

## Watlington Neighbourhood Plan Forum

Coordination Group: minutes of the meeting of 18th April, 2016, at the West Room at 7.30p.m.

Present: Gill Bindoff (Facilitator), Pepita Bianchi, Rebecca Broadbent, David Cotterell, Norman Perry, Tony Powell.

1. Apologies for absence: Pauline Harvey, Keith Jackson, Peter Richardson, Rob Smith.
2. Declarations of Interest: none.
3. Minutes of the meetings of 21.03.16 and 31.03.16 were confirmed as correct records of the meetings.

4. Housing Survey: the report from Community First Oxfordshire had been received together with an appendix recording all the additional comments made on the survey forms. The report and appendix are available on the NP website. Paper copies will be available if needed.

It was agreed that the report contained very useful information about the range of homes needed in the parish and this will feed in to the NP policies, the Sustainability Scoping Report and the assessment of sites for development. It was agreed that a meeting will be held on 4th May to discuss the report in detail and agree some priorities. Members of the NP Forum, Housing Group and Social Sustainability Group will be invited to attend.

5. Development Sites: the DS Group is making good progress and is moving towards the completion of the first stage of the process. Information about site availability is still not complete in spite of very thorough research into the owners and agents for identified sites. It was noted that SODC has made a further request for landowners to offer sites within the SODC area so it is possible that other sites in Watlington may come forward. The initial site selection process should be ready to begin in June.

6. Short Term Strategy: a draft strategy to assess the impact of development on Watlington was discussed.

The draft had been prepared by the DS Group in response to Peter Canavan's advice to identify the tipping point where development would be harmful instead of providing a benefit. This exercise is necessary because of the pattern of planning appeals being upheld within South Oxfordshire contrary to emerging Neighbourhood Plans.

In addition, planning applications may well be made for sites in Watlington before the NP is advanced to a more complete state. The draft includes the key aims of the NP as supported in Consultation 2 and subsequent Forum group meetings. The draft was discussed in detail and various amendments were suggested. The final version will be discussed by the WPC NP Steering Committee at its meeting on 09.05.16. A circular to all households in the parish was also discussed giving an update on the progress of the NP. The aim is to circulate this in advance of the Annual Parish Meeting.

7. Traffic Group meeting: James Gagg (SODC) has had an initial meeting with David Cotterell to explore where some technical/professional advice would be useful. He has made some helpful comments and will make a second visit to advise on specifications for some

work on traffic impact assessments and traffic management schemes for the centre of the town. Funding for this work will be applied for in a grant application to Locality. Estimates for the work are needed from consultants and the Steering Committee will be asked to approve the grant application in principle.

8. Car Park Survey: this will take place over three days from 21st to 23rd April from 7.00a.m. to 1.00p.m. each day. Use of on street parking in Couching Street, High Street and the Ingham Lane end of Brook Street will be monitored at the same times. Visits will also be made to the alternative car parks at the Pavilion and St. Leonard's Church to record the number of vehicles which are parked there. Peter Richardson has organised a rota of people to do a short survey with car park users. It is expected that the manual survey together with the data from the ANPR camera will provide very good information about how the car park is used and if additional provision needs to be made in the NP.

9. A meeting with local retailers and shop keepers has been arranged on Tuesday 19th April at the Town Hall at 5.30p.m. Peter Richardson has made very good contact with this group and has prepared a short questionnaire to use to initiate discussion of issues which are of concern. Outcomes from this meeting will contribute to the economic sustainability profile of the town. There will be a further meeting for other local businesses and home workers on 24th May.

10. Meetings have been held with the Heads of Watlington Primary School and Icknield Community College.

Rachel Gill and Peter Richardson represented the NP Forum. Notes of these meetings will be circulated and will contribute to evidence of social and economic sustainability and also contribute to discussions about infrastructure needs arising from the growth of the town.

11. Meetings with Pyrton NP team: GB had been invited to attend a meeting in Pyrton Village Hall for a presentation by Providence Land of their proposals for WAT 8 which is within the Pyrton parish boundary.

These proposals were slightly changed from the ones presented at the Town Hall in Watlington. It is expected that PL will make a planning application on the site within two or three months. A meeting with the Pyrton team has been arranged on Wednesday 20th April to share information about the progress of the NPs being prepared in each parish. Members of the CG were invited to attend.

12. Dates of future meetings were not set but will be agreed later to fit in with other Forum and Steering Committee meetings.