

# **Stratfield Mortimer Neighbourhood Development Plan**

Steering Group Minutes of the Meeting held on Friday 26th September 2014 in the Parish Office

Present: Mike Dennett (Chairman)

Dudley Ives

Neil Kiley

Patrick Wingfield

Tennant Barber.

Apology: Danusia Morsley

In Attendance John Cornwell

## **Introduction**

1. The Chairman welcomed John Cornwell, a recently retired planning consultant. John Cornwell, a chartered town planner, introduced himself together with a brief history of his relevant experience offered his services as a planning adviser to the NDP on a pro bono basis. The Steering Group thanked him for his generous offer and agreed that he would be a very welcome addition guiding and offering his advice to the Mortimer NDP.

## **Minutes of 8th September 2014**

2. These were accepted.

## **Policy Development Methodology.**

3. Pat Wingfield introduced his suggestions emphasising the significance of having clarity in the wording of the policy ensuring the meaning was unambiguous, and the importance of an evidential based policy. This pro forma was agreed with the addition of three other boxes:

a. Compliance - to identify NPPF and West Berkshire policies that the Mortimer NDP would have to be compliant with

b. Practicality – To identify potential show stoppers or inhibitors to the delivery of the policy

c. Policy Area – Identification of the policy area (e.g. Residential) that the policy applies.

4. John Cornwell:

a. Supported the pro forma approach.

b. Emphasised the importance of compliance with NPPF and West Berkshire policies.

c. Advised that much of the supporting evidence required to justify a particularly policy will be in the West Berkshire records if you know where to look and that much would be accessible on-line.

d. Agreed that community opinion was a sound evidence base so long as the information gathering was well structured and statistically sound. He noted the services of a professional opinion survey consultant might be advisable.

e. He suggested that the Steering Group might consider employing a landscape and site design architects to help produce sites that best met the policies of the NDP.

5. It was agreed that an initial completion of the policy pro formas be undertaken and be reviewed at the next Steering Group meeting. Those who had developed the initial ideas agreed to lead this, namely:

- ‘Residential Development’ – Mike Dennett with Dudley Ives
- ‘Commercial and Employment’ - Danusia Morsely
- ‘Infrastructure’, ‘Transport’, ‘Green Infrastructure’, ‘Flooding’ – Tennant Barber
- ‘Biodiversity’, ‘Historic Environment and Landscape Character’, Design Principles, Sustainable Construction and Energy Efficiency’ – Pat Wingfield

These completed pro formas would be circulated to members before the next meeting

6. It was agreed that the volunteers be contacted to advise them of the plan to develop policies and inviting them to contribute. They should contact one of the above depending on their interests. Action Tennant Barber

### **Identification of Small Sites**

7. It was agreed that a start should be made on identifying small sites. Neil Kiley’s proposals were accepted with the proviso that any approach to individuals should be treated sensitively. The Steering Group would consider how best this should be done at a later stage once the initial work has been completed. **Action Neil Kiley**

### **Determination of Mix of home types and ‘affordable’ homes**

8. It was noted that the West Berkshire Strategic Housing Market Assessment (SHMA) currently being conducted will provide evidence of the mix of house types required including ‘affordable’ housing. After considerable discussion Sovereign Housing was identified as a start point to obtain evidence of

‘affordable’ housing need for Mortimer. Other sources will be identified to confirm the Sovereign numbers. It was noted that developers and Sovereign would join forces in the supply of ‘affordable’ housing. **This item was not actioned.**

### **Approach to Doctor’s Surgery and Schools**

9. It was agreed that the doctor’s surgery and Heads of St John’s and St Mary’s should be approached to discuss any requirement for a new enlarged surgery, provision for increase school places at St John’s and possible relocation of St Mary’s onto a site near the centre of the village.

10. The Chairman would write to the surgery and schools outlining the role of the NDP and the wish to discuss their future needs. **Action Mike Dennett.** Neil Kiley agreed to meet with the relevant people to explore options and assess the potential support of the establishments for relocations following on from the initial contact letter. **Action Neil Kiley.**

### **New Settlement Design Team**

11. This item was deferred to item 15, Funding.

### **Engaging Planning Advisor**

12. See 1 above.

### **Appointment of an 'Administrative/Research' Assistant**

13. It was agreed the anticipated rapid increase in work load if the NDP timetable is to be achieved justified the recruitment of an administrator/research assistant. The Chairman reminded the meeting that a budget had been agreed by the Parish Council for the employment of such a person. He also reminded the meeting that the individual should be self-employed and paid for on a fee basis, the person should not be an employee of the Parish Council. The individual could be a retired person possibly working on an expenses basis. It was agreed that a job description and advert be prepared for approval at the next Steering Group meeting. **Action Neil Kiley**

### **Meeting with Peter Deason of Ascot/Sunningdale NDP Team**

14. Neil Kiley advised that the meeting was arranged for Thursday 2<sup>nd</sup> October 2014 in the Parish Office commencing at 6.00 pm.

15. It was agreed that the volunteers should be invited. **Action Tenant Barber**

### **Meeting with Developers**

16. It was agreed that a meeting should be fixed with Barton Willmore (who act on behalf of Hallam Land Management) on the basis of the Steering Group listening to what they had to offer. Information given to the agents would be limited to that in the public domain. **Action Mike Dennett**

### **Grant Application for Funding**

17. The Steering Group will review ideas to be included in grant applications to fund the work of the NDP at its next meeting. Members are asked to put forward suggestions for external funding. **Action All**

### **West Berkshire Housing in the Countryside Consultation**

18. It was agreed that the NDP and the Parish Council should respond to this consultation. Suggested responses are to be emailed to the Steering Group members for consideration at the next meeting. **Action All**

### **Next Meeting**

The next meeting will be held on Friday 10<sup>th</sup> October 2014 at 10.00 am in the Parish Office.