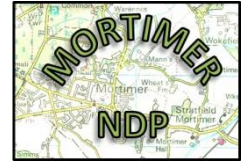




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Friday 7th August 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), Dudley Ives (DI), Jane Rabbiosi (JR) Research & admin assistant

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

Public & Press present: None

ACTIONS

1. Approve minutes of 26th June 2015

The minutes were unanimously approved.

2. Declarations of interest

None.

3. Matters arising from previous minutes

TB and NK confirmed that they had emailed St John's school and Dr Rock respectively.

NK confirmed that he had contacted Burghfield Parish Council and that they would be in touch with SM steering group should they decide to go ahead with their NDP. PW advised the group that Tilehurst Parish Council had been in touch and would like to speak with us. NK reported to the group that he understood that Bramley are due going out to final consultation.

NK confirmed he had been in touch with John Redwood and Graham Bridgman.

4. Feedback from WBC meeting (notes circulated prior to the meeting)

TB reported that in general the planners are positive about the NDP document. TB reported that Bryan Lyttle had asked for a separate meeting to discuss the residential policies. NK advised that WBC had suggested that several of the policies could be changed to objectives or projects. The group were told that it was WBC legal team's strong suggestion that the Site Design Brief should form part of the main NDP document, and not developed as a supplementary planning document as originally planned. It was agreed that we would take their advice and therefore there is a critical need to have a meeting with Englefield to drill down into details of land allocation. It was also agreed that decisions regarding which consultants to recruit to assist us needed to be made as soon as possible.

DM told the group that she had looked at the Locality Road Map which WBC had advised following and she felt that it might be an idea to re-engage with the public with a leaflet listing the policies etc.

5. Agree major items to be completed for next version of the NDP

- a. Review with WBC
ACTION: Schedule the requested additional residential policies meeting **TB**
- b. Prepare site design brief – covered in item 7 below.
- c. Prepare next newsletter – covered in items 7 & 9 below.
- d. Obtain PC support for ‘Consultation’ NDP document – agreed to take the draft to the PC as per the timetable.

6. Agree a revised timetable (circulated prior to the meeting)

PW asked the group if they agreed with the general timeframes. DM felt that it was hard to comment as she was unsure of the scope of the task. PW told the group that he felt that although the timings were tight, we should aim to reach the targets. PW advised that it was his understanding that after consultation and final amendments, the NDP document goes to WBC to be examined and they then pass to the independent examiner / inspector. It was roughly calculated that if our targets were met the final document would be with independent examiners by March 2016. TB advised that he understood that need to get two counsellors on-board before it goes to WBC.

NK advised that the implication at the WBC meeting was that once we get past PC consultation phase we are on safer ground.

The group agreed to the suggested timescales.

7. Agree plan for development of the Site Design Brief (proposal circulated prior to the meeting)

TB ran through the site design brief document that had been circulated to the group prior to the meeting. Section 6 of the Considerations section of the document, TB informed the group that other NDPs used census data to help determine the mix of home types.

The group agreed that we would need to recruit professional assistance in drawing up the site design brief. There was some discussion as to the which type of consultant would be best, NK advised that there are architects firms with town planning specialisation. NK also suggested taking advice from JC with regards to whether he felt Bell Cornwall are the right people for the job. PW pointed out that currently we only have permission from Parish Council to use Bell Cornwall and therefore at this late stage, if we are paying for the consultancy then we need to use them. PW advised the JC had made the suggestion of asking Englefield to contribute to costs of the site design brief. It was suggested that Englefield may have preferred consultants which they would like to use. PW agreed that we need meet Englefield as a matter of urgency but that it was vital to have a clear agenda before doing so.

ACTION: Chase up meeting with Englefield as a matter of urgency **NK**

ACTION: Ask JC re. his view on Bell Cornwall capabilities **PW**

ACTION: If recommended by JC and subject to Englefield not having alternative preferred consultants, instruct Bell Cornwall of our design brief requirements. **PW**

ACTION: Get in touch with the housing needs survey people. **PW**

There was some discussion as to whether the newsletter should be specific to the immediate neighbours of the development site or to the entire village.

There was some discussion regarding the proportion of social housing. TB advised that at the WBC meeting BL insinuated that there is wriggle room in

proportions of shared equity versus social rented.

PW and the group thanked TB for putting together the Site Design Brief proposal.

