



MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLAN STEERING COMMITTEE HELD ON MONDAY 1ST FEBRUARY AT 7.30PM IN THE WEST ROOM

Present:

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

In Attendance: Gill Bindoff , Peter Richardson

Officer: Rachel Gill

1. Apologies

Tony Williamson

2. Minutes of the last meeting

A number of corrections were noted. Terry Jackson should be listed under Councillors present not as In Attendance, Norman Perry should be included as in attendance, the programme for the Housing Needs Survey should list the action for week of 25th January as printing and preparation of questionnaires for distribution, and item 7 Communications Policy should be deferred not closed. With these changes the minutes were accepted.

3. Matters Arising

IH confirmed that a revised version of the Terms of Reference had not yet been put on the Parish Council's website.

GB asked that the position of herself and PR as representatives of the Forum be clarified. It was agreed that they should be invited to attend to report on the work of the Forum, but that they should not be members of the Steering Committee nor have voting rights. This was necessary to ensure the independence of the Steering Committee and the Forum. A recommendation should be submitted to Full Council to incorporate this change into the Terms of Reference.

4. Progress Report on NP Forum Coordinating Group and Working Groups

A summary of progress had been distributed with the agenda for the meeting. GB summarised progress for each Forum working group.

Housing Needs Survey progress

The survey questionnaire had been prepared and accepted by the Forum and the Steering Group. It had been printed and distributed and a number of completed questionnaires had already been returned to the Post Office. It was agreed that PR would collect these and send them back to Community First in batches so that they could start data entry.

Traffic workshop

The workshop had taken place on the 30th Jan and had been well attended with 4 members of the Steering Committee present. A number of possible approaches to traffic control had been presented and a useful discussion of the options had followed.

It was noted that no records of traffic group meetings had been distributed since December.

JB said that we need to consider our attitude to traffic reduction measures that imposed a greater traffic burden on other areas whether in or outside of the parish.

After some discussion it was agreed that we needed to propose traffic reduction measures in spite of the consequences elsewhere, although it was anticipated that some measures could result in an overall reduction in traffic movements.

It was suggested that Housing Surveys be distributed to the Industrial Estate & Business Centre.

The following recommendation to Full Council was agreed:

That the Council should initiate discussion with SODC about renewal of B8 use of the industrial estate and enforcement of the authorised route which does not go through the centre of the town.

Sites Group

GB/RG showed the group the list of sites and map prepared by IH.

RG/PR will get letters and forms out once the site list is agreed.

It was agreed that a map of all sites would not be included in landowner letters but landowners would be asked to provide a map to show the site.

GB confirmed the principles on which sites were included in the list:

1. SHLAA map
2. Subsequently included by SODC
3. Added by NP team in Consultation 2
4. Selected by looking at a map (est 5+ houses on a site)
5. Selected as there is planning history for a number of houses on the site

PR commented that could a settlement boundary be added to the map? IH said that there was not a definite boundary and any development of 79 houses in Watlington would be outside of this as the centre of town is so dense and there is not capacity for 79 houses in the centre of Watlington. It was noted that although Sites 7&8 can be assessed but houses cannot be allocated as they are in Pryton parish.

MR asked about boundary policy (Core Strategy Objective 1 and policy CSR1) between Watlington and Pryton and could this effect capacity on sites which have a boundary with Pryton parish. This would apply to sites 9 and 32.

Is it a criteria to consider?

IH noted that the garage site on the map did not include the air conditioning company office next door. This can be checked when we get responses from landowner letters.

JB asked why the allotments were not included as it is a level site with good access to the town and not in a flood zone. GB said that the sites group recommended retaining green spaces in the village with amenity value. IH agreed that a group of sites which have amenity value for the community can be identified and will have a supportable case to make. These sites can be taken out of consideration as housing sites. GB added that these sites are important for Environmental Sustainability as green corridors as well as amenity value to the town.

Resolved:

It was agreed to have a separate map of 'green spaces'

It was agreed to add a 6th principle to the list above which is

"sites not currently a 'green space'

(Green space being defined as ***a green space with public access and being used for the benefit of the people of Watlington***)

Sustainability Scoping Report

Pepita is pulling together this document. Good progress made, the bulk of it should be done this month. Aiming for mid/end March completion.

Infrastructure

This group are sending out letters to providers with standard questions. There is a parking survey planned for next month.

Housing Numbers

JB asked for an update on this as it is critical to planning. There are still no definite numbers and will not be for some time. There was a discussion over whether to start from what service and facilities are wanted and work up to the number of new houses needed, or whether to identify a number of houses based on consultation 2 replies and retaining the character of the villages?

Action : Add to the agenda for next month.

At 9:30 it was agreed to continue the meeting for another 15 minutes.

5. Road map and milestones for measuring progress

There was a discussion around exactly what the NP Forum would produce by April, IH asked what are the actions and steps planned from now to April? IH and JB both felt April was unachievable for a draft plan.

IH said that in the example of sites all the sites would need a full assessment before which sites to put forward could be established. If sites needed whittling down and there are a lot of new sites which were not in C2 then should a third consultation be used once criteria had been applied and it is clear which sites are available? A consultation on the final plan is still required. TB said that further communication on traffic is also required to clarify what the NP can and can't deliver, e.g alternative routes for HGVs, by-pass etc.

GB said that by April there would be a 'skeletal plan' not a draft plan and the forum were still working to IH's timing plan but making every effort to get it done quicker.

There was a discussion over project planning.

IH said that although the PC Steering Group could do a project plan it should really come from the forum, and was important to understand the sequence of events and have a shared understanding between the groups. GB was concerned that the groups were already extremely busy.

After some discussion RG agreed to send the group leaders the original list of tasks they had in November and check progress against these and any additional tasks planned.

MR asked how the group would manage to continue with writing the plan if an unwelcome planning application were to come in? IH said it would be up to the PC to deal with this.

6. Community Forum Communications Policy

Deferred

7. Dates for Meetings in 2016

Next meeting is Monday 7th March. Meetings will be held on the first Monday of the month.

8. AOB

None

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.45pm