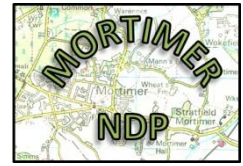




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Friday 26th 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, Neil Kiley (NK), Jane Rabbiosi (JR) Research & admin assistant

Apologies: John Cornwell (Planning Consultant), Mike Dennett (MD), Dudley Ives (DI)

Public & Press present: None

ACTIONS

1. Approve minutes of 12th June 2015

The minutes were unanimously approved.

2. Declarations of interest

None.

3. Matters arising from previous minutes

7. NK advised the group that John Redwood's office had responded to our request for more information regarding funding available, but that they had simply redirected us to the Locality website. PW advised that there should be no further contact with John Redwood's office on this matter until MD has had some comment back from Locality.

4. Preparation of NDP document

a. Receive progress report

PW talked through the 'NDP Preparation Progress Report' document which had been circulated before the meeting (attached as Appendix 1).

Additional comments made on progress report were as follows:

4. WBC Education meeting – In summary they were not prepared to commit to funding, but agreed to liaise planners.

5. PW advised the group that he felt the entire document should be referred to WBC, not just some of the policies.

6. PW reported that MD was happy for the report to be presented at the July Parish Council meeting in its current form, and a request be made that MD be given powers as chairman and acting PC clerk to approve submission of document to statutory consultation.

b. Queries to go to WBC for comment

PW reiterated that he felt that the entire document should be submitted to WBC for comment and that assistance should be sought to shape it into

proper 'planning speak'. TB reported that WBC had offered the services of their policies expert to tighten up the wording on our policies. It was agreed that we should offer WBC an initial meeting in which Steering Group members could explain the document as well as chase WBC up regarding the progress of the screening report. PW to compose an email to WBC highlighting what we need / would like from them, it was agreed that the draft email should be circulating to steering group before sending to WBC as soon as possible. **PW**

NK suggested to the group that a courtesy email should be sent to Dr Rock to let him know the current status with the NDP and to ask that the opportunity of expansion be kept on the table. The group agreed. It was also agreed that a similar email should be sent to St John's School head & governors. **NK**
TB

DM raised the idea that we might be able to source some useful statistics to support doctor surgery expansion / give evidence that more local medical services are needed from the Volunteers Bureau as they are always extremely busy transporting people to Royal Berkshire Hospital, and more recently West Berkshire Community Hospital (Thatcham), for treatments not currently offered at Mortimer Surgery.

Unrelated to this topic, NK mentioned to the group that he had been made aware in an email from Graham Bridgman that Burghfield Parish Council were wishing to set up a meeting with members of Mortimer NDP Steering Group to seek guidance with regards to starting a Burghfield NDP. NK to follow up and set up meeting. **NK**

c. Approval of the NDP document

The group approved the NDP document, subject to some of the below outstanding actions being carried out.

TB produced the following list of outstanding actions to be completed:

- Mortimer today section **PW**
- Chairman's introduction **MD / PW**
- Acknowledgments **TB**
- List of references **JR**
- Detail proof read **TB**
- WBC items for feedback **PW**
- Engage with WBC policy expert **PW**
- Feedback from John Cornwall **JC / TB**
- Critical review of policies **ALL**
- Housing Survey feedback **DM**
- Check SWOT and Vision covered by policies **DM & PW**
- Maps & photos **DM & PW**
- Copyright checks **DM TB PW**
- Evidence tome **ALL**
- Glossary **TB**
- Print draft for July PC **TB**
MD / PW

It was agreed that not all of the above needed to be completed before submitting to PC and putting online, it was agreed that the acknowledgments should be correct and some additional photos would be added before 30th June.

JR made some suggestions for minor improvements to the document such as addition of photos in parking and street lighting sections and the

addition of a note in the parking section that the issue of the station car park is covered in the Infrastructure Development section later in the document.

NK asked the group if there was any update on finding information on land for potential station car park extension. TB advised that all efforts were currently directed at getting the main NDP document written and that this would be picked up on as part of a supplementary project at a later date. PW advised that it is likely that Network Rail would fund the car park expansion. NK raised the notion that to satisfy the needs of the disabled / mobility impaired there only need to be a drop off / collection zone built on the other side of the platform, rather than an additional car park.

DM to load the document onto the NDP website.

DM

PW to print one copy required for Cllr. Phil Challis (to be printed on Tues 30th June after photos added and agreed amendments made).

PW

NK suggested making a hard copy available for members of public to view at Mortimer Fun Day on Sat 4th July. There were no objections to NK taking a hard copy to the event, but it was agreed it was not necessary to have an official NDP presence.

There was some discussion regarding the front cover photographs used. DM advised that professionals would be used to create a more professional looking document for final submission.

The group discussed the list of suggested appendices required and the list was edited down to four appendices, which are: Appendix A – Glossary of Terms, Appendix B – Evidence references, Appendix C – Site Design Briefs and Appendix D – Building for Life – 12 (BFL12) Overview.

NK offered to contact John Redwood to find out if there is actually written policy to substantiate his comment that Conservatives preference is for people to buy rather than rent affordable housing and also follow up to see if John Redwood had been in touch with WBC with regards to the target figure of 40% affordable housing in new developments. The group agreed this would be useful. PW commented that upon closer inspection the WBC affordable housing policy may not be as strict as it originally appeared to be. TB raised the point that according to 2011 census statistics approx. 15% of households in Mortimer are socially rented, which could not really be considered as a ‘small’ number, which is how it is currently written in the document.

NK

5. Grant update

PW reported that MD had made contact with Locality, and they are due to update him on the situation with regards to our grant application today.

6. Budget review

No expenditure since last meeting.

- 7. Date of next meeting:** It was agreed that the next meeting would be held on **Friday 24th July, 10.00 – 12.00 at the Parish Council office** (subject to there being items to discuss).

Appendix 1

NDP Preparation Progress Report

1. Two comments have been received from the public on the published draft policies
 - a. Good Result; Thank you
 - b. Raising concerns that NDP does not include consideration of
 - i. the impact of back-garden/infill on restraining the expansion of the village envelope
 - ii. that such developments fail biodiversity and green space policies
2. The draft policies were circulated to the SG
3. A fuller NDP that includes the 'Context and Justification', 'Projects' and 'Monitoring' sections has been prepared and reviewed; this is available in drop box
4. Meeting with WBC Education officers has been held.
 - a. They agreed that the NDP was an opportunity to secure the potential for a new expanded St John's school by the allocation of space.
 - b. They agreed let us know how much space should be allocated.
 - c. They informed us WBC would need to agree the location of the new school on the site as part of the preparation of the Site Development Brief
 - d. They will confirm that allocating space on the site has the support of all the relevant departments of WBC (early July).
5. Next steps
 - a. Several policies have been identified that need to be referred to WBC for their comment
 - b. The WBC Planning Team has a skilled experience individual in writing policies to ensure wording is legally correct and that the words would be interpreted in the way we intend: They offered us the use of this person which we will follow up.
 - c. There are several sections of the plan that are still being worked on and this will continue
 - d. Several elements of the document need to be checked such as which photos to be used and what copyright issues, if any, there are.
6. Given the work outstanding (WBC contribution and awaiting the report on the Housing Survey) it is possible that the sign off by the Parish Council for the NDP to go to statutory consultation will slip to September.