

Stratfield Mortimer Neighbourhood Development Plan

Steering Group Minutes of the Meeting held on Friday 5th December 2014 at the Parish Council Office

Present: Mike Dennett (Chairman)

Dudley Ives

Neil Kiley

Patrick Wingfield

Tennant Barber

Apologies: Danusia Morsley

John Cornwell (advisor)

Minutes of 21st November 2014

The minutes were approved

Matters Arising

Recruitment of Administrator/Research Assistant

1. Three applications were received one of whom subsequently dropped out having got other employment. She offered to help out if we are short of administrative or research resources. Interviews are to be held on Monday 8th December 2014. It was agreed that Mike Dennett, Patrick Wingfield and Tennant Barber as the interviewers would make the choice.

2. The final details of the contract would be agreed by Mike Dennett **Action Mike Dennett**

3. The selected candidate would be asked to start work immediately and invited to attend the meeting with West Berkshire planners as this would introduce her to West Berkshire contacts and give her a good opportunity to understand the current activities of the NDP.

Contacting Schools, Surgery, Businesses and Groups in Mortimer

5. Neil Kiley outlined the feedback from the Doctor's Surgery which can be found on his notes of the meeting.

6. Danusia Morsley and Tennant Barber met with Mrs Nicola Sumner, School Head St. John's School, Paul Young, Chair of St John's School Governors, Mrs Alison Richardson, Chair of St Mary's School Governors and Steve Colley, St. Mary's School Governor on 27th December 2014. The background to the NDP was outlined, the three strategic site options were described and the potential opportunity to relocate and co-locate the schools on the MOR006 site if developed was put forward. The initial reaction was positive and the possible benefits of such a move were recognised. It was agreed that members of the Steering Group would meet the governors of the schools to present the potential opportunity of relocation.

7. Patrick Wingfield and Tennant Barber attended the St John's School governors meeting on Thursday 4th December 2014. The outcome was that the governors agreed to consider the idea and to come back early in the New Year to let the Steering Group know if they wished to progress the concept in principle.

8. Meetings with businesses has started, notes of the meeting are in drop box.

Small Site Identification

9. Neil Kiley updated the Steering Group on the progress identifying smaller sites that possibly could be developed. This investigative work will continue and any possible sites will be assessed for practicality.

Planning/Design Consultants

10. Due to illness Boyer had not yet submitted a revised proposal. It was agreed that if on receipt of the proposal it was thought acceptable by Patrick Wingfield/Tennant Barber the contract would be placed with Boyer. **Action Patrick Wingfield**

11. If the proposal is not acceptable then Bell Cornwell will be contacted to progress a possible contract with them.

Updating West Berkshire on Progress

12. It was agreed that as a priority the Steering Group should meet with West Berkshire Planners to update them on progress to date and the immediate programme of work. West Berkshire Planners will be asked to if they could arrange contacts for the Steering Group with education, housing and statistical representatives (with regard to a Housing Needs Survey and consultation questionnaire formatting), and health/welfare to discuss possible developments for a new medical accommodation. A draft briefing note will be prepared and circulated for comment. **Action Tennant Barber**

Website

13. Draft material for the themes, references to West Berkshire consultation feedback and current status are in drop box. The Chairman's introduction will be completed over the weekend. **Action Mike Dennett** Members are asked to review these by end on Monday 8th December 2014. The material can then be published. **Action Danusia Morsley.**

Review of Volunteers Meeting

14. A second meeting had been held on the 26th November 2014 at which the draft options were reviewed and amended.

15. The next meeting had been scheduled to be held as soon as material from the consultants becomes available. It was agreed that the volunteers should be invited to:

- a. Design the consultation structure and process
- b. Develop the questionnaire

A project brief is to be prepared to ensure that the output is well focussed on the objectives of the consultation. The draft will be circulated for comment prior to issue. **Action Tennant Barber**

Housing Assessment Survey

16. It was agreed that the South Northants a housing survey was a good model to assess affordable housing needs. It will need additional questions to determine the requirements for homes such as market place starter homes and 'downsizer' home.

Next Meeting

17. The next meeting will be held on Friday 19th December 2014 at 10.00 am in the Parish Office. A meeting on Friday 2nd January 2015 was also agreed.