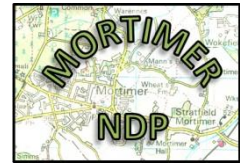




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Friday 12th June 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 29th May 2015

There was one amendment to section 5a. it should read 'Lower than average affordable houses to buy and rent' was added to weakness section of SWOT analysis. Other than this amendment, the minutes were unanimously approved.

2. Declarations of interest

None.

3. Matters arising from previous minutes

6b. Meeting with WBC Education arranged for Wed 17th June.

4. Draft NDP document

a. Review of timetable / key dates document

PW referred to the 'Key Dates to prepare Draft NDP' document.

PW advised that the draft policies had been sent to WBC and WBC would then send to on to the relevant governing bodies such as Natural England etc. PW advised that WBC are duty bound to respond within 28 days and as such it is likely that their response may not be returned in time to be applied to the draft NDP document before the 26th June. PW advised that it was his view that this should not hold the group back from producing the draft document as it could be put forward to the parish council subject to the policies having been approved by WBC.

PW reviewed the list of sections to be completed and authors were assigned to outstanding sections. It was agreed that PW would write the 'Current Situation' section. PW to review SWOT analysis as Nick has suggested some changes. TB to write the Review of Process section.

PW
PW
TB

JR advised that she was working on collecting producing the background statistics. DM pointed out some inconsistency in statistics / graph already produced. JR to amend according to suggestions and to continue collection of necessary statistics. DI advised that he had noticed that one

JR

of the parish boundary maps saved on Dropbox recently was not correct. PW advised that it was his view that we would have to use some of these maps for statistical purposes and disclaimers would have to be written alongside them.

Photographs - there was some discussion regarding photographs to be used in the document. It was agreed that PW & TB would make notes of photos required as they write their sections. DM to then contact Jason (supplier of some of the photographs) to find required photo, or go and take photos herself. DM to check if photographs can be cropped. DM raised her concern that a large number of photos would make the document very large and need to have a think about how to resolve this. There was some discussion about how to acknowledge the photographers of photos used and it was agreed that DM should insert a small copyright symbol with photographer name in the corner of each photograph used.

TB & PW
DM

DM

DM

It was agreed that as sections of the NDP document were completed by the authors, they will be circulated to the steering group members by email, who will be asked to comment within 48 hours. This will mean that at the next steering group meeting (Friday 26th June) most of the final draft document will have been read and approved by steering group members. After some further discussion it was agreed that the document did not necessarily need to be edited before it is sent to the parish council. DM advised that she would be on holiday from 7th July for a little over two weeks and therefore any editing would need to be done before she goes away.

5. Report from Parish Council meeting

PW reported that the draft policies for the NDP had been presented to the Parish Council and no comments were made by parish council members.

6. NDP policy review (additional item, not on original agenda)

PW raised the view that he felt many of the policies may require supplementary reviews / reports carried out at a later date to ensure that the NDP policies were carried out accordingly to the wishes of the community. Examples given were Station car park extension, street lighting etc. The group agreed that as the NDP was being written, the authors should start making a list of supplementary reviews which might be necessary.

7. Report from local MP & councillor meeting

NK reported that PW, TB and himself had met with John Redwood MP and Councillor Graham Bridgman and briefed them on the work being carried out by the SMPC and the NDP Steering Group with respect to the preparation of the Mortimer NDP. It was reported that John Redwood had expressed surprise that the target figure for affordable housing in Mortimer was as high as 40%. He advised that legislation has changed since the election and he would be in touch with WBC to make sure they were aware of the current extended affordable housing policies. John Redwood also commented that there were several opportunities for grants for projects such as this. NK to contact John Redwood for further information regarding these grants.

NK

TB told the group that he had picked up both from John Redwood in this meeting, and Liz Alexander (WBC) in a previous meeting, that it was important to allocate green spaces. PW to word NDP policies to ensure that green space allocation is clearly stipulated.

PW

8. Questionnaire analysis

The group agreed that the figure given by electoral register for the number of people in the parish should be the figure used to calculate the percentage of

responses to the questionnaire.

NK congratulated TB on the excellent work done so far in processing and analysing the data. The group agreed.

TB asked the group how they felt the comments given in the site allocation section and the CIL money section should be published. It was agreed that all comments should be made available for the public to read on the NDP website.

PW advised that he felt that for the purposes of analysis the comments should be grouped into themes.

TB raised the point that a large proportion of the comments had been people voicing concern regarding over development of the village and traffic management. With these comments in mind, TB expressed the view that it might be worth spending some money on developing a master plan for the future of Mortimer, in the hope that this might allay these concerns.

9. Update on Locality grant

No update given as MD not present.

10. Budget review

JR reported that, assuming the £8,900 budget top up had been assigned by Parish Council, the current budget is £8,870.

DM advised that she will get a provisional quote from the printer for 100 copies of the NDP document. **DM**

11. Questionnaire raffle

The winning questionnaire, serial number 0747, was randomly selected for the £100 prize. PW to arrange for a cheque to be raised and delivered to the winner. **PW**

12. Date of next meeting: Friday 26th June, 10.00 – 12.00 at the Parish Council 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.