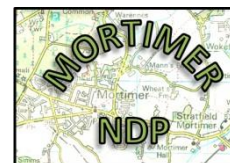




Stratfield Mortimer Neighbourhood Development Plan

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



Present:

Steering group members: Patrick Wingfield (PW) – Chairman, Tennant Barber (TB) deputy Chairman, Mike Dennett (MD), , Dudley Ives (DI), Danusia Morsley (DM), Neil Kiley (NK) John Cornwell Planning Consultant (JC)

Research & admin assistant: Jane Rabbiosi (JR)

Public & Press present: Two

Apologies for absence:		None	
			ACTIONS
1.	Approve minutes of 6 March 2015		
	The minutes were unanimously approved.		
2.	Declarations of interest		
	DI declared interest as he lives opposite the West End Road site TB declared an interest as he lives on Kiln Lane		
3.	Matters arising from previous minutes		
	<p>a. DM referred to section 5(i) of the previous meeting's minutes regarding steering group resolution that parish councillors would be sent the final questionnaire for comment. DM reported that DI had taken an early draft of questionnaire to the parish council meeting for discussion. Several members of the steering group voiced their objection to DI's actions. However, DI stated that he had not taken a copy of the questionnaire to the PC meeting for discussion. MD confirmed that the contents of the questionnaire had not been circulated or discussed at the PC meeting.</p> <p>b. JR confirmed that exhibition display papers and link to the Herefordshire Council NDP website had been forwarded to Royce Longton of Burghfield Parish Council.</p>		
4.	Update on exhibition feedback and analysis		
	<p>a. Confidentiality of data – PW began by reminding the group and members of the public, who were Parish Councillors, that it had been recommended by WBC that the information, figures and feedback analysis remain confidential to avoid skewing the questionnaire responses. The members of the public were not willing to agree to non-disclosure and left the meeting.</p> <p>b. Analysis of Exhibition/Discussion Sessions – TB ran through the analysis report. The Steering Group expressed their thanks to TB for his hard work in processing and analysing of the feedback.</p> <p>c. Additional exhibition feedback – PW drew the groups attention to two additional items of feedback:</p> <p>i. Email from Dr. Iain Rock – it was agreed that the questionnaire could not be made available to the partnership before general release, but that sections from the supporting documents could be made available to</p>		

	<p>them. TB suggested that it might be worth contacting the local National Health Commissioning Group to get their opinion on the possible expansion of the surgery. NK confirmed to the group that Dr. Rock had confirmed that the questionnaire collection box could be housed at the surgery.</p> <p>ii. PW introduced the exhibition feedback report from Edward Crookes at Englefield Estate.</p> <p>ACTION: Find out NHS commissioning group details and make initial contact with them regarding expansion of doctors surgery</p>	<p>PW & NK</p>
<p>5.</p>	<p>NDP Principles</p>	
	<p>PW introduced the Mortimer Neighbourhood Development Plan Fundamental Principles document to the meeting. PW asked the group if they had any objections to having a set of fundamental principles, there were no objections.</p> <p>PW talked through the three principles, which are:</p> <ol style="list-style-type: none"> 1. The Plan makes it possible for people to live the whole of their lives in the parish if they so wish: <ol style="list-style-type: none"> a. A range of homes will be available matching the needs of people in the various stages of their lives – starter homes, homes for rent, shared equity, family homes and smaller homes for older people to downsize; b. The infrastructure services of a modern and attractive parish – superfast broadband, schools, health and welfare services c. Local employment opportunities and a vibrant retail sector; d. An attractive village centre to increase footfall to support the success of local businesses. <p>There were no objections from the group to the first principle.</p> <ol style="list-style-type: none"> 2. New developments will be close to the centre of the village (Post Office, bank) within or adjacent to the existing settlement envelope boundary: <ol style="list-style-type: none"> a. Minimising the extension of the existing village envelope; b. Maintaining a compact village and disallowing ‘ribbon’ style developments; c. Encouraging/enabling walking and cycling to the village and reducing the need for car usage; d. Enabling new school and surgery provision at the heart of the village; e. Maintaining the rural approaches to the village; f. Avoiding closing the gaps between Mortimer and adjacent settlements. <p>The group agreed that it should be slightly re-worded to say, ‘New developments will <i>ideally</i> be close to the centre of the village’. There were no objections to this principle.</p> <ol style="list-style-type: none"> 3. To future proof 1(b) space will be allocated (reserved) to enable, as and when approved, the provision of: <ol style="list-style-type: none"> a. a new enlarged St John’s School - currently at capacity, does not meet the standards for play space and is a recognised priority by West Berkshire Council; b. relocation of St Mary’s School adjacent to a new St John’s - sharing facilities and easing the current drop-off/pick-up parking problems, c. a new doctor’s surgery - facilitate the introduction of additional services such as optician and, if current trends develop, provide the necessary accommodation for decentralised services such as x-ray, chemotherapy and integrated social and health care services; d. the necessary parking for the above. 	

