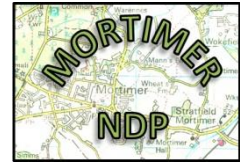




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Friday 15th May 2015 at 10am
at the Parish Council Office



Present:

Steering group members: Patrick Wingfield (PW) – Chairman, 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), Mike Dennett (MD)

Public & Press present: None

ACTIONS

1. Approve minutes of 1st May 2015

The minutes were unanimously approved.

2. Declarations of interest

DI advised the group that he was no longer a parish councillor.

3. Matters arising from previous minutes

- a. Willink School sixth formers' questionnaire meeting – NK reported that he and TB had met with the sixth formers at Willink.

ACTION: Meeting notes to be circulated.

NK

- b. Maximising questionnaire responses - The group agreed that it had been a successful exercise to have an NDP steering group presence outside the polling station on Thurs 7th May. DM confirmed that she had emailed social groups and emailed postcard around. DM advised that the corex board was difficult to move and therefore this had not been done. It was reported that the NDP steering group had manned a table at the front of Budgens over the weekend of 9 – 10th May and the group agreed that it was not necessary to repeat this exercise on the weekend of 16 – 17th May. It was reported that most of the reminder postcards had been delivered with the remaining being delivered that afternoon by NK & JR.

4. Questionnaire consultation update

DM reported that there had been approximately 700 responses to date. No further action required.

5. NDP document

5a Feedback / analysis of drafted sections

Prior to the meeting PW had circulated draft sections of the NDP document. PW advised the group that it was his intention to present the sections, approved today by the steering group, to the next Parish Council at the next meeting (Thurs 21st May) for comment. The group agreed that when the sections had been approved by the Parish Council they should be uploaded onto the NDP website for public comment.

ACTION: Create a page on NDP website named Drafts for comment.

DM

The drafted sections were reviewed as follows:

- i. Introduction – except for minor grammatical corrections this section was approved by the group.
- ii. SWOT Analysis – TB queried why ‘community demographic’ was listed underneath Strengths. It was agreed that this would be moved to Weaknesses as Mortimer does have a shortage of 25 – 35 year olds in the village demographic and this makes a case for more affordable housing for this age group. There was some discussion as to the definitions of some of the points, such as locations etc. TB expressed the view that how these were defined would alter whether they were considered a strength or a weakness. PW agreed to add more description to the ‘location’ point, and it was agreed it should remain in Threats section. PW reminded the group that this was a draft that would be commented on by both PC and the public before it was finalised.
- iii. Vision & Strategy – PW advised the group that although he was asking the group for comment on this section, he would not be taking this section to the PC meeting as the meeting was before the questionnaire consultation closing date of 22nd May. DM commented that she was uncomfortable with the use of the word ‘provide’ in the Strategy section as the NDP would not be directly ‘providing’ these things. It was agreed that it was better to use the word ‘enable’. PW agreed to amend accordingly along with some small grammatical suggested by the group.

DM made the point that she felt that somewhere in the document there should be a description of what the ‘village envelope’ and ‘settlement boundary’ were.

TB raised his concern that the two vision statements did not quite encompass his idea of the complete vision. There was some discussion on this matter and it was agreed that the wording ‘rural setting’ should be amended to read ‘rural character’.

ACTION: Make agreed amendments to the above sections and present appropriate sections to Parish Council at the meeting on Thurs 21st May.

PW

- iv. History – DM expressed that she needed to understand what we were trying to achieve in the history section as this would determine the amount of detail that was given. TB expressed the view that people should have a good understanding of the parish background in order to understand the NDP document. After some discussion the group agreed that the ‘History’ section should be fairly short and could be written as if unrelated to the NDP.

ACTION: Draft and circulate this section

DM

5b Further actions required

- i. Prior to the meeting, TB circulated a timetable listing key dates to prepare the draft NDP (see Appendix I). TB ran the group through the tasks which needed to be done by the key dates in order for the draft NDP document to be ready for Parish Council approval on Thursday 9 July.

It was agreed that the posters on which the questionnaire and exhibition results would be published need not be printed professionally. DM advised she had access to an A3 printer and it was agreed that home-printed or even hand written posters would be adequate for this purpose.

