**Minutes of the 28th meeting 27/02/2017 – West Room 7.30pm** 

Present: Gill Bindoff (Facilitator), Pauline Harvey, Norman Perry, Keith Jackson, Pepita Bianchi, David Cotterell

1. Apologies for absence: Rebecca Broadbent, Tony Powell, Peter Richardson,
2. Declarations of Interest: None
3. Minutes of the meeting of 16/01/2017: 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. GB reported that the meeting between her, Terry Jackson and Clare Golden from SODC on 17/01 to review the Watlington Design Guide had been very positive. Some amendments were proposed. TJ and GB will meet shortly to finalise the document.
6. There was a meeting of the ‘WAT ONE’ group on 25/01 which GB had hoped to attend but was unable to. The group agreed to form a committee in order to progress their response to the Millgate proposals for the WAT1 site.
7. The main recommendations from the workshop held on 30/01 between Forum groups for the key proposals in the draft WNDP have been approved by the Steering Committee and were agreed at the last meeting of Full Council.  
   GB will re-circulate the notes from the Workshop after amendments resulting from comments received have been made.
8. Traffic Update
9. DC to ask the four consultants for quotes by the end of this week (03/03) and provide a Traffic group recommendation for consideration by the WNDP SC in the meeting on 6/03 which will be attended by Peter Canavan.
10. DC suggested that it might be helpful for 2-3 people from the forum to listen to the proposals from each consultant via tele-conference. There was agreement on this.  
    [Date TBC]
11. DC reported that the Traffic group meetings continue to be well attended.
12. Draft WNDP  
    There was a lengthy discussion about the draft WNDP produced by NP with a section by TP
13. Some amendments to the text were suggested particularly in the areas regarding the re-aligned B4009 proposals, housing needs and green spaces.
14. There ought to be a summary template describing how the various supporting documents fit together. GB to progress.
15. As NP pointed out the WNDP is a legal document and the audience which will utilise the document will consist largely of planners, however as PH suggested there ought to be a ‘people friendly’ summary.
16. More emphasis should be given to the needs of pedestrians.
17. It should be clear in the document that the derivation of preferred sites arose from the process of applying the site selection criteria and from developer availability and not just from considering the three main options (A B and C).
18. There should be an executive summary to assist members of the WNDP SC and Full Council when evaluating the document.

GB to pass the amendments from the above to Rachel Gill so that the draft can be amended and recirculated.

1. WNDP documents:
2. The Sustainability scoping report produced by PB is now out with statutory consultees . Some responses have been received ; the deadline is 06/03.
3. DC and the Traffic group are producing the Transport Strategy support document.
4. Communications
5. A leaflet is planned for distribution around the Parish summarising the recommendations from the WNDP Forum to Full Council.
6. Drop-in events are scheduled for Friday afternoons 3rd/10th March at The Watlington Club. These will also be publicised in the leaflet.
7. Meetings  
   A number of meetings have been held recently between WNDP Forum members and various bodies.
8. Meeting with Archstone to discuss WAT11/12 proposals. Design workshop. Forum workshop to agree draft WNDP recommendations to the SC. All 30/01
9. GB, Terry Jackson and Ian Hill had a meeting with Emma Bowerman at SODC on 14/02 to regarding updates of recent planning applications.

A number of future meetings relevant to WNDP are forthcoming

1. 01.03    meeting with Suzanne Malcolm - SODC Economic Development Manager  -  GB
2. 07.03 Meeting at SODC re Housing with Helen Novelle and Jan Phillips – attendees TBC.
3. 09.03 Meeting re WAT 10  at Bosmore Estate office - those going to include GB and PR (The meeting subsequently took place in the Parish Office)
4. 16.03   Meetings with developers:  
   2.00p.m.   WAT 7   attendees TBC  
   3.30p.m.   WAT 8 and 9   attendees TBC
5. Future WNDP Meetings  
   WNDP Steering Committee meeting to consider draft WNDP. Peter Canavan from SODC will attend. Community Office 06/03.  
   Meetings of the Coordination Group to be agreed as and when needed.