	<p>TB floated the idea that this might be setting public expectations above what we are able to deliver. After some discussion the group agreed that item (b) relocating St Mary's school should be removed from the principles all together as it was unlikely that this was a deliverable option in the near future. DM suggested that it would be a courtesy to contact Alison Richardson (Chair of Governors at St Mary's) to advise her of this decision before the questionnaire is sent out. <i>Later on the in the meeting it was agreed that this should happen.</i> It was agreed by the group that option of an expanding the surgery should remain as part of the fundamental principles. NK suggested that while we are we are carrying out feasibility studies for residential sites we could also ask the consultants to carry out a feasibility study on expansion of the doctors' surgery.</p> <p>ACTION: NDP Principles paper to be put forward to SMPC on 9th April for approval along with a report and rationale, to be written. Arrange meeting with Alison Richardson</p>	<p>PW TB</p>
<p>6.</p>	<p>Site options</p>	
	<p>PW referred to the site options document. The group were asked to approve the classification of the site options.</p> <p>Option 1- Central Site</p> <p>The site behind St John's School (MOR006) to accommodate 110 homes and reserved space for a new St John's School, a relocated St Mary's School, a new Doctor's surgery and the required parking.</p> <p>The group agreed to this classification on the understanding that the reference to St Mary's is deleted as it had been agreed earlier in the meeting to remove the option of relocated St Mary's school.</p> <p>Dispersed Sites</p> <p>The group discussed at length which sites should be considered as possible dispersed sites.</p> <p>The feedback from the exhibition favoured the West End and Drury Lane sites. ... If an additional site is required the feedback indicates a preference for the Hammonds Heath site</p> <p>PW referred to TB's earlier point that relatively few people had responded to this part of the exhibition.</p> <p>As well as the sites mentioned above, other site suggestions mentioned in the exhibition feedback were:</p> <ul style="list-style-type: none"> i. Windfall / backland sites option raised in the feedback it was worth putting a question in the questionnaire related to these types of sites, however they could not be an option on its own. ii. A site near the station for commuters – NK advised the group that there had been two applications for development on the land adjacent to the car park. PW advised that this site was also earmarked by WBC for expansion of the car park. After some discussion noting it does not satisfy principle 2 the group agreed that there are currently enough more centrally located sites to supply allocation. iii. Kiln Lane (northern field) - PW stated that as the Kiln Lane North Field site was currently allocated approximately 70 houses and therefore not a smaller, dispersed site and as it did not meet with the fundamental principles it should be discounted. . JC reiterated that in fact a contract did bind the two parts of the Kiln Lane site together for a considerable period 	

