

WATLINGTON NEIGHBOURHOOD PLAN FORUM

Development Sites Group: meeting held on Wednesday 2nd March 2016 at 7.30p.m.

Present: Debbie Davies (Facilitator), Gill Bindoff (Notes), Nick Greaves, Ian Hill, Tony Powell, Tony Williamson

Agenda:

1. Apologies for absence: Keith Jackson, Terry Jackson, Luke Johnson, Nick Thomas. Pepita Bianchi has resigned from the group because of work commitments. Her positive contribution to the group was noted.

2. Declarations of Interest: none

3. Minutes of the meeting of 4th February 2016:

The minutes were agreed to be a correct record. A small amendment was made to clarify the decision not to include the map of all sites under consideration in the correspondence with landowners/agents as it is incomplete.

4. Report on sites and follow up actions:

(i) Responses to the correspondence with landowners/agents had been received but represented a small percentage of sites.

(ii) Rachel Gill and Peter Richardson have followed up - the list of sites has been updated.

(iii) Further information is needed in order to establish a definitive list of sites available for development.

(iv) Additional sites have been put forward and will be included in the list.

(v) Rachel and Peter to complete follow up - a definitive list is needed by Monday 14th March

5. Site selection criteria/planning constraints:

(i) A list of criteria by which to short list sites had been drafted using a number of sources including SODC practice for sites in larger villages, selection criteria used by the Woodcote, Henley and Malmesbury NPs and input from the Forum Environmental Sustainability, Social Sustainability and Traffic Groups.

(ii) The list had been sent to Peter Canavan for advice and his comments had been circulated in advance of the meeting.

(iii) The list was discussed point by point and amendments made. 16 criteria were

agreed by the group.

(iv) Approval for the criteria will be sought from the WPC NP Steering Committee at its meeting on 07.03.16.

(v) Additional criteria may be put forward to cover air quality and traffic issues.

6. Proposals for the process of evaluating the criteria against the definitive list of sites:

(i) The DS Group has discussed alternative systems for assessment at previous meetings. Two alternative systems had been prepared by members for consideration by the group.

The first system uses the SODC preferred process for short listing sites in larger villages. For each site, yes/no answers with a short description of reasoning are produced for the list of criteria. A report summarises answers leading to a conclusion about the appropriateness of development of each site. The second system uses a set of judgements for each criterion presented in the form of a five point traffic light record for each site. Scores for each site are calculated to give a short list of sites.

(ii) It was unanimously agreed to adopt the SODC system to arrive at a shortlist of sites. This will be recommended to the WPC NP Steering Committee. It was agreed that a five point traffic light evaluation may be used to consider shortlisted sites in further detail.

(iii) A format was agreed for the group to conduct the site selection process. Group members will work in pairs to assess the same group of criteria across all sites. This will result in each site being assessed by a number of different people. The process will be based on evidence documents such as SODC's landscape capacity assessments. It will be consistent across all sites.

7. Timetable for completion of site selection process:

(i) The DS Group will meet on Tuesday 15th March to review progress.

(ii) Members of the NP Forum will be invited to a workshop on Saturday 19th March to extend the trial.

(iii) The DS Group will meet again on Wednesday 23rd March to assess the trial, review the outcomes and agree next steps.

(iv) The timetable will enable the WPC NP Steering Committee to assess the site selection process and outcomes and to prepare a report for the WPC Full Council meeting on 12.04.16.

8. Recording of information for each site:

(i) This information is not complete. Site information is available for the SHLAA sites (provided by SODC) but needs to be completed for all sites under consideration.

(ii) This information will be recorded as soon as possible. The Coordination Group will

plan the task.

(iii) The list of features will broadly follow those used by SODC and include distance from the town centre and key facilities and general accessibility for all groups.

9. Other Business:

(i) It was noted that Providence Land had held an exhibition of proposals for site WAT8 at Watlington Town Hall on 26/27 February. The exhibition had attracted a lot of interest, approximately 200 people had attended. The level of interest was very encouraging as it demonstrated a positive engagement with the available sites for development.

10. Dates of future meetings:

These are noted under item 7.