



Watlington Parish Council

Parish Clerk: Kristina Tynan

MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLAN STEERING COMMITTEE HELD ON MONDAY 7th MARCH AT 7.30PM IN THE WEST ROOM

Present:

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

In Attendance: Gill Bindoff , Peter Richardson

Officer: Rachel Gill

1. Apologies

Terry Jackson

Conflicts of Interest : None

2. Minutes of the last meeting

Debbie Davies asked that agreement not to send a map of all sites to developers be added to the minutes.
RG to add and distribute updated version.

3. Matters Arising

IH confirmed that a revised version of the Terms of Reference had been put on the Parish Council's website.

ACTION :RG to check whether this is on the NP website and if not add.

4. Project Plan Review

PR distributed a copy of the project plan prepared by Rebecca Broadbent. The group reviewed the plan.

JB was concerned that no information has been filled in under traffic and asked that the traffic group be chased up on minutes and write up of the workshop.

TB said that the group are working on criteria for assessing traffic management schemes.

GB stated that the traffic group are waiting for SODC to identify a consultant to advise on traffic schemes before sharing them, and that they are waiting to hear if this will be free of charge.

MR stated that in the last 12yrs there has been no increase in traffic volume.

TB added that 80% of traffic is through traffic. TW felt that measures like on street parking have kept traffic numbers down and removing them would encourage more traffic. He asked for more visibility of what the group were doing. TB stated that the traffic group would have a draft for the Steering group by the end of the month.

IH expressed concern that there were no definite steps and end point in the project plan. He also recommended a balanced approach where traffic was not influenced unduly by sites as this would be extremely difficult to model anyway.

ACTION RG/PR/RB to update the plan this week and circulate to the group.

GB raised a point on the 1 page plan that meetings with landowners was shown before site criteria and assessment when it should actually be postponed until site selection process is done. MR pointed out that a flexible approach was still needed.

5. Community Forum Communications Policy

GB asked for the Steering Group to approve the policy and asked for the group to agree how to respond to developer events and publicity.

Policy Approval

IH asked that all the relevant documents be sent before a meeting as this one was not.

There was a discussion over how best to keep the Steering Group up to date on documents and whether they should be viewing all minutes before they go on the website and whether there could be an area of the website or dropbox for unauthorised/draft minutes.

JB asked for a vote on whether to continue as is or add extra checking. 3:1 in favour of keeping current method.

ACTION- RG email Communications Policy to all

ACTION- RG to ensure minutes emailed to the Steering Group before adding to the website.

ACTION – RG look at dropbox for future use for documents which are not minutes and agendas

Process to deal with publicity and developer events

GB asked that the group consider a policy/process for dealing with situations like the WAT8 developer event at the Town Hall. In this case the NP forum gave out leaflets to clarify that the exhibition was not arranged by the NP team.

IH stated that the policy was no comment to developers /press until the sites have been decided. Discussion with members of the community was different – e.g. NP Forum members spoke to people who visited the exhibition at the Town Hall.

JB suggested that IH/GB and RG meet as a response team if action needs to be taken. It was agreed that the leaflet format was useful and could be used again and be put on the website, emailed to subscribers and handed out. It was also agreed that another meeting with Pryton should be arranged after the site criteria have been tested.

ACTION RG to Email subscribers the leaflet produced.

6. Progress of NP Forum

Housing Survey

The housing survey has been very successful with a 56% return rate (702 forms completed). An average for this type of survey would be 25-35%.

Analysis is now underway and the report will be available after Easter.

TB added that a learning point is to use people who live in the streets surveyed as this improved the return rate – this should be considered next time a survey is needed.

JB thanked the volunteers for all their efforts.

Housing Numbers

GB gave an update stating that the Strategic Economic Plan is being 'refreshed' at the moment. It is being made more sensitive to the real situation and how deliverable it is. There are several groups campaigning to make the process more democratic and sustainable.

JB asked whether we can look at other NPs to see what the ratio of new houses to existing houses.

IH agreed that as getting a number from SODC in time was unlikely looking at proportions in other plans would be useful. GB believed that SODC are looking at 10% increase for large villages, so for Watlington this would be 120 houses. Consultation 2 feedback said around 100 houses was ideal.

ACTION GB to write up any info on numbers

ACTION Look at proportions of new vs existing houses in other NPs.

Sites

Agreement on Site Assessment Process

GB asked the Steering Group for agreement on Site Assessment criteria and process. The criteria were circulated ahead of the meeting. GB explained they are based on SODC's model and have been reviewed by Peter Canavan and adapted to be relevant to Watlington. The analysis is based on documentation and not scoring as per SODC process.

It was asked why traffic route was not mentioned? This was included as 'benefit' to Watlington but Peter Canavan advised against this as it is difficult to assess.

MR asked about building on the parish boundary. GB had asked SODC about this and was told that a green buffer was required between housing and the parish boundary. Coalescence only applies under certain circumstances and GB believed that this does not apply in the case of Watlington and Pryton.

MR also asked about access and dealing with a cul-de-sac. GB went through this being covered under access and improving current access.

IH questioned whether the term 'built form' was confusing. GB said the plan was to look at how much of a site boundary is in contact with existing parts of the town and mark it on the map.

JB proposed that the committee agree to the criteria and the process. Unanimous agreement.

Update on responses to letters to Landowners/Developers

Replies still required for approximately 15 out of 39 sites but a good level of response.

Infrastructure

Car Park Survey

PR outlined the proposal for a car park survey to take place over a 3 day period and use ANPR technology to accurately identify how long each car spends in the car park. The cost would be £900 plus VAT. PR stressed the importance of parking for the NP and that in order to identify land for parking some evidence was needed. A survey would help identify whether more spaces are needed for shoppers or residents and whether short stay or long stay was required.

TB added that SODC funding was being sought. IH asked whether there were other items money could be spent on if funding was available ?

JB asked for a vote on whether to ask SODC for funding.

FOR – 4 votes . 1 abstained.

GB also stated that SODC (Peter Canavan) will help out by reviewing some documents and should also be invited to the site selection workshops/ meeting.

At 9:30 JB asked that the meeting continue for an additional 10 minutes. This was agreed.

7. NP Budget Requirements

8. NP Forum Terms of Reference

ACTION – RG to check latest version on the website

9. Next meeting is Monday 4th April 2016.

10. AOB

RG asked about emailing subscribers with an update.

ACTION - RG/GB Monthly update from GB to be tidied up and sent each month.

GB reminded the group about the Neighbourhood Planning workshop next Weds.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.35pm