	<p>of time and therefore it was inappropriate to consider a part of the site at this time. DI disagreed on the basis that the contract which currently binds the northern and southern Kiln Lane sites could change</p> <p>Option 2 It was noted that it is very improbable that space for new schools and surgery could be negotiated in this option. PW tabled the option of doing away with Option 2 altogether as it did not fit with the fundamental principles and was the least favoured of the 3 options by a considerable margin. After some discussion the group agreed that Option 2 should be abandoned.</p> <p>Option 3 - Combination of Options 1 and 2 Part of the St John’s site and one or more of the smaller sites. The exhibition feedback indicated a preference for West End site and Drury Lane sites as the smaller sites TB stated that he thought that based on the newly agreed principles, none of the sites on the edge of the village should be considered as they did not fit with the fundamental principles. .PW expressed his view that if this was the view of the group then Option 3 would only include part of St John’s site, King Street and possibly Spring Lane site, which was not enough of a difference from Option 1 After some discussion it was decided to proceed with Option 3, albeit it was only marginally different to option 1 with the questionnaire asking for backfill sites to be put forward for inclusion in this option Based on this view PW floated the idea that the questionnaire simply describes the set of fundamental NDP principles and that in agreeing to these principles then only Option 1 and King Street meets these principles. The group agreed that this should be the way to proceed.</p> <p><i>JC left the meeting at this point as he had another engagement to attend.</i></p> <p>This agreement removed the disagreement regarding the Kiln Lane North Field site as this site option along with the other dispersed site options had been removed (except for King Street). It was agreed that PW would respond to Mr McNaughton to say that we have agreed a situation which might be satisfactory and that they would speak on his return from France. ACTION: Write a report to be put forward to the SMPC on 9th April based on new agreements regarding site options. Incorporate new site option agreements into the questionnaire</p>	<p>PW TB & DM</p>
7	<p>Questionnaire review</p>	
	<p>a. Update on the status - DM distributed sample copies of the current questionnaire and reported on the changes which had been made. DM asked MD for an update on Survey Monkey membership status. MD highlighted some queries he had come across in the small print of contract such as it being the end users responsibility to back up the information collected and it was also the end users responsibility to cancel the contract that the end of the year. ACTION: Purchase membership to Survey Monkey ASAP</p> <p>b. Housing survey & questionnaire to be distributed together? – PW advised that due to timing issues the housing survey and questionnaire would need to be distributed together. There was some discussion of the design & logistical implications this might have. DM advised that there was evidence that suggests sending these out at the same time would have a detrimental effect on the rate of return of the questionnaires, however the</p>	<p>MD</p>

	<p>group agreed that there was no suitable alternative and therefore they would be sent out together. It was agreed that DM would liaise with Arlene Kersley with regard to obtaining the housing survey proforma.</p> <p>ACTION: Pass on Arlene Kersley's contact details to DM</p> <p>c. Printing and delivery update – DM reported to the group that there were discrepancies between the number of households on the address list sent from WBC Electoral Services department (1505 households) and her own parish distribution list (1750 households). It was agreed that as the parish distribution list was the higher number of households, this would be used, which means that the questionnaires and housing surveys would need to be hand delivered by volunteers.</p>	PW
8	Agree timetable to complete NDP	
	<p>TB produced the project plan for the NDP and reported that in order to allow the parish councillors 7 days for review of the questionnaire before the PC meeting on Thursday 9th April, the questionnaire would need to be finalised by 2nd April. DM asked the group if the steering group would need to meet again to sign off the final questionnaire before submission to parish council, it was agreed that this was not necessary given the rest of the group were parish councillors and would have chance to review as such. DM stated that she preferred that the final questionnaire at least be circulated to the steering group by email before submitting to PC. This was agreed.</p> <p>After some discussion it was agreed that the questionnaires and housing survey will be delivered on 24th, 25th and 26th April to allow time for any amendments requested by PC, printing and sorting ready for distribution. It was agreed that extra help should be sought, in terms of volunteers to help in the delivery due to large numbers to be delivered and the likely weight of the questionnaire packs. TB reported that based on this amended timetable, the finish date of questionnaire results analysis would slip to 7th June. PW confirmed that this would still allow for the results to be reported to PC as there was a SMPC meeting on Thurs 11th June.</p> <p>There was some discussion regarding the timetable and it was agreed that drafting of some sections of the NDP could begin whilst the questionnaire and housing survey were still running.</p> <p>TB raised the suggestion of nominating authors for sections of the NDP. PW stated that as TB and DM were busy with the questionnaire he would have a think and distribute sections to be authored between himself, NK and DI.</p>	
9	Funding and Expenditure	
	<p>JR reported to the group that there was approximately £3,400 left of the budget from the PC and therefore it is vital that we maximise the amount of grant we apply for. JR reported that quotes from consultants / service providers be submitted along with the grant application, JR also reported that we were under some time constraints, as there was a 30 day window in which to submit the application after clicking on the unique link to the application, it was not exactly known when this had been opened but it was early March and therefore the group agreed that the application should be submitted by Friday 27th March. JR reported to the group that although Locality state in their guidelines that it is preferred that only one application is made, there was the opportunity to apply up to 4 times. Based on this, the group agreed that we would submit the quote for printing the questionnaires and a quote from Bell Cornwall for the design briefs, still to be requested, in the 1st application.</p> <p>ACTION: Liaise with Bell Cornwall to generate a quote for design briefs Submit the grant application by Fri 27th March</p>	NK & JC JK & MD

8.	Next meeting to be held on Thurs 2nd April (14.00 – 16.00 at Parish Office) – JR made her apologies as would not be able to attend	
----	---	--