

NOTES OF A MEETING OF THE WALLINGFORD NEIGHBOURHOOD PLAN STEERING GROUP, HELD ON TUESDAY 14 AUGUST 2018 – APPROVED

Venue: Wallingford Town Council offices
 Times: 1830 – 1940 hours

Attendees – Steering Group:

Val Mowlam
 Cllr Maureen Norton
 Wendy Tobitt
 Jon Wheatcroft
 Cllr Lee Upcraft
 Cllr Harry Wilder

Attendees – Wallingford Town Council:

Peter Starr

Apologies:

Beryl Guiver
 Sue Hendrie
 Opinder Liddar
 Cllr Adrian Lloyd
 Jane Randle
 Nick Robbins

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

Item	Notes
1 Welcome	Maureen Norton opened the meeting.
2 Notes from last meeting – for discussion	<p>The notes of the Steering Group meeting on 31 July were accepted as true.</p> <p>The following updates are recorded on due actions:</p> <ul style="list-style-type: none"> • [Section 2 item 3-1] Peter Starr is meeting with SODC on Monday 20 August to discuss Site D. • [Section 2 item 3-5] Peter Starr and Jon Wheatcroft met with OCC Highways on 13 August • [Section 2 item 3-10] Maureen Norton is serving as Chairperson for the Steering Group meeting of 14 August • [Section 6] SODC have been prompted to work on the final SEA screening opinion; Peter Starr has explained the situation to Locality, and the application for Grant funding is being processed • [Section 8] Sue Hendrie has sent historical text to Peter Starr

	<ul style="list-style-type: none"> • [Section 8] Peter Starr has produced a draft Consultation document
3 'Skeleton' Neighbourhood Plan	<p>Sue Hendrie has written comprehensive text on the historical context to the town, which the Steering Group agrees is important as an overarching theme and has made this available for incorporation into the Neighbourhood Plan.</p> <p>Maureen Norton and Wendy Tobitt confirmed they were in the process of reviewing the 'skeleton' Neighbourhood Plan.</p>
4 Locality application – update	<p>The application form for Grant support through Locality has been submitted by Peter Starr, and he has had telephone and email discussion with Locality about aspects of the application. Current indications are favourable, but caution is advocated until there is formal notice of application acceptance by Locality.</p> <p>A Grant application has been made to cover printing and consultation costs at circa £6k. There are further telephone assessments to be completed before Locality makes a recommendation on Grant acceptance to central Government.</p> <p>As Locality will not support day rates proposed by consultancies we have approached, technical support has been requested through AECOM (consultancy retained by Locality), which if our Grant application is successful will be triggered at no cost to Wallingford.</p> <p>Peter Starr has a diagnostic telephone call with AECOM on 15 August and a further such call with Locality on 28 August.</p> <p>Peter Starr was directed to prepare a statement on the deliverables received to-date from Bluestone Planning.</p>
5 Highways issues around Wallingford	<p>Jon and Peter had a meeting at County Hall with OCC staff on 13 August, to raise a number of queries regarding the transport infrastructure in and around Wallingford. The following issues were discussed:</p> <ol style="list-style-type: none"> 1. Access to the bypass from Site D for both housing and employment development via a roundabout would be acceptable to OCC, providing the relevant technical criteria were adhered to.

	<ol style="list-style-type: none"> 2. There are no major intentions by OCC for roads in and around the Wallingford area, but there is an OCC focus to give attention to the Air Quality in the town. 3. OCC would look favourably on Neighbourhood Plan proposals for a crossing place on the bypass near the Cholsey/Wallingford (A329) road, 4. OCC have no intentions for works along the Shillingford Road. 5. Confirmed by OCC that they do not own a ransom strip across the green space in Wilding Road. 6. Jon raised the issue of banning through-traffic in the town. OCC said they had previously encountered strong opposition when they proposed closing Wallingford Bridge for short periods. If a workable scheme that could deter through traffic in the town and which could be effectively 'policed' were put forward in the Neighbourhood Plan, OCC said they would look favourably on it. A Low Emission Zone could be considered. 7. OCC said they would be interested in supporting realistic proposals for cycle paths that accounted for the narrow road widths in Wallingford, and were included in the Neighbourhood Plan. These could be included in the Plan under 'Proposed Projects' which developers and/or the County Council might feel it advantageous to contribute to. OCC would assist with site inspection of proposals. Subsequent to the meeting OCC forwarded guidelines for cycle paths and walking routes. 8. No highways works were proposed in The Street around Newnham Manor in Crowmarsh Gifford. There were minor works proposed into the Manor from the A4074.
<p>6. Template documents - update</p>	<p>Peter Starr has commenced production of template documents with an initial draft of the required Consultation Statement. So far information on the following has not been found, and Peter would welcome input from Steering Group members on:</p> <p>[1.6) Organisations consulted with, and when;</p>

	<p>[2.2] How the initial consultation event in March 2016 was marketed – a poster has been seen;</p> <p>[3.1] Non-Retail Business consultation in May 2016 – how was the event marketed and run and what was the result of the consultation;</p> <p>[4] Fir Tree School pupils’ consultation in September 2016 - how was the event marketed and run and what was the result of the consultation (a pupils booklet has been seen and there are Adobe files which currently are resisting being opened);</p> <p>[7.1 & 7.2] Site Assessment consultation in July 2017 - how was the event marketed and run;</p> <p>[Annex A] Was there a formal Consultation/Communication Strategy? If there was one, could a copy be forwarded to Peter.</p> <p>Work has commenced on a template Basic Conditions Statement. The template documents are intended to be an aid for succession planning, in case key people disappear from the process. The templates will contain guidance notes, so that missing information can be ‘dropped in’ when required.</p>
7 Communication/ correspondence	<p>Following a public notice circulated by Maureen Norton details of usage of green spaces has been received as follows:</p> <ul style="list-style-type: none"> • The Paddock – x5 • Radnor Road – x1 • Riverside Meadows – x1 • Wilding Road – x1
8 AOB	<p>Peter Starr noted the TVERC biodiversity report had been received; he will circulate this to the Steering Group.</p> <p>Confirmed by the Steering Group that the next public consultation meeting would be held on Saturday 29 September 2018, from 1000-1500 hours. Peter Starr to make venue arrangements. Lee Upcraft will put a notice about the event in the next Council newsheet.</p> <p>Peter Starr is meeting SODC planning staff on Monday 20 August to discuss Site D. He will circulate a note to this</p>

	<p>effect to Beryl Guiver, Jane Randle and Wendy Tobitt, in case one of them wishes to join the meeting.</p> <p>Peter Starr to contact Opinder Liddar to enquire if he wishes anything specific to be focussed on for the public consultation on 29 September 2018.</p> <p>At the Steering Group meeting on 28 August 2018 an Agenda item to be discussed on the format for the public consultation on 29 September 2018; Peter Starr to arrange this.</p> <p>Peter Starr circulated to attendees an email from Beryl Guiver on employment land at Site D, allocation at Site E, and 'skeleton' Neighbourhood Plan content.</p> <p>Peter Starr circulated to attendees a copy of Steering Group Briefing Note Number 2.</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 28 August –Val Mowlem will be absent</p> <p>Tuesday 11 September</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> <p>Tuesday 20 November</p>

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