

MINUTES OF A MEETING OF THE WALLINGFORD NEIGHBOURHOOD PLAN STEERING GROUP, HELD ON TUESDAY 31 JULY 2018 – APPROVED

Venue: Wallingford Town Council offices
Times: 1830 – 2010 hours

Attendees – Steering Group:

Beryl Guiver
Sue Hendrie
Cllr Adrian Lloyd
Val Mowlam
Cllr Maureen Norton
Wendy Tobitt
Cllr Lee Upcraft
Jon Wheatcroft
Cllr Harry Wilder

Attendees – Wallingford Town Council:

Peter Starr

Apologies:

Opinder Liddar
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. Lee Upcraft, the Mayor, was welcomed to the meeting.
2 Notes from last meeting	<p>The notes of the Steering Group meeting on 17 July were accepted as true, with the following amendments (red text) incorporated:</p> <p>Item 4 - Beryl Guiver noted a proposed new SODC policy in the emerging Local Plan of 30 dwellings per hectare.</p> <p>Item 8 - Beryl Guiver stated it was very important to have continual evidence of consultation and communication with local residents. Wendy Tobitt Tobitt noted the Chiltern and North Wessex AOB's Chilterns and North Wessex Downs Areas of Outstanding Natural Beauty (AONBs) would be important consultative bodies.</p> <p>Item 9 - Regarding Site B Beryl Guiver and Adrian Lloyd noted that in the SODC Section 106 agreement, SODC had forgotten to include a clause that Wallingford Town Council and the Sports Trust did not have liabilities. SODC</p>

were **preparing** considering a deed of variation but OCC were objecting to that proposal.

The following reports were made on actions arising from the meeting:

Item 3:

1. **Peter Starr** is continuing to seek contact with Kirsty Nicholls at SODC to arrange a meeting to look at employment use of Site D;
2. **Peter Starr** has ordered a TVERC biodiversity report at a cost of £120 + VAT, which should be available in 10 days;
3. **Maureen Norton** circulated a draft circular asking for residents to report historic and current use of x3 green sites;
4. **Jon Wheatcroft** as former Chair of Governors of Fir Tree School has written a letter confirming leisure use of the Radstock Road green space;
5. Due to Adrian Lloyd's forthcoming absence, **Peter Starr** directed to follow-up his contact with OCC Highways and meet with them to learn OCC future intentions for highways in and around Wallingford; their view on new access from Site D to the bypass and to the Hithercroft estate; the implication of changes to the planning application for Nuneham Manor; provision of a bypass crossing place near the Cholsey/Wallingford road; and highways intentions for Shillingford Road, If he is available Jon Wheatcroft will attend the meeting;
6. Jon Wheatcroft was the only **Steering Group** member to date to forward any green space evidence to Peter Starr.

Item 4:

Peter Starr had contacted the Steering Group on 30 July for their personal photograph records for site assessments. Wendy Tobbins had contributed photos and Sue Hendrie offered to also provide photos.

Item 5:

Adrian Lloyd is dealing with amended wording for the policy on Riverside Meadows and Riverside Park to be shared between Crowmarsh Gifford and Wallingford. Nick Robins had sent in some proposed wording.

Item 6:

The 'Skeleton' Neighbourhood Plan was circulated to the Steering Group on Monday 30 July.

