p> <p>Item 2 – Peter Starr is meeting with printers on 14 September to discuss design of display boards.</p> <p>Item 3 – Peter Starr has secured agreement from the Town Clerk for £1,000 to be allocated for a landscape report on Site E (Peter Starr to liaise with Jane Randle on this).</p>

	<p>Item 3 – Peter Starr has made email contact with Community First and is awaiting a response.</p> <p>Item 4 – The Groundwork UK due diligence was completed by Peter Starr and Jennifer Jeje on 10 September.</p> <p>Item 5 – Peter Starr completed the required amendments on 11 September.</p> <p>A concern was raised regarding the consultation group strategy meeting held on 4 September, where a member of the Steering Group believed they had not known of the event and would have wished to participate. Attention is drawn to the approved Steering Group notes for 31 July 2018, where the following is confirmed in item 7:</p> <p><i>‘Following final receipt of amendment proposals to the ‘skeleton’ Neighbourhood Plan on 28 August, a meeting was to be convened to discuss arrangements for the above consultation and ongoing consultation. The following persons were to attend the meeting: Adrian Lloyd, Paula Lopez, Peter Starr and Lee Upcraft.’</i></p> <p>A listing of attendees at the 31 July meeting can be found in its notes, with a listing of those approving the notes at the subsequent meeting on 14 August. All the named attendees at the consultation group strategy meeting were proposed by the Steering Group and not themselves.</p>
<p>3 Neighbourhood Plan policies</p>	<p>Although the policies detailed in version 6 of the Neighbourhood Plan had been previously approved by the Steering Group, it was felt they should be reviewed to ensure they were still relevant. The following policies were reviewed and agreed to be subject to amendment:</p> <p>WNP1 General Location of Development – Adrian Lloyd and Beryl Guiver to agree new wording and forward to Peter Starr. SODC policy to be checked for criteria for infill. Peter Starr to obtain a map of the Wallingford built-up area.</p> <p>D1 Architecture – SODC policies DES1 and DES2 to be referred to and wording on a constraints and opportunities plan and design rationale to be added.</p> <p>D3 Electric vehicle charging – agreed this should remain in Chapter 2. Adrian Lloyd to specify type of charging point and merge the wording of this policy and policy MC4</p>

with contribution from **Wendy Tobitt** and provide the new wording to Peter Starr.

D6 Avoidance of segregation – Delete last sentence.

D7 Open public and private amenity spaces – Delete yellow highlight wording.

D10 Local Amenity Provision – Peter Starr to check if the wording in square brackets was duplicated elsewhere.

D11 Better Connected Routes – This is to be moved to Chapter 7 Movement and Connectivity.

D12 Heritage – To be **deleted**; it is covered under policy ENV2.

D13 Compliance with SODC – This is to be incorporated into policy D1; **Peter Starr** to produce new wording.

D14 Layout and orientation buildings - This is to be incorporated into policy D6; **Peter Starr** to produce new wording.

ENV1 Low Carbon – **Arian Lloyd** to re-write.

ENV2 Effect of Development on Historical Assets – After the bullet points delete '*will be resisted*'.

ENV5 Flooding – In regard to text in yellow highlight, **Peter Starr** to refer to email from Wendy Tobitt.

ENV6 Avoidance of Light Pollution – In second paragraph delete '*do not*'. In the last sentence delete '*resisted*' and insert '*supported*'.

ENV7 Heritage – This policy to be **deleted**; it is covered by ENV2.

ENV8 Air Quality Improvement through implementation of a Transport Plan – The paragraph relating to the Wallingford Transport Study to be deleted, unless **Peter Starr** can locate the study.

EE1 Employment Land allocation – Site D – This policy to be deleted and replaced by a new EE1 policy put forward by **Jane Randle**, who will review the wording of the new policy.

