**Minutes of the 27th meeting 16/01/17 – West Room 7.30p.m.**

Present: Gill Bindoff (Facilitator), Pauline Harvey, Norman Perry, Tony Powell, Keith Jackson, Peter Richardson.

1. Apologies for absence: Pepita Bianchi, Rebecca Broadbent, David Cotterell,
2. Declarations of Interest: None
3. Minutes of the meeting of 13/12/16: these were agreed to be a correct record. KJ will send them to Rachel to post on the website.
4. Matters arising on the minutes:
5. It was noted that the HCA Technical Team had produced notes of the workshop held on 13th December 2016. Unfortunately, a reference to The Beechwood Estates Company had been recorded incorrectly and this had not been noticed until after they had been posted on the WNDP website. GVA will be asked to correct the notes and a letter of explanation and apology will be sent to Carter Jonas which acts for Beechwood Estates.
6. It was noted that the informal meeting with members of the former NP Core Committee had taken place on 11th January. It was an opportunity to update the team which had worked on Phase 1 of the WNDP. The team is keen for the WNDP to be produced without further delay and without risk of challenge.
7. Sustainability Appraisal Scoping report:
8. Advice from Community First Oxfordshire has been taken and amendments made to the draft report.
9. Copies will be circulated to members of the WPC NP Steering Committee for approval
10. When approval has been confirmed the report will be sent to the three statutory consultees for the formal consultation. It will also be sent to other interested parties in line with best practice.
11. The statutory consultees have a five week period in which to respond. They have already been helpful in providing guidance relating to an early draft.
12. Engagement with traffic consultants:
13. All four consultants had provided estimates for the works detailed in the specification.
14. The WPC NP Steering Committee has asked for further clarification regarding the delivery and cost of the proposed work to assess the traffic impact of development of the large sites to the north west of Watlington.
15. The grant funding of £4,500 from Locality for this work needs to be paid by 31st March 2017.
16. The traffic modelling study of the B4009 corridor by SODC has started. The outcome should be known by March.
17. The high level assessment of traffic calming measures in the town centre may attract local authority funding. This is still to be confirmed.
18. The Traffic Management Strategy which is planned to run alongside the WNDP needs the outcomes of the above works in order to be finalised.
19. WNDP documents:
20. The Policy document continues to be amended and developed by NP. Rachel will circulate the latest draft version when it includes the most recent text. TP will check for consistency across the document.
21. There is no further work to do at present on the Basic Conditions Statement.
22. PR and Rachel are continuing to collate evidence for the Communications Statement
23. The Environmental Statement is being drafted by GB
24. There is a meeting on 17th January to discuss the draft Design Guide with a member of the SODC Urban Design team.
25. It was noted that a ‘master’ checklist is needed to ensure that all the information required for supplementary documents/appendices is readily available. PR to check this with Rachel.
26. Workshop for Forum groups:

It was agreed that a workshop will be held on Monday 30th January for members of the Coordination, Traffic and Development Sites Groups to discuss the content of the emerging WNDP. The outcome of the workshop will be reported to and discussed with the WPC NP Steering Committee at its meeting on Monday 6th February.

1. Meeting at SODC with representatives of the Pyrton NDP team:

The meeting was held on 11th January to discuss ways of harmonising the Watlington and Pyrton NDPs. Peter Canavan indicated policies which would not be accepted by SODC and gave advice on how to frame aspects of the respective Plans which Watlington and Pyrton wish to include.

1. Video, Christmas Card and plans for improved communications:
2. The video produced at the Christmas Fair has been finalised. The YouTube link is on the NDP website and it has already been publicised by email. Several positive responses have been received. It will be used extensively in the next few weeks to raise awareness of the WNDP and approaching pre-submission consultation.
3. The WNDP Christmas Card was circulated to every household in the parish and to some people in surrounding villages. Positive feedback has been received.
4. A list of resources to use for publicity/communications was tabled. Members of the CG were asked to contribute ideas.
5. A format for making the presentation of emails more attractive and interesting was discussed. It was agreed to investigate further. There would be a monthly cost for using this software. If this format is recommended, it will need to be approved by the WPC NP Steering Committee.
6. Update on planning applications:
7. Land at Pyrton Lane – Providence Land – WAT 8:

This outline planning application is still being considered by SODC and a decision has been delayed until early March. It is understood that some revisions to the proposals are under review.

1. Land at Britwell Road/Cuxham Road – Archstone/Bloor Homes – WAT 11/12:

A public exhibition of outline proposals for development of the sites had been presented by Archstone/Bloor Homes/Barton Wilmore at Watlington on 15th December. The exhibition had been well attended and had attracted a high level of interest.

A further meeting with the developers has been arranged by the WNDP Forum and will be held on 23rd January to discuss detailed design aspects of the proposals in advance of a formal, full, planning application being made. An Environmental Assessment Scoping Report has already been lodged with SODC and will be considered by the WPC Planning Committee.

1. Land at |The Goggs/Britwell Road – Millgate – WAT1:

Local residents had received a letter from Millgate giving information about their proposal and offering to come to a local meeting. This offer has been taken up by residents and has been arranged for Wednesday 25th January. It was agreed that members of the WNDP Forum Coordination Group will attend.

1. Dates of future meetings:

20.01.17 Meeting arranged by John Howell to discuss issues concerning Neighbourhood Plans to be held at Benson Village Hall. Numbers are restricted because of the considerable interest in the meeting locally. GB and PR hope to attend.

19.01.17 HCA: as part of the Enquiry by Design process a number of drop-in sessions have been planned plus a final public presentation at Chalgrove Village Hall on Monday 23rd January. Details are in the HCA Chalgrove Briefing Pack.

30.01.17 WNDP Forum workshop at the Community Office at 7.30p.m. Further dates for meetings of the Coordination Group will be confirmed as required.