

# Stratfield Mortimer Neighbourhood Development Plan

Steering Group Minutes of the Meeting held on Friday 21<sup>st</sup> November 2014 at the Parish Council Office

Present: Tennant Barber (Chairman for Mike Dennett on holiday)

Danusia Morsley

Dudley Ives

Neil Kiley

Patrick Wingfield

John Cornwell (advisor)

Apologies: Mike Dennett

## Minutes of 7<sup>th</sup> November 2014

The minutes were approved

### Matters Arising

#### 1. Website

a. Danusia Morsley reported the website was ready to be launched though short of content. Steering Group members were urged to submit items for inclusion.

b. It was agreed that the following would be provided

i. A 'Chairman's Welcome' piece. **Action Mike Dennett to write and send to Danusia Morsley.**

ii. A statement of what has been happening and of the work currently being undertaken. **Action Pat Wingfield**

iii. Steering Group members to submit an up to date photograph for inclusion on the website **Action All**

iv. Material for inclusion in each of the themes across the top of the page e.g. residential, flooding, biodiversity etc. It was agreed that these would be reviewed by the Steering Group for approval before publication. This could be done via email/drop box. **Action Tennant Barber/Pat Wingfield.** Each item shall have a summary sentence and key words for inclusion in the website search feature. **Danusia Morsley will review appropriateness of the key search words.**

v. References to key parts of the West Berkshire consultation feedback. **Action Tennant Barber**

#### 2. Recruitment of Administrator/Research Assistant

Only one application has been received as of 21<sup>st</sup> November 2014. It was emphasised that all would be applicants should be encouraged to apply and that any issues could be sorted out as part of the interview process.

#### 3. Contacting Schools, Surgery, Businesses and Groups in Mortimer

Danusia Morsley reported that

a. Meetings with the Doctor's surgery and the two schools – Chairmen of Governors and the Head of St John's - have been arranged.

b. A variety of businesses have been contacted and responses are awaited.

c. Planning for contacting Societies and groups within Mortimer (e.g. scouts, churches) has started. In drop box there is a spreadsheet that can be used to see which groups are being seen, by which members of the Steering Group and on which dates. This matrix needs to be kept up to date so that groups are not

approached by different members inadvertently. **Action All** Information on how other NDP teams organised the involvement of their local groups will be forwarded to Danusia Morsley. **Action Tennant Barber**

### **Review of the First Volunteers Meeting**

4. As a first meeting it was considered a success and that splitting the meeting into two teams to address each issue was productive. Too much was attempted in one evening leaving insufficient time to discuss feedback from each of the teams. Normally, future meetings shall be restricted to one item.

5. A suggested list of options (see attached) to go forward for consultation was reviewed. It was agreed that

a. Strategic Options See item 7 below

b. Potential development sites shall always be referenced by the West Berkshire official designation code (e.g.MOR xxx) and a title to eliminate any confusion.

c. The wording of the Parking Options, particularly station car parking shall be reworded to remove any negative connotations and implied bias either in favour or against an option. **Action Pat Wingfield**

6. It was agreed that it was important to communicate the current activity of the Volunteers Meeting. (See Item 1.b.ii).

### **The Way Ahead – Strategic Options**

7. It was agreed that only the three listed Strategic Options shall be considered, namely

i. Develop site MOR006 (behind the Horse and Groom and St John's school) linked with enhancing/improving the centre of the village.

ii. Develop a series of smaller dispersed sites.

iii. A mixture of the two options.

It was noted that Englefield Estates were confident that the potential MOR006 site access problems can be resolved.

It was also noted that the West Berks option did exist and that we might have to be prepared to defend its non inclusion.

8. It was agreed that the residents adjacent to site M006 would be consulted on the specifics of the site but only once there are specific ideas and concepts arising out of the work of the consultants.

9. Patrick Wingfield reported that

a. The Walsingham Planning proposal has been eliminated.

b. A meeting with Boyer Planning has been arranged to discuss their proposal to assess their capability to deliver the brief including an outline design for the MOR006 site

### **Smaller Site Identification**

10. The next steps are to identify the owners of the sites identified as potential smaller sites to satisfy the strategic option "Develop a series of smaller dispersed sites". This will be achieved through the Land Registry and local knowledge. **Action Neil Kiley**

11. Once the ownership is known the owners will be approached to ascertain whether or not they would be interested to have their land put up as a potential development site.

### **Housing Assessment**

12. John Cornwell advised the meeting that

- a. there is a well understood and accepted process for determining housing needs,
- b. the Parish Council is responsible for undertaking the housing need survey, and
- c. the results of such a survey are a powerful statement of need that can be adopted by the NDP.

13. It was agreed that John Cornwell would provide Pat Wingfield with references to the process **Action John Cornwell**. The Parish Council would be approached to request them to initiate a survey as a matter of urgency, and that they ask the Steering Group to conduct the survey on their behalf. In order not to lose time preparations for the survey will be put in hand so that if the Parish Council approves the survey it can be launched without further delay. **Action Pat Wingfield**

### **Next Meeting**

14. The next meeting will be held on Friday 5<sup>th</sup> December 2014 at 10.00 am in the Parish Office.