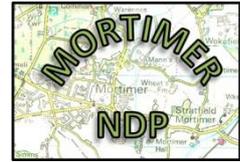




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Friday 1st May 2015 at 10am
at the Parish Council Office



Present:

Steering group members: Patrick Wingfield (PW) – Chairman, Mike Dennett (MD), Danusia Morsley (DM), Tennant Barber (TB) deputy Chairman, Dudley Ives (DI), Neil Kiley (NK), Jane Rabbiosi (JR)
Research & admin assistant

Apologies: John Cornwell (Planning Consultant)

Public & Press present: None

ACTIONS

1. Approve minutes of 17th April 2015

The minutes were unanimously approved.

2. Declarations of interest

None

3. Matters arising from previous minutes

Willink School sixth formers' questionnaire meeting – NK reported that Malcolm Summers (Willink School, Deputy Head) had been in touch, there had been some miscommunication about whom was to contact whom with dates for the steering group to visit.

ACTION: Arrange a date for the steering group to visit sixth formers

NK

4. Questionnaire review

- a. **Maximising responses** – DM reported that there were currently approximately 150 responses in with 50:50 completed online / paper questionnaires. DM described to the group some anecdotal reasons why the response rate was so low. DM reported to the group that she has sent approximately 95 emails to various contacts in the village including the school, Spratelys etc and advised the group that she was of the view that talking to people seemed to be the best, most effective way to get the message out.

DI commented that the public may assume that as only one questionnaire was delivered per household, only one per household should be completed and that perhaps it had not been made clear enough that every person (over 16 years old) in household should complete one.

DI voiced the thought that it might be smart to hold off on any direct action until after the election.

There was a good deal of discussion about possible methods which could be used to maximise questionnaire responses. Suggested methods were:

- i. Polling station - Steering Group presence outside the election polling

station on Thursday 7th May. The group agreed that this should be done. DI queried if we should contact polling station organisers to check if this was OK, but the general consensus was that it should not be an issue. JR agreed that, subject to childcare, she could man the table for the first shift from 3pm.

ACTION: Contact volunteers to check their availability to man a table outside polling station. **TB**

ACTION: Deliver table to polling station **NK**

- ii. Post Office collection box - move Parish Office collection box to outside the Post Office. The group agreed this should be done.

ACTION: Speak to Rachel at the Post office to ask if this was possible. **DM**

- iii. Facebook - Adding a link to online questionnaire to the MVP Facebook page and start a campaign to keep the NDP questionnaire at the forefront. The group agreed this should be done.

ACTION: Add link and start the campaign **DM**

- iv. Balloons - Attach helium balloons to the collection boxes to draw more attention to them. The group agreed that this was a good idea.

ACTION: Source and attach balloons **DM**

- v. Emails to Mortimer social groups – the group agreed that it would be a good idea to ask local social groups to email their members to remind them to complete their questionnaires.

ACTION: Request social groups to email their members **DM**

- vi. Follow-up postcards – the group agreed that reminder postcards should be produced and delivered. It was agreed that the postcards could be delivered to the ‘village’ rather than the entire parish as it is unlikely that we would have the man power to deliver to all households so soon after the questionnaire delivery. The group agreed that the postcard should state the closing date, a scaremonger message, state that very person over 16 yrs in household should complete one, link to the online survey, where extra questionnaires can be obtained and where collection boxes can be found.

ACTION: Design postcard, obtain quote from printers (to be approved by MD) and then order 1500 postcards to be printed. **DM**

- vii. Moving the corex sign around – it was agreed by the group that moving the corex board to different locations in the village might keep the questionnaires fresh in the villager’s minds.

ACTION: Ask Horse & Groom landlord if we could hang the board from his fence for a while. **NK**

- viii. Table in Budgens – the group agreed that it would be a good idea to have a table at the front of Budgens store with some NDP marketing materials for the last two weekends of the questionnaire period – 9 – 10th May & 16 – 17th May.

