****

**Minutes of the 37th meeting of the WNDP Forum Coordination Group/NP Advisory Board held at the West Room on Monday 13th August at 7.30p.m.**

**Present:** Gill Bindoff(facilitator), Matt Reid , Andrew McAuley, Tony Powell, Terry Jackson, Peter Richardson, Keith Jackson(scribe)

1. Apologies for absence  
   David Cotterell
2. Declarations of Interest  
   None
3. Proposed new structure to take the WNDP forward:  
   GB introduced this meeting as a preliminary meeting of the Neighbourhood Plan Advisory Board since the NDPFCG is now strictly speaking dissolved and most of its members now form part of the NPAB that is to oversee implementation and review of the made WNDP.

* Members of the NPAB will be co-opted into the WPC planning committee (TP,PR) and the WPC strategy committee(GB,KJ)
* The Neighbourhood Plan Advisory Board should consist of a mixture of WPC councillors and members of the WNDP Forum. It was thought that the mixture could be flexible with about 3 councillors and no more than 9 standing members. It should be possible to co-opt people onto the NPAB with a particular expertise as and when required. The NPAB will be required to support virtually all the WPC committees as most will be impacted by the WNDP but will mainly work in partnership with the Planning Committee.  
  GB is willing to migrate her NPFCG facilitator role into the NPAB. It may be that a deputy for this role will be required in the future.  
  It was thought that an officer would be required for administrative support of the NPAB including the taking of minutes from meetings.  
  There was a brief discussion of the draft terms of reference for the NPAB. It was agreed these should be circulated amongst the current NPAB membership for input and comment.  
  [Action: GB to circulate draft TOR]  
  [Action: AM/MR to initiate staffing level review of WPC and identify possible NPAB support officer]
* Working groups  
  Many of the working groups formed to support the activities of the WNDP forum consisted of people with relevant knowledge and skills for monitoring/assisting the implementation of the WNDP. The two main groups for Traffic and the Environment are expected to continue.  
  It was thought an additional group might be required to monitor the evolution of Government planning policy mostly through the NPPF and NPPG.  
  PR has been performing a role similar to this for the WNDP forum and is willing to continue; seeking additional support as and when required.  
  [Action: GB to circulate Forum working groups to gauge interest/willingness to assist the NPAB in the future]

1. Brief updates:

* Referendum and adoption of WNDP by SODC  
  The successful referendum took place on June 28th with 80.6% vote in favour.  
  This means the WNDP has full legal weight and is part of the planning policy and development plan of SODC  
  There will be a cabinet meeting at SODC on 14th August at 9am to vote on the recommendation to full council that the WNDP be formally adopted/made.   
  The full council will meet on 23rd August (6pm) to consider this recommendation.  
  SODC requested help to produce a post-adoption statement for the WNDP in relation to the Strategic Environmental Assessment. GB and Rachel Gill provided the required information.
* Planning applications  
  There were meetings with Archstone (Site A) in May and Providence Land (Sites B and C ) on August 3rd .  
  Archstone have now formally submitted amendments to their application.  
  Providence are still firming up proposals.  
  There will be a meeting with SODC case officers on September 4th (14:30) to discuss these and other edge road related matters and it would be useful for NPAB members to attend. The following offered PR, AM, TP, TJ, MR and GB. If these are too many TJ offered to stand down.  
  [Action: PR to find out many attendees would be acceptable]
* Progress towards the edge road  
  A draft Memorandum of understanding between the relevant developers and OCC regarding delivery of the edge road has been produced.  
  It would be good to establish the latest position of OCC regarding this and we should liaise with Jason Sherwood (OCC) before September 4th.  
  [Action: PR to contact Jason Sherwood]
* Pyrton NDP and consultation on proposed changes to the Pyrton Conservation Area  
    
  An examiner for the Pyrton NDP (Anne Skippers) has been appointed but it is not yet known when the examination will start. We should make representations to the examiner regarding a public hearing when she has started work.  
  AM has drafted a WPC response to the consultation (ends August 22) on the appraisal of the Pyrton Conservation Area.

1. Strategy for implementing the WNDP:

* Agree a draft programme of work based on the list of actions presented to the WPC NP Steering Committee on 08.01.18.
* Identify actions for the Coordination Group/Advisory Group  
  The list of actions were accepted as a basis for identifying continuing work on the implementation of the WNDP.   
  (1)Realignment of B4009  
  There was particular emphasis on the need to ensure that the MOU is signed and that agreement should be sought to have upfront funding for the edge road.  
  The NPAB could work on bringing pressure to bear on SODC over the increase in air pollution that will occur if developments start without the edge road in place.  
  (2)  
  Traffic management plan  
  Money from site A development might be used to pay for an implementation of a 20mph limit. Archstone have a proposal to replace parking in Couching St with parking in Brook St. The NPAB should ensure that there is good evidence to support this proposal when the planning application is considered.   
  (3)Delivery of the WNDP  
  The NPAB should help WPC establish priorities for spending CIL money this could include identifying suitable projects.  
  The NPAB should help WPC with monitoring planning proposals with reference to the WNDP  
  (4) Schools and OCC  
  The NPAB should meet with the schools to get an update on present thinking regarding expansion.  
  The NPAB should meet with the SODC sports officer regarding expansion and siting of sports facilities.

1. Other Business  
   WNDP website: It was agreed that the current content of the website be maintained and updated as required. It was also agreed that there should be a new link or tab to reference information relating to progress on the delivery of the WNDP.  
   Staffing to maintain the website needs to be identified but PR is willing to continue at this stage.  
   [Action MR / PR to find out if Rachel Gill would be able to maintain the Website]  
   NPAB meeting schedule:  
   It was agreed that the NPAB should attempt to meet on the Monday a week before the WPC Strategy Committee meets and two weeks before the Planning Committee meets. This allows agenda item for these meetings to be put forward.
2. Date of next meeting  
   In line with the above this will be Monday 17th September.