- ii. PW and TB volunteered to draft the NDP document and DM agreed that she would edit the document when the time came to do so. The group was in agreement on this matter.
- iii. DM suggested to the group that it would be beneficial to have some idea as to what we wanted the end document to look like. It was agreed that the group would look at other NDP's and find a house style that was preferable and achievable for our NDP document.
ACTION: Look through other NDPs and suggest preferred styles to the group **ALL**
- iv. Prior to the meeting TB had suggested to the group that we should begin assembling documents for our evidence base and that this could be based on the Broughton Astley NDP Evidence Base. It was agreed that JR would be responsible for compiling these documents. DM advised that many of the documents required could be found on WBC databases and from the Census statistics.
ACTION: Send JR links to the WBC databases **DM**
ACTION: Begin compiling evidence base documents **JR**
- v. DM reported that she had been in touch with Arlene Kearsley regarding the Housing Survey, to find out if any of the NDP questionnaires had been sent to her in error and Arlene had confirmed that only four NDP had been sent to her and that these would be returned to us. PW asked what response there had been to the housing survey, DM advised that this had not been discussed and that she would follow up on this.
ACTION: Contact Arlene Kearsley to get feedback on housing survey. **DM**
- vi. PW advised that he felt it was becoming critical to meet with WBC to bottom out the many queries the group had regarding the NDP process, document and other related issues. It was agreed that a meeting should be set up with Bryan Lyttle as soon as possible and that the agenda should include the following points:
- Questionnaire results
 - Hallam Land Management's public consultation regarding land west of Kiln Lane.
 - Environmental assessment – do we need one?
 - Housing Survey
 - Wording of policies – does this need to be done in a particular way?
 - Parking policy – is one required?
 - NDP document - Can a part-finished document be submitted for consultation? I.e. Would the design brief need to be included or could the document refer to a design brief 'to be approved' etc.
- vii. With regards to the possible questionnaire results, namely Question 7 regarding site allocation, PW asked the group to be clear that if the majority vote comes back in favour of Option (a) Develop only Site 7 – this would mean that we would need to be asking the Parish Council and WBC to agree that planning permission not be granted for the King Street site or any infill sites. PW stated that if this is not what we are recommending, then that means that there is no real differentiation between options (a) and (b). There was some discussion on this subject. It was queried that if this is what we agreed to put forward, would WBC adhere to this recommendation? NK suggested that we put this question to Bryan Lyttle at the next meeting with WBC.
- viii. TB raised the point that we should bring the district councillors and local MPs up to speed on our progress so far. TB recommended that briefing meeting be set up to include local MPs - Richard Benyon and John

Redwood as well as district councillors Mollie Locke and Graham Bridgman. TB also recommended that we might include James Arbuthnot, as although he is MP for Wanstead & Woodford, he is a Mortimer resident.

NK

ACTION: Set up briefing meeting (s).

6. Design brief outline

NK reported to the group that he had been in touch with James Clancy at Bell Cornwell with regards to discuss what level of information they would require from us to start work on the design brief. NK reported that James Clancy had indicated that some NDPs had a simple Design Policy rather than a more in depth brief. NK showed the group Design Policy examples taken from the Woodcote and St James, Exeter NDPs, and advised the groups that the examiners comments on both of these had been favourable. NK went on to say that based on previous conversations regarding design, he felt that the steering group were inclined towards a more comprehensive design brief, and went onto show the group the Design Concept taken from the Thame NDP, which he felt was more akin to what the group had in mind. The group agreed that they preferred a more comprehensive design brief.

ACTION: Draw up a design brief strawman based on the more comprehensive option

NK

NK queried whether the design brief needed to be included in the NDP draft to be sent to PC and WBC. TB suggested that due to the constraints on time perhaps a summarised design policy could be written which simply stated that the developer must adhere to the 'design concept' which will be approved. TB also suggested that we include comments / feedback from key stakeholders such as the schools, doctors surgery etc affirming that they are on board and that they concur with the content of the document.

It was agreed that WBC would need to confirm if this would be acceptable.

