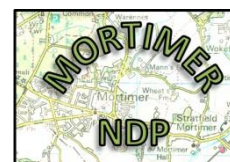




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Thursday 2nd April 2015 at 2.00pm
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)

Apologies: John Cornwell (Planning Consultant), Jane Rabbiosi (JR) Research & admin assistant

Public & Press present: None

Apologies for absence:		None	
			ACTIONS
1.	Approve minutes of 20th March 2015		
	The minutes were unanimously approved.		
2.	Declarations of interest		
	None		
3.	Matters arising from previous minutes		
	<p>a. Clinical Commissioning Group (CCG): NK briefed the meeting on his contact with Maureen McCartney, Ops Director of CCG North & West Reading and Nicky Wadely, Programme Manager of NHS England (based in Oxford but also covers Berkshire) NK's initial enquiry was to enquire whether CCG would ,in principle, support an expanded Doctors Surgery/Primary Healthcare facility in Mortimer. MC explained that CCGs are clinically-led groups that organise the delivery of NHS services in England and referred me to NW of NHS England who is involved in premises development. NHS England is responsible for commissioning and paying for GP services and have invested in extensions to Mortimer Surgery. From 1st April 2015 CCG and NHS England will be co-commissioning GP services and will be working on a 5-year strategic plan including outsourcing other services. NK outlined the situation regarding proposed land allocation in Mortimer NDP and undertook to confirm in more detail what Mortimer NDP were looking to CCG & NHS England to provide, with a view to setting up a meeting in the future.</p> <p>b. Meeting with St Mary's Governor Representatives: PW reported on the meeting with the Chair of St Mary's Governors (Alison Richardson) and Steve Colley (A Governor) held on 26th March 2015. The governors fully understood the position of the NDP regarding the considerable uncertainty about any possible relocation of St Mary's before 2026. However, they confirmed that a relocation closer to the centre of the village in the longer term remained of real interest. It was agreed that a question asking the community if they supported the NDP trying to develop plans for a possible</p>		

	relocation of St Mary's nearer to the centre of the village in the longer term.	
4.	Questionnaire Review	
	<p>a. PW thanked the Questionnaire Team for all the hard work put in thus far and particularly DM who had fielded the many comments often contradictory and produced many drafts to reflect the shifting opinions. The thanks was endorsed by the whole Steering Group.</p> <p>b. Questions 3 and 4: These were modified so that if the respondent disagreed with the main principle the secondary questions would still be answered, and if Strongly Disagreed/Disagreed the respondent was to be encouraged to indicate why in question 6.</p> <p>c. Question 10: It was agreed that the question 'Starter Houses with 1 to 2 Bedrooms' should remain in the questionnaire.</p> <p>d. Question 18: Concern was expressed as to whether the CIL money of '... approximately £3000 per house built ...' was correct and importantly whether CIL was payable on 'affordable homes'.</p> <p>ACTION: Check with WBC whether the £3000 average is correct and whether CIL applied to affordable homes.</p> <p>e. Printing: DM presented 4 quotations for printing noting that not all had stuck precisely to the brief (see attached). It was agreed the SMPC be asked to authorise expenditure of up to £2500 for printing of the questionnaire. It was agreed that the preferred printer is Fine Print unless on further examination ARC can do the printing for considerable less than Fine Print. This decision will have to be taken early in week commencing Monday 6th April 2015.</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> 1 Request authorisation at SMPC meeting of 9th April 2015. 2 Select printer and place order <p>f. Preparation for Delivery: It was agreed the best location was the Methodist Hall back room. Delivery of printed questionnaires could be made direct to the hall on the 'Preparation Day'.</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. Reserve the Methodist Hall on the afternoons of either 21 or 22nd April 2015 from midday to 5.00pm 2. Check if selected printer will deliver to Methodist Hall on a specified day. <p>g. Delivery Bags: DM identified the need extra strong bags for the delivery rounds. It was agreed the Sainsbury's 'Bags for Life' should be acquired.</p> <p>ACTION: Acquire Bags for Life</p> <p>h. Paper Questionnaire Receipt Boxes:</p> <p>ACTION: It was agreed that suitable boxes be made by a local carpenter – specification suitable to receive significant number of returned paper questionnaires circa 600mm high x 450m wide x 450mm deep with lockable lid and post box style posting opening.</p>	<p>TB</p> <p>MD DM/PW</p> <p>TB</p> <p>DM</p> <p>DM</p> <p>NK</p>