	<p>EE2 Retention of existing employment land - This policy to be deleted and replaced by a new EE2 policy put forward by Jane Randle, who will review the wording of the new policy.</p> <p>TCR1 Primary shopping frontages – Peter Starr to check with Claire Blacker on the percentage of units to be retained. Wendy Tobitt will seek to provide details of a retail consultant previously used by the Town Council.</p> <p>TCR3 New retail uses – Adrian Lloyd to check what was policy S3.</p> <p>TCR4 Lupton Road allocation - This policy to be deleted.</p> <p>TCR5 Employment – In the first paragraph delete '<i>residential and</i>'; delete '<i>shops</i>' and insert '<i>retail premises</i>'. In the paragraph headed WS2 delete '<i>the like</i>' and insert '<i>retail premises</i>'. Peter Starr to check for a related SODC policy and review TCR5 policy text.</p> <p>MC1 Transport Statement and Travel Plan Statement – Yellow highlight text is incorrect. Peter Starr to check email wording from Jon Wheatcroft and insert detail on narrow streets.</p> <p>MC4 Car Charging – This policy is to be deleted from Chapter 7 and Adrian Lloyd to merge the wording of this policy and policy D3 with contribution from Wendy Tobitt and provide the new wording to Peter Starr.</p> <p>MC6 Vehicle Parking – In the first paragraph after '<i>Oxfordshire County Council parking standards</i>' insert '<i>and which do not rely on public car parks</i>'. Steering Group to provide any additional justification to that already contained in the second paragraph.</p> <p>MC7 Cholsey and Wallingford Railway Preservation Society – Adrian Lloyd to merge this policy with policy MC8 and provide Peter Starr with revised text.</p> <p>MC8 Cholsey and Wallingford Railway corridor - This policy is to be deleted and Adrian Lloyd to merge this policy with policy MC7 and provide Peter Starr with revised text.</p> <p>MC9 Access and Movement and Connectivity - This policy is to be deleted and the text to form a promotional statement.</p>
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L2 Local Green Spaces – ‘*H no*’ refers to SHELAA numbers. Delete ‘*Wallingford Sports Park*’.

L3 Enhancement of existing Play Facilities/areas – Delete ‘*The Town Council will seek*’ and insert ‘*We seek*’. Outside of this policy in the introductory paragraphs to the chapter add text ‘*The Neighbourhood Plan will support the Town Council to achieve comprehensive improvement to leisure facilities*’ and note that there is a lack of indoor leisure facilities in Wallingford.

L5 Existing Community Services and Facilities – Delete comment ‘*- need definitions*’ and insert ‘*an equivalent or improved standard*’.

L6 Community Assets - This policy is to be **deleted** as such assets are dealt with outside of the Neighbourhood Plan.

HE1 Health and Wellbeing Service Provision – **Peter Starr** to confirm if this is the updated version provided by Wendy Tobitt.

HE2 Education Provision - **Peter Starr** to confirm if this is the updated version provided by Wendy Tobitt.

All amendments to policy text is to be provided to Peter Starr by **Friday 14 September**. Where no name is allocated to policy amendments these will be the responsibility of **Peter Starr**.

[Post meeting note: There remains a requirement for a joint policy between Wallingford and Crowmarsh Gifford on the Riverside area; Adrian Lloyd to produce text with assistance already provided by Nick Robbins.]

Peter Starr circulated a document entitled ‘Key Proposed Policy Themes’ which sought to draw-out the key intent of the overall package of policies in the Neighbourhood Plan. The document was intended for use at the public consultation on 29 September and could be used as a rolling screen display via PowerPoint on a large screen, to be played throughout the day. **Steering Group** were invited to comment on the document but were cautioned against over lengthy wording, as short policy description was what the public would seek. All comment to be with Peter Starr by **Friday 14 September**.

<p>4 Version 6 Neighbourhood Plan – feedback from Steering Group</p>	<p>No new feedback was available from the Steering Group, who were asked to provide Peter Starr with any such item by Friday 14 September. After this date Peter Starr will update the Neighbourhood Plan and circulate version 7 to the Steering Group.</p> <p>Ruth Baroni asked if additional text could be included on recreational access to the River Thames; Peter Starr to action.</p>
<p>5 Communication/ Correspondence feedback from Steering Group</p>	<p>There was no communication or correspondence for the attention of the Steering Group.</p>
<p>6. AOB</p>	<p>Peter Starr noted he was meeting with printers Friday PM to discuss design of display boards for the public consultation on 29 September.</p> <p>Wendy Tobitt offered her services with presentation of materials for the public consultation on 29 September and subsequent events. Agreed she and Peter Starr would meet on Monday 17 September to progress this area.</p> <p>Peter Starr commented that the grant from Locality/ Groundworks UK had been approved and he was awaiting receipt of the funds and contact from the allocated consultant from AECOM. Adrian Lloyd added that the AECOM consultant would set out what detail he required from Wallingford and how he would progress the technical assistance.</p> <p>Adrian Lloyd requested Peter Starr provide him with the latest site assessment updates.</p>
<p>7 Next meeting dates</p>	<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 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>

	Tuesday 20 November
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