



# Watlington Neighbourhood Plan Core Committee

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## Record of the Meeting of the Watlington NPCC meeting held on Monday 11<sup>th</sup> August 2014 at 20:00 in the Community Office

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**Present:** Nick Hancock  
Neil Mitchenall  
Andrew Hocking  
Rhian Woods  
Neil Boddington

**Officer:** Kristina Tynan

**In Attendance:** Ian Hill, Tim Horton

59/14 Apologies for absence  
Gill Bindoff

60/14 Minutes of the Meeting held on the 7<sup>th</sup> July to be agreed and signed as a correct record  
**Resolved:** That these minutes were a correct record of this meeting and that they be signed by the Chairman.

61/14 Declarations of interest  
There were none.

62/14 Matters arising  
None other than agenda items.

63/14 Key Points from meeting with Peter Canavan on 22<sup>nd</sup> July 2014 – NH/NM

- The new Plan was presented and PC said for us to get on with it.
- No post examinations to date but we should do a pre examination.
- Time scale – If we give PC notice of what we are intending SODC review should only take 2 weeks.
- Examination is now 4 weeks (previously 6). RSCS has changed their approach and now have a panel of examiners and one would be available immediately.
- Technically a 3 week notice is needed for a Referendum.
- SODC will pay for the examination and Referendum.
- Development Sites are in 3 categories: SHLAA sites, Non-SHLAA Sites with more than 5 houses (1/4 hectare) and Non-SHLAA sites with less than 5 houses (windfall sites).

**ACTION:** NB/RW to make best efforts to identify the Non-SHLAA Sites with more than 5 houses.

64/14 Key Points from meeting with Steve Harrod, Watnext and OCC Senior Planning Manager, John Disley 6<sup>th</sup> August 2014-NH

- John Disley has looked at the specification from TPP
- OCC could do some modelling work post TTP activity if we wish but there would be a charge.

- Once we have developed our scenarios he would be happy to look over this so that we do not submit anything that OCC thinks would be unworkable. **Agreed that it would be useful to do this**

65/14 Update on traffic survey – NM

- 4 well know expert companies were approached for quotes. 1 company did not want to tender. Quotes are held on file in the Parish Office.
- After much discussion of the quotes it was unanimously resolved that we employ TTP to do the traffic survey.
- NM attended the WatNext meeting on 30/7/14 who had not appreciated how many man hours would be needed to count traffic in Watlington and it was agreed that ATC's would be a much better solution. Strips and ANPR cameras will be used and dates have been agreed and they will give Watnext volunteers lessons on manual counting.
- NPCC and Watnext will agree the specific locations for the traffic counting.
- A map was given out with locations (held on file)

**Resolved:** That a purchase order to commission TPP be given.

**ACTION:** NM will send a Confidential paper to Full Council on the tender process with the financial information included which will demonstrate the full process to Full Council.

NH thanked NM for all his work on this and also to Watnext in advance of their manual counting exercise which will be complementary to the TPP work.

66/14 Update on landowner identification- NB/RW

**ACTION:** RW and NB will get a complete list of sites and will include a few non SHLAA sites that have not been catalogued to date. They will consider all sites and then exclude sites if necessary. They will not include windfall sites. RW will set out on what criteria they have excluded sites.

**ACTION:** An advert to be put in the Watlington Times (in a box) about any available land in Watlington. IH will do this.

67/14 Next Consultation and community outreach planning – AH

- AH has been drafting objectives and policies and a mission statement which he has circulated to NPCC members and each section to pull these together ASAP in a very readable format.
- Some further community outreach will be held in September. GB and IH have a list

**ACTIONS:** AH to word the Vision, NM to traffic, RW and NB to do housing, GB to do housing. AH to do some more research on data points.

68/14 Update on business survey data points

- NM has updated the list of questions and he will give it out to the committee and they need to give back comments ASAP. He will take them round to the businesses in the first week of September.

69/14 Comments on the Plan NH/ALL

- NH has already highlighted the key points.
- Target date is end of May 2015 for the Referendum.

70/14 Any Other Business

- **Website** - At present information on the NP is on 2 websites. Agreed that the NP information should all be on the neighbourhood plan website and that there is a link to it on the watlington.org website.
- **Housing Survey** – RG has information on supply but not on demand. If this can be found then we will not need to do a Housing Survey. It was thought that about 50% demand will be for 2 bedroom properties.

**ACTION:** NB to obtain information on what size and type of housing is being demanded. He will speak to the Estate Agents. He said that there is a Policy on housing eg 40% social housing and we cannot control this for example. RG/NB to do this.

- **Presentation of NP-** There will be a template for this as it will be a public document. IH has already prepared the templates for this. It was noted that all documents need to have date, author and file names on them. RG/KT to liaise on this.

**End of Meeting 10.08pm**

To note that IH and TH gave information on various issues such as the LTP and the tender process which has not been minuted.