8. Approve changes to the NDP document (proposal document circulated prior to the meeting)

PW asked the group if there were any objections to suggested changes. DM voiced her objection to the changes to the vision statement

ACTION: Re-word the amended Vision Statement

DM

There was some discussion regarding WBC's suggestion to change some policies into objectives or projects. PW gave his view that objectives are weaker than policies. It was agreed that it was the groups preference to keep policies as policies in most cases, and where necessary re-word the objectives. TB suggested that the general rule of thumb that an objective states what you want to achieve and a policy states how you will achieve it.

There was some discussion with regards the WBC's suggestion of adding the words such as 'generally' and 'normally' to the policies to keep them flexible.

ACTION: Email Liz Alexander and Bryan Lyttle to ask them how it would be interpreted if the words 'normally' and 'generally' were adopted into policy.

TB

DM wondered if some limit to number of houses allowed on windfall sites. DI suggested that this was probably already part of an existing WBC policy. NK suggested emailing Bryan Lyttle to find out, PW suggested that this could be covered in the separate residential policies meeting that Bryan Lyttle has requested.

There was some discussion regarding the wording of the tenure section agreed that the suggested wording as a good starter.

It was agreed that site design policy DS2 would be amended by scratching out 'unless exceptional circumstances demonstrate..' sentence.

ACTION: Amend policy DS2 as agreed

DM

ACTION: List in policy DB1 to be put in an appendix

DM

DM requested that if there is no particular benefit to combining Environmental Gain with the Biodiversity and Green Infrastructure section, as suggested by WBC, could they be left separate so as not to needlessly create extra work. It was agreed that they could be grouped together rather than combined.

ACTION: Group together Environmental Gain, Biodiversity and Green Infrastructure sections.

DM

With regards to policy IS3, which WBC not should be a project rather than a policy, DM queried whether the it could be a project without also being a project.

It was agreed to keep it as a policy but to re-write the policy.

ACTION: Tweak policy IS3

DM

ACTION: Write narrative to go alongside traffic policy

DM

ACTION: Create a list of green spaces which meet the designated green spaces criteria by next meeting.

PW

It was agreed that the final agreed list of designated green spaces be made available to public.

There was some discussion with regards to which response rate percentage figure should be used in the document. It was agreed that 40% would be used.

ACTION: Amend document to include the 40% response rate only.

DM

TB advised the group that Byran Lyttle has suggested that the inspectorate doesn't look at photos, only the words. Therefore, TB suggested removing photographs during the editing process to make the document smaller and therefore easier to edit & share.

ACTION: Create a photo-less version of the NDP

DM

ACTION: Pass consultation analytics to DM
ACTION: Write first draft of the Consultation Statement
ACTION: Write the newsletter by 9th August
ACTION: Prepare newsletter – to include highlights of questionnaire results, mention of meeting with WBC and advertise where the draft NDP is available to view (see item 9. below, re: joint NDP / CLP leaflet)

TB
DM
PW
PW

9. Implications of NDP timescales on Community Led Plan launch

It was agreed that the Community Led Plan launch, scheduled for September, should be postponed to January 2016.

After some discussion regarding the need to make clear the differences between NDP and CLP, it was agreed that a combined NDP & CLP leaflet should be written for delivery in October. The NDP page of the leaflet should include highlights of questionnaire results, mention of meeting with WBC and advertise where the draft NDP is available to view (as described in previous item) and the CLP page to state what was asked for previously, what has been achieved and what hasn't been achieved and the reasons why.

It was agreed that the needed to be a discussion on NDP project delivery, before CLP launch to ascertain the remit of the all parish projects.

10. Budget review and grant update

JR reported that there had been no expenditure since our last meeting.

JR suggested that if we could somehow secure a lower consultancy day rate, we could reapply for the Locality grant, as our first application was rejected because the consultancy day rate quoted by Bell Cornwall exceeding Locality's day rate cap.

11. TA Fisher meeting report (additional item not on agenda)

NK reported back from a meeting he had with TA Fisher with regards to their draft plans for the Fairwinds site. NK showed the group the current suggested site plan which is for 17 dwellings in total, which includes flats and houses. The group agreed that it was interesting to see their site design and it would be helpful to meet again with TA Fisher and also, if possible, the WBC planning case officer for this site.

7. Date of next meeting: Friday 21st August, 10.00 – 12.00 at the Parish Council office