



Watlington Parish Council

Parish Clerk: Kristina Tynan

MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLAN STEERING COMMITTEE HELD ON MONDAY 4th APRIL AT 7.30PM IN THE PARISH OFFICE

Present:

Councillors: Jeremy Bell (Chairman), Ian Hill (Vice-Chairman), Tom Bindoff, Tony Williamson, Terry Jackson

In Attendance: Gill Bindoff, Peter Richardson

Officer: Rachel Gill

1. Apologies
Matt Reid
2. Conflicts of Interest
GB if grant for work with Community 1st Oxfordshire is discussed.
3. Minutes of the last meeting
Agreed with removal of RG's comments in red text.
RG to update and distribute.
4. Matters Arising
None other than agenda items.
5. Project Plan Review
The updated document was shared with the group for review.
RG to make the following updates:
 - Simplify colour scheme
 - Add item numbers
 - Add week commencing to the project plan dates.
 - Changes to sustainability items

JB commented that the plan gave just 2 months before roadshows.

IH raised concern that the Scoping Report and Sustainability Assessment were not listed as separate items as they both need consultation periods and the plan only showed one for the Sustainability Assessment.

GB stated that a draft Scoping Report has been done but some support may be required in completion. JB asked whether there are other reports we can use as a model. IH said the report was based on the format of an approved document.

GB to work on getting enough of the Scoping Report finished to enable consultation ASAP.

JB asked whether this would delay site selection but IH said it would only if it was not approved before final assessment of sites and there was time to finish consultation before this.

TJ raised whether sufficient time has been included for discussions with developers, or whether we should have a second period of consultation to feed to them what we, the town, want. GB responded that time is short.

6. Community Forum Communications Policy

RG received no comments/ amendments following circulation of the document.

TW was concerned over the lack of information from the traffic group as it is contrary to the communications policy and terms of reference.

GB has requested this information.

IH expressed concern over sustainability issues which require input from Traffic and was worried that the Traffic Group were trying to get answers too early in the process and that stating the issues that need to be addressed in a later sustainability assessment should be their priority. TB assured the meeting that the traffic group are costing options/possibilities not solutions.

JB stated that looking at through traffic and the impact on housing was a critical issue.

TW said that the Steering group must report to the Parish Council that there was no further information from traffic.

JB proposed a motion that there were concerns over traffic. 2nd by TW. Agreed.

IH proposed motion to agree Communications Policy. 2nd by TB. Agreed.

7. Progress of NP Forum

GB provided an update on the Forum Groups.

In summary

- Debbie Davies has stepped down from facilitating the sites group and has been replaced by Tony Powell. Tony will also join the Co-ordinating Group.
- The planned dates for roadshows has been put back from the end of April to June, as sufficient information will not be available in time.
- The workshop to test out the site selection criteria and process went well with some helpful comments and feedback.
- Development sites had a useful meeting with Peter Canavan. The built form map and report has been completed by IH.
- A survey of green spaces is underway.

Sustainability Groups

Economic Sustainability

A drop in session for retailers has been arranged for Tuesday 19th April 5:30-7pm. Format to be agreed but the objective is to get feedback on the main issues for the High Street and retailers in Watlington.

TW suggested getting ideas in advance of the meeting. PR said that he had a form prepared for retailers to share ideas/comments. JB asked whether there are 'global' factors to consider for any retailer. E.g. footfall, online sales?

Traffic Group

The objective of the group is to offer choices about managing traffic, essentially:

1) New road/route

AND/OR

2) Traffic management

The group have been seeking technical advice from SODC and now have a meeting booked for 12th April for a site visit and discussion about options and developing specifications further and also what further help is required.

JB said that the Steering Group need to be able to see what these options are.

GB said that the group would not have a finalised project but wanted to have options of alternatives available so they could offer the consultation some choices. They wanted to get something which made sense, explained the implications of schemes and helped people to make an informed choice. Some sort of technical support would most likely be required.

JB stated that he did not want to see completed options and would like input into criteria.

TW felt it was dangerous to narrow down any options before sharing the work done so far and would like to see what is being considered.

IH felt it was too early for the traffic group to consider options and that they should follow the approach of sites where progress has been presented to the Steering Group on an ongoing basis.

TB said no additional options were added after the workshop and that the work was to ensure any 'possibility' put forward was credible. There was no question of choosing options at this stage and expert advice was needed as to the next step.

GB stated there was no detailed specification for this yet but there was the option to include something in a grant application from locality as we are able to apply for further funds and the traffic group will need some professional input.

TJ asked whether the group had used the 1 day of free advice offered by SODC. TB said not yet as the information was not all in place and they did not want to waste the day.

JB asked that the traffic group provide a statement to include objectives, criteria and 'possibilities' list and a plan of work.

It was agreed to set up a joint meeting between the Traffic Group and Steering Committee.

IH suggested the Steering Group prepared a brief of what information is required.

RG to circulate main text used in the Locality grant application so the Steering Group can approve.

JB asked that the traffic group provide a paragraph to show the next steps and technical input stages before the grant application is approved.

Policies/Objectives

TW raised his concern over the requirement to agree policies before continuing with site selection, and he was concerned that policy writing had not happened yet. He asked that policies be written down ASAP.

IH stated that TW was really referring to objectives which were written up in the VOO document in Consultation 2. The policies are needed to meet objectives.

GB said policy writing is underway and is expected to be completed by the end of May. The final site selections needs to be deferred to after policy writing.

JB asked that the Policies be defined as what we will do.

Infrastructure

Car Park Survey

PR has prepared ANPR cameras and volunteers ready for completion of a car park survey. He requested confirmation that the PC would fund the £900 (+VAT). This would be billed in May for payment at the end of May. This would not be funded by Locality as the funds cannot be applied for in retrospect. TB asked whether there was any chance of getting the money from SODC?

PR said that SODC said we needed to try every other option first.

JB asked the group for advice on whether to go ahead? What evidence would the survey provide? How credible will the results be?

IH suggested writing a 'wish list' to ensure all required information is gathered.

Resolved – it was agreed to fund this survey.

8. Dates for next meetings

Co-ordination Group with Steering Group Attending Monday 11th April 7:30 pm West Room

Joint meeting (Co-ordinating Group and Steering Group) Monday 25th April 7:30pm venue TBC

Next Steering Group meeting is Monday 9th May 7:30pm Parish Office

9. AOB

GB asked that representatives of the Steering Group attend the next Co-ordination group meeting on Monday 11th April at 7:30. This is to discuss pressure from developers and latest developments on appeals in Benson, Chinnor and Wallingford.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.35pm