	<p>Item 7: An unexpected difficulty had arisen in regard to submission of the Locality application – discussed during the meeting.</p> <p>Item 10: Adrian Lloyd will be absent from SG meeting on 14 August and Maureen Norton agreed to act as replacement Chairperson for that meeting.</p>
3 Site Assessments - update	The site assessments had been transferred to the Locality template by Peter Starr and were now with Jane Randle and Wendy Tobitt for review, which would start on 2 August. It was planned to circulate the updated site assessments to the Steering Group on Wednesday 8 August.
4 'Skeleton' Neighbourhood Plan - update	Steering Group were requested to pass suggestions for improving the text of the 'skeleton' Neighbourhood Plan to Peter Starr. Text not commented on by 28 August will be assumed to be approved.
5 Wallingford Medical Practice expansion – discussion on pre-planning advice	<p>Maureen Norton had met with Dr Simon Morris from Wallingford Medical Practice. Dr Morris is heading up the expansion of the Practice and he has aired his concerns about a letter from SODC Planning that has given pre-planning advice that is not positive. The Practice sought advice on x4 new consulting rooms. The nearness of the Practice building to a watercourse and parking issues, and a disinclination to accept 'upward' development was cited by SODC as reasons planning permission might be withheld. Although the Practice had created two new consulting rooms which would help cope with increased patients, this would only help for a limited time, after which the Practice would have to close its patient list; there are very limited options for potential new patients to find alternative medical cover.</p> <p>The SODC advice was stated as contrary to the approach by NHS England. The Steering Group supported the expansion of the Wallingford Medical Practice, considering it essential for the future wellbeing of residents. Consideration will be given to carrying out site assessment around the locality of the Practice.</p>
6 SEA/Housing Need Application - update	Peter Starr said preparations had been in hand to submit the grant application form to Locality. The Strategic Environmental Assessment (SEA) is a major element for which grant support is needed. On checking the SODC

	<p>screening advice to see if a SEA was required, it was found that the Town Council appeared to hold only pre-screening advice which had not been ratified by national consultation bodies and a final screening decision issued; the latter was required if Locality was to accept Wallingford's request for assistance with the SEA.</p> <p>Peter Starr had been chasing SODC for confirmations from those national consultation bodies that a SEA was required. To date he had not received a response on this. Adrian Lloyd and Peter Starr would be escalating this matter as required. Further checks were being made of Town Council records, but it was felt unlikely that the missing documents were held.</p>
7 Communication/ correspondence	<p>Agreed that ongoing consultation with residents and local businesses and developers be maintained. To this end a public consultation day was to be held on Saturday 29 September. This was to comprise display boards full documentation and leaflets on the Neighbourhood Plan, and a consultation period thereafter of two weeks.</p> <p>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.</p>
8 AOB	<p>Raised by Beryl Guiver that Wallingford's historical context should be emphasised throughout the Neighbourhood Plan. Sue Hendrie has written comprehensive text on the historical/archaeological background to the town and will make this available to Peter Starr for his incorporation into the Neighbourhood Plan.</p> <p>Wendy Tobitt confirmed she had provided Peter Starr with a number of original documentation which should enable building-up of the evidence base for consultations and site assessments.</p> <p>Peter Starr said he planned to provide template documentation – updated where possible and with guidance notes – for phases up to the submission stage to SODC. This was part of succession planning so that if key persons became unavailable it should not hamper progress significantly.</p>

	<p>Peter Starr asked if the SODC Local Plan of 2011 could be considered an up-to-date document, when SODC had an Emerging Local Plan under development. The response provided by several attendees was 'yes'.</p> <p>Peter Starr asked if Site E should be considered as being allocated by the Neighbourhood Plan for housing, when planning permission for this had been given. The response by the Group was Site E should be considered as being allocated for housing. In regard to allocating Site D for employment use this was more problematical. As take-up of employment land was often slow, if this did not happen within a few years sites could revert to being available for housing. The outcome of discussion with Kirsty Nicholls of SODC by Peter Starr was awaited.</p>
<p>10 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 14 August – Adrian Lloyd will be absent and Maureen Norton will be the replacement Chairperson for this meeting; Opinder Liddar will be absent.</p> <p>Tuesday 28 August – Opinder Liddar will be absent</p> <p>Tuesday 11 September</p> <p>Tuesday 25 September</p> <p>Tuesday 9 October</p> <p>Tuesday 23 October</p> <p>Tuesday 6 November</p> <p>Tuesday 20 November</p>

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