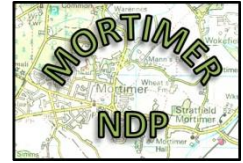




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Friday 21st 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), Mike Dennett (MD), Jane Rabbiosi (JR) Research & admin assistant

Apologies: John Cornwell (Planning Consultant)

Public & Press present: None

ACTIONS

1. Approve minutes of 7th August 2015

Some minor corrections were agreed and subject to these changes the minutes were unanimously agreed.

2. Declarations of interest

None.

3. Matters arising from previous minutes

PW ran through the actions listed on the previous minutes.

- i. WBC residential policies meeting - - TB reported he had emailed the residential policies as suggested by Liz Alexander rather than a meeting at this stage due to it being the holiday season
- ii. NK confirmed that the Englefield meeting was scheduled for Thursday 26th August.
- iii. PW confirmed that John Cornwall agreed that Bell Cornwall were capable of doing the job. PW advised that he had spoken to Bell Cornwall who had confirmed that they will be able to adjust their figures to come below £500 a day rate initially quoted. TB advised that they had been sent some words regarding our initial ideas for the design brief.
- iv. PW advised that after reading the NDP document as it is, he felt that it was not necessary to contact the housing needs survey people until we have more to say. There was some discussion on the government housing policies announced recently.
- v. Vision statement rewording to be covered later in the agenda.
- vi. **ACTION:** Email Liz Alexander and Bryan Lyttle to ask them how it would be interpreted if the words 'normally' and 'generally' were adopted into policies as they suggested – carried over from previous meeting.
- vii. All actions to make amendments to NDP document carried out.
- viii. PW confirmed PC newsletter had been prepared by the 9th August deadline.

TB

4. Site Design Brief Development

- a. Bell Cornwell (BC) recruitment update
PW confirmed that a contract had not yet been placed with BC, they have been contacted. A meeting with them at site is scheduled on Tues 24th August. NK raised point that he felt BC would only need to do broad phase 1 plans. After some discussion it was agreed that BC should be closely monitored in order to avoid an overly detailed plan and therefore a large bill. DI asked if we had a ball park idea on the rough cost expected from BC. PW said he expected it to cost approx. £4,000 which equates to roughly 8 days' work.
- b. Comments on initial suggested design brief ideas
PW referenced the initial Site Design Brief document authored by TB and asked the group for their comments on a list of site design suggestions which PW and TB had written and circulated prior to the meeting:
 - i. Open space should be predominantly at the south of the site – Agreed. TB made the suggestion that, assuming the school site would be in the north-west part of the site, it might be prudent to also have green space along the access road to the school. The group agreed that this was a good idea.
 - ii. Housing should not be laid out in roads but in informal courtyard style – Agreed.
 - iii. Extensive use of brick walls to avoid overlooking neighbours. Agreed. It was also agreed that the houses should be offset as another measure to avoid houses overlooking each other.
 - iv. There should be a lack of defined and kerbed footpaths. Agreed, where safe to do so.
 - v. There should be good pedestrian and cycle access as near to the NW corner as possible (but avoiding ginnels). Agreed. It was suggested that we could approach the owners of bungalow near to Garth Hall regarding possible right of way access.
 - vi. The roads should not simply be tarmac. Agreed.
 - vii. There should be a mixture of houses, flats and bungalows. Agreed.
 - viii. There should be a good mixture of house types and finishes but in accordance with the Victorian/Edwardian style. TB raised the point that the NDP document currently states that innovative design is welcomed as long as it is sympathetic to the surrounding area. There was some discussion on the extent of the mixture of designs. TB & PW expressed a preference for the 'evolved' look as achieved in Poundbury, Dorset. The group generally agreed that this was a good idea.
 - ix. Design of buildings should contain a variety of styles, heights fronts and angles, finishes that suggests and natural organic evolution of the site rather than a one off build. Agreed as above.
 - x. Open car parking should be screened where practical and should not simply be a tarmac surface. Agreed.
 - xi. There should be built in speed inhibitors (not humps). The design should ensure speeds are low. Agreed.
 - xii. Play streets can be incorporated. Agreed.
 - xiii. Focal points to help with navigation around the site. Agreed. NK suggested this could be done with interesting planting.
 - xiv. Ideally no lighting. Agreed.
 - xv. Existing buildings, patterns of trees and hedgerows to inform the design concept. Agreed.
 - xvi. Utilise slope to create distant views out and the visual interest created by stepped and terraced forms of development. Agreed.
 - xvii. Integration into the village, the new development feels a part of

the village, the village feels the development is a natural part of the village e.g. development includes social spaces that existing village finds attractive to use. Agreed. NK suggested allotments be incorporated into be part of the open space at south the site. Agreed, if no issue with regards to access, viability due to steep site etc.

TB suggested that a mood board be created to help visualise what we are trying to achieve. It was agreed that this was a good idea.

PW suggested that the mood board and these agreed site design brief ideas should be sent to BC. TB asked if he should also send the rough site design map he had created. TB showed the group the map and talked through the key. DM queried the size which had been allocated for the new school & surgery site. TB agreed that the dimensions did need to be checked, but the group agreed to the first draft site map in principle. NK raised the point that the group needed to bear in mind that it is less likely that the surgery will relocate and that the site design should reflect this. The group agreed.