	<p>i. Housing Needs Survey: There is some uncertainty when the Housing Needs Survey will be ready and whether it will be delivered or have to be collected. If the Housing Needs Survey was ready before the delivery assembly date (21st or 22nd April) these could be delivered to PW's home.</p> <p>ACTION: Check with WBC about delivery and if necessary arrange for them to be delivered to home of PW.</p>	DM
5.	Reports to Parish Council Review	
	<p>a. The reports prepared by PW were approved.</p> <p>b. TB briefed the Steering Group on a telephone conversation with Bryan Lytle (BL) of WBC. The essence of the telephone conversation was to check whether the slipping of the date for completion of the NDP document and submission to WBC to November 2015 was a cause for concern. BL informed TB that the appeal by a developer to allow development on the Mann's Hill site in Burghfield had been turned down. This establishes precedence re similar appeals that might be made. BL advised the slippage was acceptable but it was important that WBC officers are regularly kept informed on progress, feedback on consultations and about policies as they begin to be formed. TB drew the conclusion from the conversation that it is important not to lose forward momentum and to avoid further slippage in the delivery of the NDP. That said BL emphasised that it was essential that a professional job is done and not to 'short circuit' due process.</p>	
7	Meeting with Developers	
	<p>a. It was agreed meetings with Englefield Estate and Barton Willmore should proceed. It was emphasised that the Steering Group just listen to what they have to say. It was agreed the Steering Group should be represented by PW, NK and TB. The proposed date for the Englefield meeting of Tuesday 7th April 2015 was approved.</p> <p>ACTION: Arrange meeting with Barton Willmore</p>	PW
8	Update on Grant Application	
	MD reported that an application for c£7400 had been submitted. It is expected that a response on whether or not the grant has been approved would be received with 10 working days.	
9	Budget Update	
	MD reported that the Steering Group currently are within the approved budget.	
10	Writing the NDP	
	<p>a. It was agreed that a 'strawman' NDP document structure e.g. contents list together with some bullet point entries to exemplify the nature of the final document should be prepared for discussion by the Steering Group.</p>	PW
	<p>b. It was agreed drafting of the section about Mortimer should go ahead.</p>	DM
	<p>c. It was agreed that drafting of the section on consultation should go ahead</p>	TB

	<p>d. It was agreed that a start should be made on the development of a process for the preparation of design brief(s) to ensure the briefs are ready for inclusion in the NDP document that will go out for the 6 week consultation in late July 2015.</p> <p>ACTION: Develop a ‘strawman’ process for the creatijkont of design brief(s) for discussion by the Steering Group.</p> <p>e. It was noted that DM was ‘happy’ to act as editor-in-chief to ensure consistency of style in the several iterations of the NDP document.</p>	<p>NK</p>
<p>11.</p>	<p>Next meeting to be held on Friday 10th April at 10.00 am in the Parish Office</p> <p>This extraordinary meeting will be cancelled if the opinions of the SMPC councillors regarding the questionnaire or the conclusions of the SMPC meeting of the 9th April 2015 do not require potentially major/substantive changes to the questionnaire.</p> <p>The next normal meeting is scheduled for the 17th April 2015 at 10.00 am in the parish Office.</p>	

Quotations for Printing Questionnaire

Steering Group approval is sought for

1. expenditure of up to £2850 excluding VAT for questionnaire printing, and
2. the order to be given to Fine Print unless discussions with ARC confirm a substantially lower cost and that they convince us they can deliver.

Commentary.

We have received 4 quotations unfortunately they are not exactly for the same thing e.g. some companies quoted for duplex printing others for simplex (see appendix for detailed comments). However they are a good basis for seeking approval for the expenditure and indicating a preferred supplier.

Ref	Company	£ ex Vat	£ incl VAT
1	Arc (Paulton Nr Bath)	1365	1638
2	Mail Print (Berwick St Leonard, Wiltshire)	2183	2620
3	Letter Works (Local)	2500	3000
4	Fine Print (Local)	2287	2744

Notes

1. Arc cost seems extraordinary compared with the others which are of the same order. Jane is trying to resolve this difference but is now on holiday returning next Tuesday.
2. Fine Print is the printer used by Danusia before with satisfactory results. They are local and are cost competitive apart from Mail & Print.
3. Letter Works includes colour printed 1st page of questionnaire others are b/w 1st page.

2 April 2015