

NOTES OF A MEETING OF THE WALLINGFORD NEIGHBOURHOOD PLAN STEERING GROUP, HELD ON TUESDAY 4 DECEMBER 2018 – APPROVED

Venue: Wallingford Town Council offices
 Times: 1830 – 1955 hours

Attendees – Steering Group:

Beryl Guiver
 Sue Hendrie
 Opinder Liddar
 Val Mowlam
 Cllr Maureen Norton
 Jane Randle (to 7pm)
 Wendy Tobitt (to 7pm)
 Jon Wheatcroft

Attendees – Wallingford Town Council:

Peter Starr

Apologies:

Cllr Ruth Baroni
 Cllr Adrian Lloyd
 Nick Robbins

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

Item	Notes
1 Welcome	Maureen Norton opened the meeting. The order of priority on the Agenda was adjusted to cater for priorities of attendees.
3 Wallingford Neighbourhood Plan version 8 (as at 1 December)	<p>Peter Starr confirmed that all agreed amendments had been made to version 8. Observations Beryl Guiver has made on version 8 has been circulated to Blackstone Planning (1 December) and the Steering Group (3 December), but not yet included as agreed amendments to version 8. Beryl Guiver will provide Peter Starr with text outlining the strategy of the Neighbourhood Plan, on 5 December.</p> <p>Peter Starr and Jane Randle had met earlier in the day and discussed the format of the draft Neighbourhood Plan, which it was agreed did not easily flow for readers to follow and understand. It was agreed that Peter Starr would select a specific chapter in the Plan and see how it might be improved and used as a template for the rest of the document. He would then meet with Jane Randle and Wendy Tobitt during the week beginning 10 December</p>

(time and date to be agreed) to ratify the update and progress the updating of the full document.

Jon Wheatcroft drew attention to an error in section 6.2 – the proposed 20 mph limit was to apply to all of Wallingford and not just the Town Centre; **Peter Starr** to amend this.

Noted by Maureen Norton that the allocated space on Site E was not required by OCC, and the CCG have said they could not afford to use that location. She noted that the Wallingford Medical Practice were considering extending vertically, above the current administrative area.

It was requested that a representative of the Steering Group attend any meeting between the Town Council and Berkeley Homes in regard to Site E. **Maureen Norton** agreed to put this request to the Mayor and noted that Cllr Ruth Baroni had a lead role in discussions.

Beryl Guiver said that under 'Developing New Homes' it was important that the Plan stated how many homes Wallingford was looking to provide, with the minimum number being 295, and why.

Sue Hendrie agreed to write a paragraph for the Plan under the title of 'Non-designated heritage assets' (new section 3.3). **Peter Starr** will provide guidance on what was required.

Peter Starr noted that **Blackstone Planning** will be providing their feedback on the Neighbourhood Plan policies on **Thursday 6 December**; he will circulate them to the Steering Group **that day**. Agreed that a special meeting will be called for **5.30pm on Tuesday 11 December** at the Town Council offices, for Steering Group to consider Blackstone's feedback. Those **Steering Group members** unable to attend should provide their comment to Peter Starr by **4.30pm that day**, for it to be considered. Following this review a decision will be made as to whether or not for the Steering Group to meet with Blackstone Planning to discuss their feedback.

Noted by Peter Starr that he was aiming to have circa 95% of Neighbourhood Plan documentation completed by and confirmed at the Steering Group meeting on 15 January 2019. It was intended that the Regulation 14 pre-submission consultation would be launched late January.

<p>5 Update on AECOM assistance</p>	<p>Work is progressing on the SEA. The consultation process is out to the statutory consultees for the SEA Scoping Report. The Environmental Report should be ready towards the end of December.</p> <p>Peter Starr had been in dialogue with AECOM and Locality about including the Habitat Regulations Assessment and Housing Need Assessment in the work package. The HNA had been authorised and he was awaiting contact from the appointed consultant, and he was checking the situation with the HRA.</p> <p>The Plan Health Check will require a further application form to be submitted to Locality.</p>
<p>4 Character Assessment version 2</p>	<p>Peter Starr circulated this to Steering Group on 3 December. He and Opinder Liddar met on Tuesday 27 November and walked the town and identified where photographs are required, and comments on good and bad elements of the built environment and infrastructure.</p> <p>Details of the photo shoot requirements have been passed to the professional photographer. His photos will be used in the final version of the Character Assessment.</p> <p>Steering Group were asked to provide Peter Starr with feedback by 10 December. Opinder Liddar was taking the lead regarding the technical designs commented on.</p>
<p>5 Communication/ Correspondence</p>	<p>Wendy Tobitt has secured a map showing existing green spaces and the areas that would form the Green Network linking these spaces via footpaths and streams/river.</p> <p>Peter Starr noted that final comment on the policies and objectives published for the public consultation of 29 September, had been received from a developer. This had been circulated to Steering Group on 3 December.</p>
<p>2 Notes from last meeting – for approval</p>	<p>In regard to the notes of the Steering Group meeting of 20 November these were accepted as true by the Steering Group. Sue Hendrie queried if her name was recorded as an attendee [Post-meeting note: draft minutes circulated 21 November recorded Sue Hendrie as an attendee]</p> <p>The following action points from the Steering Group meeting of 20 November have been concluded:</p> <p>Item 2 – Peter Starr and Opinder Liddar met on Tuesday 27 November and walked the town and identified where</p>

	<p>photographs are required for the Character Assessment. Wendy Tobitt provided details of an alternative photographer.</p> <p>Item 3 – Peter Starr has incorporated agreed amendments to objectives and policies into version 8 of the Neighbourhood Plan, which has been circulated to the Steering Group and Blackstone Planning.</p> <p>Outstanding items: Peter Starr has contacted those responsible for outstanding items, with a view to getting their completion.</p> <p>Ruth Baroni was asked on 13 November to incorporate the ‘hardcopy’ feedback into the analysis that she did for the Online feedback. This is awaited.</p> <p>Peter Starr to see if TVERC have provided GIS layers with their report.</p> <p>Peter Starr is still searching for a replacement to carry out a landscape assessment.</p> <p>Adrian Lloyd tasked to produce new section 3.3 for the Neighbourhood Plan– to be titled ‘<i>Non-designated heritage assets</i>’. (NOTE: this was re-allocated to Sue Hendrie during the meeting).</p> <p>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.</p> <p>In regard to feedback 290918-W1 Leisure – Adrian Lloyd to check on the moorings issue.</p>
6. AOB	<p>Asked by Peter Starr if Cllr Steve Beatty and Cllr Rob McGregor were required to be kept on the Steering Group circulation, as they have not participated for at least 5 months. The attendees view was they should not be retained on the listing.</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 11 December 2018 at 5:30 pm – to discuss policies</p> <p>Tuesday 18 December 2018</p>

	Tuesday 15 January 2019
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