

NOTES OF A MEETING OF THE WALLINGFORD NEIGHBOURHOOD PLAN STEERING GROUP, HELD ON TUESDAY 18 DECEMBER 2018 – APPROVED

Venue: Wallingford Town Council offices
 Times: 1830 – 2035 hours

Attendees – Steering Group:

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

Attendees – Wallingford Town Council:

Peter Starr

Apologies:

Cllr Ruth Baroni
 Val Mowlam
 Cllr Maureen Norton
 Nick Robbins

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

Item	Notes
1 Welcome	Peter Starr opened the meeting.
2 Notes from last meeting – for approval	<p>In regard to the notes of the Steering Group meeting of 4 December these were accepted as true by the Steering Group.</p> <p>The following action points from the Steering Group meeting of 4 December have been concluded:</p> <p>ITEM 2 Peter Starr could not locate TVERC GIS layers in the TVERC report.</p> <p>Peter Starr has located a replacement to carry out a landscape assessment, and Jane Randle is providing a brief for the work.</p> <p>Sue Hendrie has produced new section 3.3 for the Neighbourhood Plan– to be titled '<i>Non-designated heritage assets</i>'.</p> <p>ITEM 3</p>

Beryl Guiver has provided Peter Starr with text outlining the strategy of the Neighbourhood Plan.

Peter Starr, Jane Randle and Wendy Tobitt met on 13 December and agreed proposals for a revised format for the Plan.

The error highlighted by Jon Wheatcroft, that the proposed 20 mph limit was to apply to all of Wallingford and not just the Town Centre, has been amended.

Blackstone Planning have provided their feedback on policies, and this was discussed at a Steering Group meeting on 11 December.

ITEM 4

Feedback on the Character Assessment v2 has been received post-10 December from Steering Group members.

Outstanding items:

Peter Starr has contacted those responsible for outstanding items, with a view to getting their completion.

ITEM 2

Ruth Baroni was asked on 13 November to incorporate the 'hardcopy' feedback into the analysis that she did for the Online feedback. Adrian Lloyd has subsequently made arrangements for this to be done by an external party (see item 6).

ITEM 3

In regard to feedback 290918-W24 Delivering New Homes – **Adrian Lloyd** to amend current objective by highlighting which parts of the supply system can cope and may not cope.

In regard to feedback 290918-W1 Leisure – **Adrian Lloyd** to check on the moorings issue.

Maureen Norton to put request to the Mayor that a representative of the Steering Group attend any meeting between the Town Council and Berkeley Homes in regard to Site E. In the meeting of 18 December the Steering Group stressed this was considered urgent, and they would want an active member of the Group to be in attendance.

ITEM 5

Peter Starr awaits decision about including the Habitat Regulations Assessment in the AECOM work package.

	<p>The HNA had been authorised and he was awaiting contact from the appointed consultant, whom he was chasing.</p>
<p>3 Wallingford Neighbourhood Plan revised format</p>	<p>Peter Starr presented a new format for the Neighbourhood Plan which was intended to make it more readable and to flow better, with a main focus on the policies. Steering Group approved the new format.</p> <p>Primarily original text had been used in the new format template. Peter Starr said that in the meeting on 13 December with Jane Randle and Wendy Tobitt, it was felt that a lot of the text was 'over wordy' and that effort should be made to reduce the amount of text, whilst being careful not to lose any of the intended meaning. Agreed by Steering Group that they would review the text over the Christmas holiday and provide Peter Starr with revised text by 1200 hours on Monday 14 January 2019. This work was divided into specific areas and allocated as follows:</p> <ul style="list-style-type: none"> • Site Allocation and Delivering New Homes – Jane Randle and Wendy Tobitt • Environment – Wendy Tobitt • Employment and Economy – Jane Randle • Town Centre and Retail – Jane Randle • Movement and Connectivity – Jon Wheatcroft • Leisure – Adrian Lloyd and Ruth Baroni • Healthcare – Adrian Lloyd • Education – Adrian Lloyd <p>Other members of the Steering Group would contribute as their commitments permitted.</p> <p>On receipt of revised text Peter Starr would incorporate it into the new format template, with an intent to bring the proposed final text to the Steering Group meeting on 15 January 2019.</p> <p>Peter Starr said that additional text relating to Heritage issues and provided by Sue Hendrie had not been included in the new format template but would be circulated to the Steering Group. He also circulated details of comprehensive feedback on Leisure provided by Ruth Baroni and asked Steering Group to consider it and provide Adrian Lloyd with feedback, before 1200 hours on Monday 14 January 2019.</p> <p>In regard to the feedback received from Bluestone Planning on the policies, Peter Starr said he had been in contact with Jeremy Flawn who had confirmed he could be available for a meeting with the Steering Group on</p>

	<p>Tuesday 8 January 2019. Steering Group confirmed they wished this to happen and stated the preferred times were 1000 - 1230 hours in Wallingford.</p>
4 Character Assessment version 2 – final discussion	<p>Feedback on version 2 from Sue Hendrie and Jane Randle was presented to the meeting and approved by attendees. Jane Randle said she felt there should be major changes to the document. Peter Starr responded that two versions of the Character Assessment had been circulated to the Steering Group, with version 2 only receiving limited amendments from Sue Hendrie. He cautioned against seeking a perfect document as readers would always identify from their perception areas for improvement, and time was pressing.</p>
5 Communication/ Correspondence	<p>Adrian Lloyd stated that the Town Council wished for a presentation on the Neighbourhood Plan at the full Council meeting on Monday 7 January 2019. He and Peter Starr would attend the meeting.</p> <p>Adrian Lloyd said he had received an invite to attend an SODC briefing event on the Local Plan. If SODC councillors approve the Plan for consultation and for subsequent examination, SODC will hold a briefing for South Oxfordshire town/parish councils and neighbourhood planning groups before launching the six-week publicity period. This will be an opportunity to raise any questions with officers. The briefing will be held on Thursday 3 January 2019 from 6.30pm to 8.30pm in Ladygrove Hall at Didcot Civic Hall. Adrian Lloyd will be attending the event, and he asked for one Steering Group volunteer (preferably with planning experience) to accompany him. Persons able to attend are to contact Adrian Lloyd.</p>
6. AOB	<p>Jon Wheatcroft asked what the arrangements were to finalise the assessment of feedback from the public consultation event of 29 September 2018. Adrian Lloyd confirmed he had sourced an external party to carry out this work.</p> <p>Adrian Lloyd wished the Steering Group a Happy Christmas.</p>
9 Next meeting dates	<p>Steering Group meetings have been scheduled to be held at the Town Council meeting room commencing at 6:30pm (except where noted) on the following dates:</p> <p>Tuesday 15 January 2019</p>

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