



Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Friday 20 February 2015 @ 10am
at the Parish Council Office



Present:

Steering group members: Mike Dennett (MD) – Chairman, Tennant Barber (TB) Vice Chairman, Dudley Ives (DI), Patrick Wingfield (PW), Danusia Morsley (DM)

Research & admin assistant: Jane Rabbiosi (JR)

Public & Press present: One

Apologies for absence: Neil Kiley (NK), John Cornwell (JC) - Planning advisor

Declarations of interest: None

ACTIONS

1. Approve minutes of 6 February 2015

The minutes were unanimously approved.

Before continuing with the meeting MD announced that he would be standing down as chairman of the steering group. MD nominated PW as the new chairman, DI seconded this nomination. PW accepted the position.

2. Report from Parish Council meeting

There were matters arising from the previous meeting regarding terms of reference of the steering group. These were taken to the Parish Council meeting for discussion and decision. PW reported that there were terms of reference points which needed to be adhered to and these points would be addressed at a meeting with PW, JR and Jayne Kirk (Parish Council clerk) on Mon 23rd February.

3. Consultation

- a. Early feedback from the exhibition – TB advised that the exhibition had been well-attended and on the whole the public had been interested and involved. Approximately 340 feedback postcards had been collected so far - from which first analysis and numbers had been compiled and circulated to the group. TB advised that there were approximately 150 pins in the 'Where do you live?' map.
- b. Status of questionnaire – TB advised that the questionnaire writing sub team had met once since the last meeting. TB told the group it was a priority to meet with Jenny Legge at West Berkshire Council to get proper advice on compiling and analysing the questionnaire and he would set up a meeting ASAP. TB informed the group that Nick Carter (husband of Sue Carter, NDP volunteer) had come to the questionnaire sub team meeting as he had run online questionnaire and therefore has

some insight on this matter. There was some discussion with regards to running paper and online questionnaire alongside each other and the risk of duplication. It was agreed that Jenny Legge should be able to give advice on this matter as it is her area of expertise. TB advised that the questionnaire writing sub team had come up with some ideas as to how to encourage a good response from the public: suggestions of a barometer on the public notice board; a table at Budgens reminding the public; visit village social groups and take five minutes before they start to remind people to complete theirs; advertise it in school newsletters etc.

TB informed the group that Bryan Lyttle of West Berkshire Council had visited the exhibition and had suggested using the electoral register to determine each household in the parish. Mr Lyttle also suggested that people working in businesses in the parish can also fill in questionnaires and he advised that there is no age limit on who can complete the questionnaire. It was agreed that an online questionnaire was essential to capture a large proportion of the public. TB advised that the notional timeframe was to get the questionnaire out by mid-March and the housing survey questionnaire would follow after Easter. TB advised that the current draft questionnaire would need to be modified to incorporate advice from WBC and possibly feedback from exhibition and discussions. DM raised the point that we would need to think about what supporting material would be sent with the questionnaire such as maps etc. It was unanimously agreed that the questionnaire will form the most important aspect of public feedback and it is important to make sure it is done well.

- c. Should the exhibition be kept open for another week? - DM suggested extended the exhibition to include Sunday 1 March afternoon after the morning discussion session. The committee agreed that if we can man the session then we should extend. PW raised the question of what arrangements had been made to disassemble the exhibition. TB agreed to contact John Bagshaw to see if he would take charge of disassembling. PW recommended that a photo of the 'Where do you live' map should be taken at the end of the exhibition. TB offered to store the exhibition materials in a box at his home as he was currently storing the July exhibition materials at his home (except for the posters which MD currently holds but will pass to TB). There was a short discussion regarding postcard and hand out stocks and it was agreed that MD would organise reprints. It was agreed that the collection of feedback postcards should stop one week after the exhibition ends.

4. Procedure for analysis and retention of exhibition feedback (postcards and other forms)

The group was advised that the feedback cards are collected by TB and kept at his home where they are labelled by what day they were filled in, sorted by theme, then the responses will be logged and analysed and will be used to help shape the final questionnaire. MD asked if we are planning to put the public feedback from the exhibition in the public domain. The committee agreed that the feedback should absolutely be available to the public but not

until the questionnaires were closed. DI wondered if the upcoming Parish Council elections would impinge on the process. After some discussion it was agreed that the elections should not worry the NDP process at this stage.

5. General review of progress, timescales and work load going forward

PW commented that there is a large amount of work to be done and although should still plan to submit NDP by July, it may in reality slip beyond this date. DM advised that she had a contact that might be able to help us with environmental planning. PW suggested that we might need to employ a data analysis company as do not have the man power to analyse the data within timeframe. MD mentioned he has contacts with a statistical surveys centre. It was agreed that it is key to know how we are going to analyse the data before the questionnaire is written and for this reason meeting the mid-March deadline would be challenging, however it was agreed to aim for this and if timescales did slip the consultation & housing survey questionnaires may need to be combined. It was agreed that PW & TB would form a sub group to create a proposal of how the final submission document should look, after which a meaningful timescale of jobs could be drawn up. After some discussion it was agreed that the final document should be;

- a. written in a way that the public understand (DM to oversee)
- b. factually watertight (PW & TB to oversee in conjunction with WBC advise)
- c. written with a consistent theme so that all parts marry together (DM to oversee)

6. Note response to Barton Willmore

MD advised the group that he had spoken with Barton Willmore and advised them that we are currently in public consultation and are not in a position to meet until after the exhibition / discussion sessions have ended.

7. To discuss what financial records need to be kept to comply with the Terms of Reference of the group

It was agreed that we need to be aware of the budget and keep track of what we are spending. PW confirmed that all orders had to come from the Parish Council office.

ACTION: Get a break down of the NDP steering group expenditure so far from the parish clerk and keep a track of the budget going forward. **JR**

8. Feedback from parking meeting with West Berkshire

PW reported that the meeting with Jenny Graham of West Berkshire Parking (due to go on maternity leave soon) was positive and she was supportive. She said that there was no issue with defining parking standards if referenced to West Berkshire. She also agreed to let us have more information from parking survey done for Strawberry Fields development. She asked that she see the parking write up before it is made policy.

9. Housing survey meeting update

Parish council agreed there had to be a housing survey. PW to circulate the 'standard housing survey' and critique it with the questionnaire group. PW advised that the housing survey rep, Arlene Kersley, was away until March.

10. Application for funds update

JR informed the group that she had applied for the workshop grant. MD advised the group that our application had been rejected. JR advised that there would be a new programme for neighbourhood planning support launched in April 2015.

11. Next meeting to be held on Fri 6th March (10.00 – 12.00 at Parish Office) & Fri 20th March (10.00 – 12.00 at Parish Office). PW offered his apologies in advance as he will be on holiday.