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Watlington Parish Council

**NEIGHBOURHOOD PLAN ADVISORY BOARD**

**MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLAN ADVISORY BOARD HELD ON**

**MONDAY 21st FEBRUARY 2022 AT 8.00p.m. VIA VIDEO CALL.**

**Present:** Gill Bindoff (GB), Terry Jackson (TJ), Keith Jackson (KJ), Steve Bolingbroke (SB), Tony Powell (TP), Fiona Danks (FD), Andrew McAuley (AM), Tim Horton (TH).

**Officer:** Rachel Gill

1. Welcome and apologies for absence

There were no apologies.

GB raised the issue of whether to continue with zoom calls or move to face to face meetings as the Parish Council asked the advisory board to decide.

**Resolved : To continue with zoom meetings (6:2 in favour)**

1. Declarations of interest

There were none.

1. Minutes of the meeting of 17th January 2022 and matters arising

The minutes were agreed to be an accurate record of the meeting and will be signed by the Chair.

Matters arising:

(i) **Meeting with SODC housing officer**. Dates of the 2nd, 9th or 10th March have been proposed. GB asked that people wanting to attend let her know which dates they can do. The meeting will be held in the afternoon.

1. Review of the WNDP:
   1. Re-drafting of policies in line with AECOM Evidence Base and Policy Development report. GB has circulated the updated policies. It was agreed that the policies are now in accordance with the AECOM advice. The policies will remain in draft until they have been consulted on more widely and approved by WPC. There is still more work to do on this. When all the policies have been reviewed NPAB will hold a workshop to evaluate the effectiveness of the policies against the revised objectives and to discuss their relevance to the Plan as a whole.
   2. Housing policy. We have now received the final version of the Housing Needs Assessment from AECOM. TP gave some feedback from one of the estate agents and will circulates notes once he has met with all the agents and had the comments approved.
   3. Updated timeline for WNDP review. GB has circulated an updated timeline.

AM thought it ambitious given that it is now looking like a lot more than a ‘light touch’ review. TP added that because the Local Plan is now adopted this strengthens our plan. We need to be ready to do a quick update if there are attempts at speculative development in order to qualify for the protection of an SODC 3 year housing land supply rather than the 5 year HLS.

SB went through the PERT chart which he had circulated. This demonstrates the order in which activities need to be done to complete the plan. A lot of activities can be done in parallel. ‘Owners’ signed up to take responsibility for different sections of the review – SB will circulate a list and then work through the steps required to complete each section of the plan.

* 1. Locality technical support:
* Housing Needs Assessment report – final report has been received.
* High Streets and Social Infrastructure - GB and IH have provided all the information required. There should be a decision by the end of March whether we will get the £15k grant.
* Design Code – there will be a zoom meeting next week to do a ‘virtual’ tour of the town. This will be followed up with an actual tour.
  1. Draft Conservation Area appraisal and survey – there is now some dialogue between Kathy Davies and SODC so progress is being made.
  2. Trees Survey – a revised quotation has been received from Martin Gammie. GB confirmed that, having contacted other tree consultants, no other fee proposals for the survey had been received. Kristina Tynan has confirmed that funds are available from WPC to top up the grant funding.

**Resolved : to appoint Martin Gammie and to complete the work before the end of the financial year.**

* 1. There was then some discussion on the additional item of whether any additional sites would be considered. GB has checked with SODC to see whether any further sites have been put forward for Watlington as a result of the recent ‘call for sites’. This information should be available on the Joint Local Plan website in the next few days. There was also some discussion on settlement boundaries and rural exception sites. The possibility of the need for new sites and a discussion of the needs of Watlington to 2035 will be included in the workshop – a date to be decided.

1. Traffic and transport :
2. Transport Group:
   1. Meeting on 03.02.22 - TJ to circulate notes.
   2. OCC consultation: Local Transport and Connectivity Plan - MR will write a response.
3. Watlington Traffic Management Plan – next stage

SB gave an update. There are some volunteers but not from the council or NPAB.

The next step is to have an evening workshop on the 7th or 14th March.

1. Walking and Cycling Infrastructure Plan – next stage

There has been no more progress on this. There are some maps that Keith Wolfson

did. TH raised a question about progress on work to achieve the new footpaths proposed in the current WNDP – in particular, the path from Pyrton Lane along the boundary with the Primary School and connecting with Love Lane. Improvement of local footpaths has not been a priority of WPC or the NPAB so very little progress has been achieved. The focus has been on ensuring that there are good footpath and cycleway links from the new housing developments into the town.

**Resolved : combine the work on footpaths and cycleways with the traffic management plan.**

1. Parish Council Strategic Plan and delivery of the WNDP.

The group were asked to assess whether the Strategic plan supports delivery of the

WNDP. Comments to be sent to AM by the end of the week.

1. Development Sites
   1. Site A – there is no date for a meeting on site yet. RG to chase this up.
   2. Sites B, C - there was an initial meeting with Redrow last week. Draft notes of the meeting have been circulated. It was disappointing that the Reserved Matters application went in last week but Redrow seem willing to listen and exchange information. The plans stick to the number of dwellings and have larger houses and gardens than the Bloor site. There is some debate over management of green spaces. There is a community orchard rather than allotments. The next step is to review the details of the Reserved Matters application when it is received from SODC.
   3. Pyr2 – outline permission has been granted.
   4. Edge Road - Consultants have still not been appointed.
2. Other matters:

None

Date of the next meeting: Monday 21st March

**THERE BEING NO OTHER INFORMATION THE MEETING CLOSED AT 10 PM**