

MINUTES OF A MEETING OF THE WALLINGFORD NEIGHBOURHOOD PLAN STEERING GROUP, HELD ON TUESDAY 25 SEPTEMBER 2018 – APPROVED

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

Attendees – Steering Group:

Cllr Ruth Baroni
Cllr Adrian Lloyd
Sue Hendrie
Opinder Liddar
Wendy Tobitt
Jon Wheatcroft

Attendees – Wallingford Town Council:

Peter Starr

Apologies:

Val Mowlam
Maureen Norton
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.
2 Notes from last meeting – for approval	<p>The notes of the Steering Group meeting on 11 September <i>were accepted as true</i>. In regard to the action points in the notes, the progress to date was as follows:</p> <p>Item 3 – Peter Starr has amended policies as agreed, including for WNP1; Wendy Tobitt produced D3 and MC7</p> <p>Item 3 – Subsequent to the public consultation on 29 September, in regard to policy D3 Peter Starr was to reduce this to cover only residential properties and was to put the current D3 in its entirety in the Movement and Connectivity section.</p> <p>Item 3 – Policy TCR3 – Claire unable to cite % units to be retained; Peter Starr to follow this up with the retail consultant who previously assisted Wallingford Town Council.</p> <p>Item 3 – In regard to the post-meeting note Wendy Tobitt stated she had information on when land at Riverside transferred from private ownership to the Town Council. She will forward details to Adrian Lloyd and Peter Starr.</p>

<p>3 Public Consultation 29th September – update and outstanding issues</p>	<p>Peter Starr provided an update on preparations and on outstanding issues.</p> <p>UPDATE</p> <p>Particular thanks were given to Wendy Tobitt and Opinder Liddar for their assistance.</p> <p>Display boards and x20 policy booklets are in production with delivery scheduled for Friday 28 September.</p> <p>Scrolling screen display of key policy themes has been arranged with Ridgeway Community Church – amendments requested by Opinder and Wendy have been carried out</p> <p>It had been difficult getting feedback from Councillors as to which roads had actually had leaflets delivered.</p> <p>Public Engagement at Harwell/UKRI did not want to engage when contacted on 25 September, but a means of getting leaflets to rest rooms had been found. [Post-meeting note: Internal Communications at STFC contacted Peter Starr on 26 September and it is arranged they will put the event on the STFC intranet]</p> <p>Peter Starr had delivered copies of the leaflet to Crowmarsh Gifford Church of England Primary School and to St John’s Primary School in Wallingford for display in their reception areas. Crowmarsh Gifford will also put a notice of the event in its parents email.</p> <p>Notice about the public consultation was put on the Wallingford Town Council website on Monday 24 September, and an online feedback questionnaire will be on the website Friday 28 September.</p> <p>OUTSTANDING ISSUES</p> <p>Volunteers were asked to man the public consultation and the following cover was agreed:</p> <p>Peter Starr – 10am to 3pm Jon Wheatcroft – 10am to 12:30pm Wendy Tobitt – 10am to 12:30pm Ruth Baroni – 12:30pm to 1:30pm Opinder Liddar – 1:30pm to 3pm Sue Hendrie – 2pm to 3pm Adrian Lloyd – cover as required</p>
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	<p>Jane Randle had previously agreed to direct residents to the event location. Peter Starr will seek to get confirmation from Jane, although it was unlikely she could cover the full time of the event. Other volunteers to direct people would be welcome.</p> <p>It was agreed that specific roles would be guided by circumstances on the day.</p> <p>Signage for directions to the venue, in the market place, was to be arranged. Wendy Tobitt offered use of an A-frame board and Adrian Lloyd directed Peter Starr to ask the Town Clerk for use of the Council’s similar board, with the Council to produce a laminated direction notice.</p> <p>Leaflet delivery to remaining roads was divided amongst attendees, with the exception of Winterbrook and the central area.</p> <p>Victoria Baker had emailed Peter Starr and asked if there was going to be alternative arrangements for members of the community who are unable to attend the consultation event. The response was that if such persons were made known to him he would arrange for them to be briefed.</p> <p>Peter Starr circulated a feedback questionnaire which he had produced, and it was approved for use by the Steering Group. Peter Starr will forward an electronic version to Adrian Lloyd who would finalise the formatting prior to the event, and to Ruth Baroni who would look into Google Surveys being used for the online version. Peter Starr asked Ruth Baroni to liaise with Ruth Saunders on the online version.</p> <p>The deadline for return of questionnaires will be 2 weeks from the event date.</p> <p>Ruth Baroni will put notice of the event on Wallingford Piper and the local schools network; Peter Starr to send her electronic copy of the leaflet.</p>
<p>4 Version 7 Neighbourhood Plan – update</p>	<p>Peter Starr had amended version 7 and circulated it to the Steering Group on 24 September; this was an interim document with it being finalised following the public consultation. Policies were a duplicate of those being publicised at the public consultation; Jane Randle and Wendy Tobitt had given contributions since last Steering Group meeting</p>

	<p>Peter Starr asked for guidance on interpretation of 'promotional statements'. Jon Wheatcroft said they were aspirations of the Neighbourhood Plan which did not refer to land use and which could not be included as policies. Peter Starr to include these in the final edit of version 7. SODC Emerging Local Plan policy TRANS5 is to be consulted.</p> <p>Additional text requested by Ruth Baroni on recreational access to the River Thames and the lack of indoor sports facilities will also be included.</p>
5 Communication/ Correspondence	The email from Victoria Baker was discussed in item 3.
6. AOB	<p>Peter Starr had become aware that in April 2018 Alison Blyth resigned from the Steering Group – he will accordingly take her name off the meeting list</p> <p>PS scheduled to meet AECOM consultant Wednesday pm, who advises only SEA in his brief. PS to contact AECOM to get other reports done.</p> <p>Peter Starr reported he has a telephone call with Community First Oxfordshire on am Wednesday 26 September to see what extra assistance they can give to the Neighbourhood Plan.</p> <p>[Post-meeting note: the telephone call took place and Peter Starr is to forward key documents to CFO for them to decide what review assistance they can give and at what cost]</p> <p>Peter Starr has a meeting scheduled pm on Wednesday 26 September with the AECOM consultant allocated to assist Wallingford with its SEA. He will contact AECOM to arrange additional reports.</p> <p>[Post meeting note: the meeting took place and AECOM have been given a comprehensive package of information, with more to follow. AECOM state that the sustainability assessment is subsumed within the SEA]</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 9 October</p>

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