ACTION: Send site design ideas, map and mood board to BC

TB

5. Englefield & TA Fisher meeting preparation – agree agenda and approach

After some discussion the following agenda items were agreed.

- i. Establish precisely what land Englefield are willing to allocate
- ii. Confirm if free of charge, or at what cost, if any.
- iii. Discuss our ideas on the site design brief, subject to favourable responses to items (i) and (ii).

PW stated what we would like is all for free they meet the 40% housing association target, then starting from a bargaining position. DM asked if we have an idea what percentage affordable housing we would prefer. PW commented that after looking into the subject he is not against 40%, as long as the majority of the homes are shared equity rather than social rented.

PW asked the group if they felt it would be beneficial to have Bell Cornwell at the meeting. DM queried if BC would be well enough versed on our design vision by Thursday. PW felt it might be beneficial to show Englefield that we have a design consultant on board. After some discussion it was agreed that, if after the site visit on Tuesday PW felt confident in the manner of the BC consultant, then he could be asked to the Englefield meeting in an observational role only.

PW suggested that it would be beneficial to meet with TA Fisher separately and go through the tower house site design with them.

PW felt that after BC had had input on the site design brief it should be shown to Englefield. The group agreed.

TB shared his idea with the group regarding organising a government funded competition for professionals to compete to design the development. TB felt it would be an interesting way to prompt innovation in the process. There was some discussion on the merits of such a competition, NK and DI felt that this was not necessary as it would delay progress. PW liked the idea, but felt it was a decision for further down the line.

6. NDP document

- a. Outstanding items to be supplied /decided:
 - i. Introductory statement - done. MD still to comment on.
ACTION: Comment on introductory statement

- ii. Delivering and monitoring – DM felt need to review who will implement the projects. PW suggested three categories – (1) dealt by a another, (2) dealt with by Community Led Plan, and (3) Parish Council & their sub-groups. **DM**
- ACTION:** Draw up a list of projects
- There was some discussion as to whether the NDP steering group could adapt to become a delivery steering group as the group have the knowledge and passion to drive projects forward. The group generally agreed that this made sense. TB raised the point that it would be sensible to separate out revenue and capital projects. PW felt that there should be a general delivery and monitoring statement with the main body of the NDP document and then an appendix listing the projects against a checklist of who would be delivering results. **PW**
- ACTION:** To create and circulate a project allocation paper to PC on 9th September **TB**
- iii. How would SDB sit within the plan? The group agreed it should be as an appendix. **TB**
- iv. **ACTION** - Reference for 2007 Flood Report
- v. **ACTION** - Traffic management narrative
- vi. List of green spaces. PW underlined the criteria the National Planning Framework regarding designation of Local Green Space, then ran through the list of spaces suggested in the public consultation:
- Hammonds Heath woods – doesn't meet criteria, agreed should not be included.
 - Foudry Brook – meets criteria, agreed should be included.
 - Cenotaph and surrounding green space – meets criteria, agreed should be included.
 - Summerlug common – meets criteria, agreed should be included.
 - Stephens Firs woodland – doesn't meet criteria, agreed should not be included.
 - College Piece and Longmoor – doesn't meet criteria, agreed should not be included.
 - Windmill & Brewery common – meet criteria, agreed should be included.
 - Avenue strip of land - doesn't meet criteria, agreed should not be included.
 - Bluebell Wood in Kiln Lane area - doesn't meet criteria, agreed should not be included.
 - Pickling Yard - doesn't meet criteria, agreed should not be included.
 - Loves Wood - doesn't meet criteria, agreed should not be included.
 - Bronze Age Borrows - meets criteria, agreed should be included.
 - Strawberry Fields large green space (PW declared an interest as a resident of Strawberry Fields) - doesn't meet criteria, agreed should not be included. **DM**
 - Woodland between Mortimer and Burghfield - doesn't meet criteria, agreed should not be included.
- ACTION:** Include agreed list on NDP document.
- vii. Glossary – it was agreed not to include this for the time being. **PW**
- viii. Appendix E building design principles – agreed this is now cover by the site design brief.
- ix. Green Issues – **ACTION:** Look at the wording and come back with comments. **TB**

ACTION: Ask WBC if Evidence Base needs to be included in the NDP document before it goes to them. **DM**

ACTION: Updated NDP document to be uploaded onto NDP website **DM**

DM queried when photos go back in to the NDP document. PW advised when the design brief is ready to go in, in time for the October PC meeting.

ACTION: TB to email WBC to get date for early Sept. PW suggested they would be keen to see the SDB. **TB**

(MD joined the meeting)

7. Locality grant re-application

It was agreed that as Bell Cornwell have confirmed that they can ensure that the day rates within their quote will not exceed £500, we should re-apply for the Locality NDP grant.

JR asked the group if there were any other upcoming costs which could be included in the grant application. It was agreed that the printing costs for the joint CLP and NDP flyer could be included.

ACTION: DM to ask her printers to quote for 1800 x A5 colour 2 sided flyer. **DM**

8. Budget review

MD confirmed that the total budget allocation was £14,600 and not £15,900 JR had been led to believe. It was confirmed that there is currently £6,056 available in the budget.

9. Date of next meeting: An additional meeting will be held on **Friday 28th August, 10.00 – 12.00 at the Parish Council office. After which, usual fortnightly meetings will resume on **Friday 4th September, 10.00 – 12.00 at the Parish Council office****