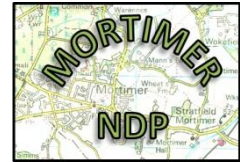




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Monday 2 February 2015 @ 7pm
at the Methodist Church



Present: Mike Dennett (MD) - Chairman
Dudley Ives (DI)
Neil Kiley (NK)
Patrick Wingfield (PW)
Tennant Barber (TB)
Danusia Morsley (DM)
John Cornwell (JC) - Planning advisor
Sue Carter (SC) - Volunteer
Neil Hindmarsh (NH) - Volunteer
Jane Rabbiosi (JR) – Research & admin assistant

Apologies: John Bagshaw
Chris Scognamiglio
Chris Thomas
Dilys Elvery
Gerard Moran
Mark Hillyer

ACTIONS

1. Minutes of 23rd January 2015

The minutes were approved

2. Actions from previous minutes

- a. **Exhibition public liability insurance** – MD read out his email of 2nd February regarding the PI insurance for the exhibition. The emailed stated that there was currently no PI insurance on the old Budgens shop and Jayne Kirk had confirmed that the Parish Council insurers could not cover PI insurance for the venue. MD confirmed that without PI insurance the exhibition could not take place at the old Budgens shop. Charles Mills (the owner of the venue) was due to call Jayne Kirk the following morning to update her. The committee agreed that in the event that if Charles Mills was not willing for his insurers to give PI insurance, the next step would be to try and secure insurance via another broker with the permission of Charles. It was agreed that planning and preparation for the exhibition should continue regardless, however no further money should be spent on printing etc until insurance sorted out.
- b. **Logistics for the exhibition**
- Leaflets – printed and due to be sorted and sent out to volunteers for delivery Wed pm / Thurs am.
 - Display boards – DM confirmed access to 7 x 3 panel boards.

JR confirmed John Bagshaw had confirmed by email that he has 3 x 3 panel boards and 1 x 4 panel board, therefore we have access to enough display boards.

- Tables – DM confirmed access to 4 tables, NH confirmed access to 5 tables from the scouts. He suggested giving the scouts £50 as a discretionary donation for use of the tables. The committee agreed.
- Chairs – it was agreed that 40 chairs were required, DM confirmed that she was able to supply these.
- Heating – committee are awaiting confirmation on the safety of the electric sockets at the venue, unconfirmed whether electric heaters can be used. NH suggested using calor gas heaters is electricians can't be used. SC raised a general point that any electrical items to be used at the venue would probably need to be PAT tested before use for insurance purposes.
ACTION: Make enquiries into asking an electrician to come to the venue prior to the event to PAT test any electrical equipment to be used

NK

JR

- c. **Manning the events** – It was agreed that it would be preferable to have at least two helpers at each event at any time.

ACTION: Send a rota to all volunteers & steering group members.

- d. **Other equipment** – JR confirmed that she was organising the 'Where do you live' map of the village for people to stick a pin / put a pen mark where they live. MD confirmed he can supply name badges, Jr confirmed that John Bagshaw had also confirmed that he can supply name badges.

3. Update on progress since last meeting

- a. **WB planners** – TB informed the group that WB had been very positive and agreed that we should stick to our current timetable. NK asked for a brief recap on the timetable so he could report back to Edward Crooks of Englefield estate and it was confirmed that we are working towards having a draft plan by July 2015, if not earlier.
- b. **St Mary's Governors** – TB updated the group on this meeting and confirmed that the governors had agreed to discuss our strategy at their next meeting.
- c. **Meeting with WB Education department** – TB confirmed that the meeting had been positive and that they had agreed that they would be happy to help us to try and find solutions to any problems should we encounter them, where possible. TB confirmed that he had sent our exhibition displays to the head teachers to check they are happy with the wording relating to their schools. A general comment was made that it would be useful to obtain a copy of the schools trust deeds, TB confirmed that WB Education had said they would help look for these documents

4. Approving display wording

Before running through the wording on the displays, DI stated that he strongly objected to the KilnLane site (MR001) being ruled out of the site selection strategies and that he would like the site selection to be referred back to the Parish Council for a decision. It was confirmed that this map was to show the consultation options, which were the central site now called 7 (option 1), or a series of dispersed sites (option2) or a mixture of the two (option 3).

DI stated that he thought at least the top half of site MR001 should be reinstated in the site selection as one of the dispersed sites, however JC confirmed that the developers have paid a consideration fee and are in a contract with both site owners, which means that both sub-sites incorporated in site MR001 would have to be built on. It was agreed that the site selection strategy would remain as it is as the public would be given the chance to suggest other sites as part of the public consultation process.

SC asked the steering group how the housing densities had been decided. PW confirmed that the steering group had been working with a consultant who had taken into account the housing densities in the surrounding community.

The group made their comments on each subject display and agreed with display authors where small changes should be made.

ACTION: Once the agreed amendments had been made, the final display documents should be emailed to JR by end of day Wed 3 February.

**PW, NK,
TB, DM,
MD**

5 Agree arrangements and timescales for display graphic work, photos / graphics printing and estimated costs

- a. **Fine tuning display posters** – DM showed the group her formatted / finalised Commercial & Employment display with colour added to the text boxes. The group agreed that this would be an acceptable template for all the displays and JR agreed that she would format the displays in line with this template rather than outsource the production to Bell Cornwell.

JR

ACTION: Finalise the documents as per the Commercial & Employment template. (This has since been out sourced to Bell Cornwell as per the original plan. JR to liaise with them)

JR

- b. **Subject postcards** – it was agreed all postcards should be double sided.
ACTION: Finalise and format postcards as per agreed amendments from group.
- c. **Printing exhibition material** – It was agreed that in addition to the discussed A1 display posters we would also require the following to be printed:

- **Hand outs** - 50 x black and white A4 of each display poster not including Welcome and Next Steps posters, 550 in total by 12th Feb at latest.
- **Postcards** – 50 x A6 double sided postcards, some with colour (ie those with maps) for all subjects except Residential site selection for which we should print 200, 700 in total by 12th Feb at latest.
- **Window posters** –4 x posters designed by DM to put in Budgens window ahead of the exhibition, to be printed ASAP.
- **Noticeboard adverts** – it was agreed that these could be printed at home by the steering group members.

JR

**DM, PW,
TB**

ACTION: Liaise with printers with regard to our printing requirements and timescales.

Print noticeboard adverts and put them up around the village

6 AOB

None.

7 Next meeting to be held on Fri 6th February (10.00 – 12.00 at Parish Office)