7. Barton Willmore (Hallam Land Management) public consultation on land west of Kiln Lane

Prior to the meeting, an email from Barton Willmore advising the steering group of a public consultation they would be launching for a housing development on land west of Kiln Lane, had been received. Subsequently, Barton Willmore, acting on behalf of Hallam Land Management, delivered public consultation flyers to the parish of Mortimer which directed the public to their consultation webpage.

DM advised the group that there was some discussion regarding the Barton Willmore public consultation on the MVP Facebook page. The group agreed that a statement from the NDP steering group should be posted on the MVP Facebook page and the NDP website. It was agreed that PW should draft a statement based on the statement previously sent to the Parish Council regarding the Kiln Lane site. TB advised that it should make clear that it is likely that Hallam Land Management plan to develop the entire site in time, rather than just the northern plot and that there was no scope for school or other infrastructure considered in there suggested plan. It was agreed that in the interim DM would write an interim post on the MVP Facebook page asking for people to send the steering group copies of their objections email which had been sent to Barton Willmore.

ACTION: Send a post on Facebook asking for people to email us a copy of their objection emails sent to Barton Willmore

DM

DI and NK expressed the view that not everyone in the village would use Facebook, and therefore would not see the statement. It was agreed that the

statement would also be put on the NDP website.

ACTION: Draft steering group statement and post on Facebook after comment from group. **PW**

PW advised that he felt that this issue should also be discussed that the meeting with MP's and district councillors.

8. Grant application update

No update as MD not present and no message had been passed on in his absence.

9. Budget update

Nothing to report.

10. Next meeting to be held on Friday 29th May at 10.00 am in the Parish Office. DI, NK and JR made their apologies for this meeting.

APPENDIX I

Key Dates to Prepare Draft NDP.

Draft

The date for completion/approval of the draft NDP that will go out for the 6 week consultation is the Parish Council meeting, 9th July 2015 - 8 weeks away.

Deliverable	Date	Comment
SG sign off Introduction, vision and SWOT to go to PC	Fri 15 May	
Process and SWOT to volunteers	Sat 16 May	
Policy consultation process and SWOT published	22 May	See below for process
Questionnaire and Exhib raw results published, copied to volunteers	Tues 26 May	Online, library, headline nos poster in Budgens window
Early day policy 'bullets' circulated to SG	Sun 24 May	See below for 'bullets' description
Meeting with WBC planners	asap	Not later than 29 May
Present raw results, SWOT and vision to PC		
SG review NDP policy bullets, sign off vision statement + qu. and exhib. analysis	Fri 29 May	Policies in the form of bullet points
Publish analysis, vision statement	ASAP w/c Mon 1 June	Online, library, headline nos poster in Budgens window
Publish 'bullets' for comment	Asap w/c 1 June	See below
SG + volunteers review NDP policies	Tue – Wed 2-3 June	These in the form of bullet points
Vision and analysis presented to PC	Thurs 11 June	
SG review volunteer feedback and agree any changes	Fri 12 June	
Closure date for policy comments from residents.	Fri 19 June	If there any substantive issues special SG meeting to resolve.
SG sign off draft NDP to go to PC	Fri 26 June	
Distribute NDP to Parish Cllrs	Thurs 2 July	Electronically except 1 on paper
Parish Council Approval	Thurs 9 July	

NOTES

1. Evidence base commence assembly immediately (JR + ??)
2. Prepare website for qu. and exhib. analysis (DM).
3. Qu. and Exhib. analysis (TB)
4. The qu. and exhib. analysis publication advertised on websites and posters in Budgens windows together with highlight numbers.
5. 'Bullets' are first attempt at the policy wording
6. As policy 'bullets' developed outline explanations, justifications etc will be being assembled.
7. Commence full editing 25 May (Assumption DM)

Publishing Analyses, Vision Statement, SWOT, and Policy 'bullets' for Comment

1. Advertise publishing and feedback process (Budgens window, fairground railings? and websites)
2. First sections SWOT and Vision followed by policy 'bullets' as available on website and in paper form in the library.
 - a. Do we need special section on website?
3. Comments sent in via email or letter in the boxes.