

# Stratfield Mortimer Neighbourhood Development Plan

Steering Group Minutes of the Meeting held on Friday 7<sup>th</sup> November 2014 at the Parish Council Office

Present: Mike Dennett (Chairman)

Danusia Morsley

Dudley Ives

Neil Kiley

Patrick Wingfield

Tennant Barber.

Apologies: John Cornwell (advisor)

## Minutes of 24<sup>th</sup> October 2014

1. The minutes were approved

## Matters Arising

### 2. Website

a. Danusia Morsley took the Steering Group through a pre-release version of the website which was well received and supported.

b. A person responsible for handling emails needs to be nominated. This could be the Administrative/Research Assistant when appointed. The task will be to respond to the email or forward to the appropriate Steering Group member for reply.

c. A decision is required on whether the website 'forum' should have a moderator (vet entries before appearing on the forum and removing unacceptable entries) or an administrator (vet entries after appearing on the forum and removing unacceptable entries). A person or persons will be identified at the next Steering Group meeting.

d. It was agreed that members of the Steering Group would review the operation of the website to try to ensure that any significant operating issues can be resolved prior to launch. Members are asked to respond as quickly as possible and within 10 days of receiving the password. **Danusia Morsley will supply a password to all members.**

e. It was agreed that to search for an item on the website would be through a list of predefined key words.

f. It was agreed that on launch there should be a 'Chairman's Welcome' piece.  
**Action Mike Dennett to write and send to Danusia Morsley.**

### 3. Recruitment of Administrator/Research Assistant

a. The advert and draft Contract Terms were agreed. The advert would go out as soon as possible. The draft Contract Terms will go to the Parish Council for approval. **Action Mike Dennett**

b. In Mike Dennett's absence the vice- chairman will substitute.

### 4. Approach to Doctor's Surgery and Schools

a. The surgery has responded. It was agreed the next action is to have a first meeting with the surgery to explore surgery requirements and options. **Action Tennant Barber**

b. No responses to the letter school heads or Chairmen of Governors have yet been received. It was agreed that, if necessary, Chairmen of Governors should be approached to move the matter forward. **Action Danusia Morsley.**

### **Meeting with Barton Willmore**

5. The opinion was that the meeting had been well worthwhile. A number of interesting ideas had been put forward. Barton Willmore was advised that the NDP Steering Group would be in a much better position to discuss requirements and respond to suggested options once the consultation with the community scheduled for early 2015 was completed. Therefore a follow up meeting would probably be in the second half of the first quarter 2015.

### **Development Site Strategies**

6. Patrick Wingfield reported that he had spoken to 4 planning consultant firms to ask if they would tender for the work to produce outline design for each of the 3 strategic options that have been identified. He anticipated that at least three will respond with proposals. It is expected that their proposals will be received before the next Parish Council meeting and will be in a position to recommend the NDP group's preferred consultants at that meeting.

7. It was agreed that the Steering Group would start the process for applying for funding from 'Supporting Communities in Neighbourhood Planning 2013 – 2015' **Action Mike Dennett** Patrick Wingfield will back up Mike Dennett particularly whilst Mike Dennett is away.

8. The Parish Council will be requested to consider a revised budget for the NDP to enable the NDP to contract consultants to undertake the

professional work needed for the development of the strategic options. **Action Mike Dennett.**

### **Policy Development**

9. This item was carried over pending decision on the nature of the consultations to be undertaken (see item below)

### **17<sup>th</sup> November 2015 Meeting with Volunteers**

10. The 17<sup>th</sup> November 2015 starting at 7.00 pm in the Methodist hall was confirmed.

11. To date three volunteers have confirmed they will attend. It is anticipated there will be further acceptances.

12. The agenda agreed was to have a full discussion on the strategic options (introduced by Patrick Wingfield), what form the community consultation will take and an introduction to the policy status inviting them to comment.

13. In the Chairman's absence the Vice Chairman will chair the meeting

### **Development of Consultation**

14. It was agreed that a formal questionnaire style consultation might be premature and that possibly drop-ins and/or workshops might be the more appropriate first steps. The way forward will be agreed at the next Steering Group meeting.

### **Next Meeting**

15. The next meeting will be held on Friday 21<sup>st</sup> November 2014 at 10.00 am in the Parish Office.

