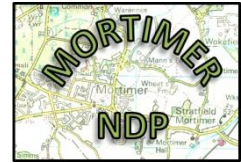




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Friday 29th 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,

Apologies: Mike Dennett (MD) Dudley Ives (DI), Neil Kiley (NK), John Cornwell (Planning Consultant), Jane Rabbiosi (JR) Research & admin assistant

Public & Press present: None

ACTIONS

1. Approve minutes of 15th May 2015

The minutes were unanimously approved.

2. Declarations of interest

No Declarations

3. Matters arising from previous minutes

- a. Willink School sixth formers' questionnaire meeting
Meeting notes have been circulated.

4. Results of Survey

- a. 1322 questionnaires had been returned of which 37 answered only the first or first and second questions (was the respondent a resident of / or worked in Mortimer, and age range). It was agreed that these would not be counted in the number of completed returns. The valid number was therefore reduced to 1285.
- b. It was noted that the 'principles' were supported and that the preference of respondents was for the 'St John's site only' option.
- c. DM advised that the results of the exhibition had been posted on the NDP website. It was agreed that the questionnaire /raw' results should also be placed on the website and a paper copy placed in the library (this should also include the exhibition results). **DM**

5. Report back from PC

- a. PW reported that all the papers presented had been supported with the SWOT analysis which added to it as a 'weakness'

'Lower than average affordable houses to buy and rent'

- b. The analysis of the questionnaire and the policy drafts would go to the next Parish Council meeting.

6. Report back from Meeting with WBC

- a. PW reported that the meeting had been particularly useful and that a

number of follow up actions had been agreed. (Meeting notes had been circulated previously).

- b. It was agreed that a meeting with WBC Education was required to discuss the survey result in favour of allocating space for a new St John's school. **TB**

7. Policy Bullet Points

- a. The circulated 'Policy Bullet Points' were reviewed and amendments agreed. It was agreed that the 'St John's only' option should be the one included in the '@Residential Site Allocation' policy. **TB**
- b. It was agreed to publish on the NDP website the draft NDP document structure, the draft Introduction, Vision, SWOT analysis and History. **DM**
- c. The revised SWOT is to be forwarded to DM for publication in word format. **PW**
- d. When the revised 'Policy Bullet Points' following the volunteers scrutiny meeting have been prepared these are to be published on the NDP website for community comment. Together with their publication the community would be advised to send their comments either electronically to the NDP email (gmail) account or on paper to the box outside the Post Office **DM**

8. Organisation of Volunteer's Meeting

- a. It was agreed the amended policy bullets would go forward to the volunteers meeting (2nd and 3rd June) for scrutiny. **TB**
- b. If all the 'Policy Bullet Drafts' were scrutinised on the first evening an email would be sent to all potential attendees to advise the second meeting was cancelled' **PW**

9. Grant application update

No update has been received.

10. Next meeting to be held on Friday 12th June at 10.00 am in the Parish Office.

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.