ACTION: Speak to Budgens management about the possibility of setting up a table for the last two weekends of the questionnaire period – 9 – 10th May & 16 – 17th May. **NK**

There was some discussion about how many questionnaires we would need to get back in order for the questionnaire process to be considered a success.

b. Approve process of data entry of paper questionnaires onto Survey

Monkey - TB talked the group through the updated ‘Entering paper responses into Survey Monkey’ document dated 1st May 2015. DM suggested some small amendments to the wording which would ensure the web address was copied and pasted correctly into the search bar, otherwise the process was approved by the group.

5. NDP document

PW referred the group to the 'NDP Report Structure Strawman' document. The group approved the general structure suggested for the report document. PW proceeded to run through the different sections of the report which could already be drafted, these sections were allocated to authors as follows:

- ix. Introductory statement by chairman of Parish Council – **MD**
- x. Contents – to be authored by **TB**
- xi. Acknowledgements – to be authored by **TB**
- xii. Introduction – to be authored by **PW**
- xiii. Background of Mortimer
 - o History – to be authored by **DM**
 - o Current situation – to be authored by **DM**
 - o SWOT analysis – to be authored by **PW**
- xiv. Review of process – to be authored by **TB**
- xv. Plans Overall Aims
 - o Vision – to be authored by **TB**

DM queried what the Strategy section under Plans Overall Aims referred to, PW advised that this section would largely be based on the Strategy document already sent to and approved by the Parish Council.

NK queried where the design brief came into the report document and he was directed to the section listed under the 'Policies to be included – Developments' section.

PW advised the group that it was his view that the sections should be kept short to make it easy to read and that all lengthy documents should be put into the appendices. There was some discussion around this subject. DM queried as to who the report was to be directed to. PW confirmed that it was firstly for the parish council, after which there would be the 6 week consultation to the public and final the statutory consultees. The group came to an agreement that the bones of the NDP should be in a summarised form in the main part of the report and that the detail should be in the appendices.

6. Design brief outline

NK reported that he had started working on this but that he had not yet produced a Strawman document. PW advised that we need to produce the Strawman document for the design brief as soon as possible as we will need to meet with Bell Cornwall with a draft design brief so that they can begin working on the formal design brief. TB expressed his view that once the site(s) have been finalised then we would need to consult with the neighbours with regards to their preferred design elements. PW and NK agreed that the neighbours would need to be consulted but that there would need to be a framework of possible options before doing so.

ACTION: Produce a Design Brief Strawman by next meeting on Fri 15th May.

NK

7. WBC feedback report

PW gave a summary of feedback report sent by WBC. He told the group that it was largely about parking and the main points were:

- WBC pointed out that garages are not included in the parking spaces numbers, and that they would be carrying out further surveys.
- WBC agreed that garage doors should be big enough for cars to fit through.
- WBC advised that it was their view the CIL monies should not be spent on improvements on the doctors surgery etc. PW made the point that it was important that we have clear ideas about how the CIL would be spent in Projects section of the NDP report.
- WBC had asked if the Steering Group knew the name of the landowner of the land adjacent to the current station car park. There was some

discussion about parking options at the station.

- WBC had mentioned the Park n' Ride @ Mere oak Lane and where the buses would stop. They advised that the buses would be part of the Green Wave network and would run every 15 minutes. There was then some discussion by the group regarding the rail station due to open at Green Park and the likelihood that this would put more pressure on Mortimer.

8. Grant application

MD advised that there had been no further correspondence with Locality since PW had emailed in response to their query on 20th April.

ACTION: Chase up Locality regarding the status of the decision as to whether we receive a grant.

MD

9. Budget update

MD passed JR updated expenditure figures and JR advised based on these, there was just under £300 in the NDP budget. MD confirmed that the additional £8,900 had been earmarked by the Parish Council for the NDP fund and that this would now be made available.

10. Next meeting to be held on Friday 15th May at 10.00 am in the Parish Office