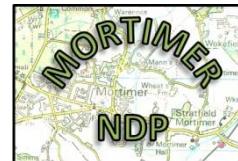




## Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting  
held on Friday 28<sup>th</sup> 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: One

### ACTIONS

#### 1. Approve minutes of 21<sup>st</sup> August 2015

Subject to some minor amendments, the minutes were unanimously approved.

#### 2. Declarations of interest

TB declared he lived near Kiln Lane

NK declared he lived on Brewery Common

DI declared he lived on Stanmore Gardens

#### 3. Matters arising from previous minutes

PW ran through the actions listed on the previous minutes. Actions outstanding or requiring further work:

Item 6(i) ACTION: comment on Introductory statement

MD

End of Item 6 – TB action to ask WBC if Evidence Base needs to be included into NDP document. TB reported that WBC advised this should be included and therefore he had been working on preparing the evidence base list.

TB

ACTION: Required documents (in PDF format) to be sent to DM to be uploaded onto website, to enable links to website to be created and put on Evidence Base list.

TB advised that some hyperlinks to our website and external sites do not work from his computer.

TB

ACTION: List of faulty hyperlinks to be sent to DM or JR to investigate

#### 4. Feedback from meetings with Bell Cornwell (BC)

PW confirmed that BC had submitted a quote for a day rate of less than £500 per day for five days work.

PW told the group that he and Tennant had met on site with Ian Sowerby of Bell Cornwell on Tues 25<sup>th</sup> August. PW confirmed that BC will begin work straight away but they also need a signature to proceed from MD.

MD

ACTION: Sign BC's Authority to Proceed document

PW mentioned that he felt it would be useful for BC to see TA Fisher Tower House site plan.

**ACTION:** Email TA Fisher to ask permission to share Tower House site plan with BC.

**PW-NK**

PW reported that BC confirmed that they could have a draft site design brief in time for the next meeting with WBC on 7<sup>th</sup> Sept, so that we may check that they have no serious objections so far. PW advised that due to tight timings, he would only be in a position to verbally report BC's progress and WBC comments to the Parish Council at 10<sup>th</sup> Sept meeting. PW advised that BC had confirmed that their final report would be ready in time for the public meeting on Mon 21<sup>st</sup> September and for inclusion into the NDP document for submission to Parish Council before the PC meeting on 8<sup>th</sup> October.

PW advised that Ian Sowerby was not available able to attend the public meeting; however a representative from Bell Cornwell, probably Graham Bell, would be in attendance in his place.

## **5. Feedback from meeting with Englefield & TA Fisher**

TB referred to the meeting notes circulated prior to the meeting. TB advised that Englefield had confirmed that land would be allocated for school, surgery and parking. They made clear that any commercial negotiations would be done directly with WBC.

TB confirmed that TA Fisher would be undertaking a topographic survey of the site and would also prepare a site design brief based on the steering group site design ideas. It was reported that TA Fisher were open to adjusting some design features of the Tower House/Fairwinds development to fit our design brief ideas, but they advised some features could not be changed, such as the footprints and position of the houses to the south of the site. It was reported that TA Fisher had confirmed that they hoped to submit formal plans for Tower House site in 4 – 6 weeks.

Englefield and Mortimer NDP were fully in accord in trying to produce a site design brief by the 25<sup>th</sup> Spetember that all parties supported.

PW advised that Hallam Management had now submitted their application for the Kiln Lane site and registry of application was imminent.

## **6. Responses from WBC**

TB advised that he had sent WBC the Residential Site Allocation section from V.3 of NDP document and they had responded with their feedback. TB referred to the feedback notes circulated prior to the meeting and ran through the comments:

- i. WBC comment T1 – group agreed to add a footnote to define settlement boundary and its implications

**ACTION:** Add footnote as suggested

**DM**

- ii. WBC comment r3 – TB reported that WBC strongly advised that they are responsible for deciding the settlement boundary not the NDP. TB advised the group that he hoped that we would get approval to put the map in.

- iii. WBC comment r4 – the group agreed that the RS1 - encouraging the re-use of brownfield sites should remain as policy rather than put to supporting text as suggested by WBC.

- iv. WBC comment r5 – The group agreed to keep second paragraph of RS1 as policy until happy that it is covered in the HSA new policies.

- v. WBC comment r6 – The group disagreed with WBC that the full extent of RS2 is included in the Core Strategy CS1, and agreed to keep RS2 as it is.
- vi. WBC comment r7 – The group agreed to keep RS3 as policy, as it was felt that if it were moved to form part of the site design brief it may not be applied to other future development.
- vii. WBC comment r8 – The group agreed to keep RS5 as policy but agreed to change the word ‘considered’ to ‘supported’ and to remove the words ‘well designed’.
- viii. WBC comments r9 & r10 – the group agreed with WBC comments.
- ix. WBC comment T11 – WBC recommended leaving out specific figures (i.e. percentages). There was some discussion on this subject, DM and PW expressed the view that the figures showed transparency and give justification of the policies. It was agreed that we should seek professional advice from John Cornwall and Bell Cornwell, and discuss this suggestion further with WBC.

PW suggested that these agreed changes shouldn't be made until after the upcoming meeting with WBC.

**TB**

**ACTION:** Email WBC to advise that the current version is on our website and this is the version that will be discussed at the next meeting.

The group agreed that the site boundary map in the current version is the one we are happy to go to WBC with.

TB suggested to the group that the green space at the south end of the site needs to be protected from future development. The group agreed that the site design brief should be written in a way that ensures this area meets the criteria of a local green space, and therefore can be protected as such.

## 7. Arrangement for public meeting to discuss site design

PW advised that St John's Hall had been booked for Mon 21<sup>st</sup> September from 19.30 and that the public meeting had been announced in the Parish Council newsletter.

The format of the event was agreed as follows:

19.30 – Open to public  
 19.30 – 20.00 Public given the opportunity to walk around the site design brief exhibition  
 20.00 – ? (length of presentation tbc) - Presentation

It was agreed that the decision on how to proceed after the presentation would be decided on the day, as it would depend on the turn out. If the event was not well attended it would be feasible to have a table discussion after the presentation. Whereas if large numbers attended the event, it might be more productive to ask for comments in a ballot box.

There was some discussion as to whether we should hold a second event. It was agreed that we would assess if this was necessary after the first event had taken place.

TB asked what roles we envisaged TA Fisher and Bell Cornwell would take in the event. PW felt that BC would be there to field technical questions and that

TA Fisher would be there to observe only.

PW raised the point that Hallam Management's planning application would most likely have been registered before the public meeting on 21<sup>st</sup> September and we needed to be prepared for this to enter into discussions. It was agreed that this would be discussed further at the next meeting.

*The member of public thanked the group and left the meeting.*

## **8 & 9    Contents of flyer and Actions during consultation period**

PW stated that even though flyer would now go out after the public meeting, it would still serve the purpose of reminding people of the six week consultation period as well as re-iterating where we are with NDP and making clear the difference between NDP and the Community-Led Plan (CLP).

There was some discussion as to when the start of consultation period would be and it was agreed that we are still aiming to start mid-October.

It was agreed that it should be made clear that the NDP website was the formal source for information.

PW drew the group's attention to the NDP progress report which would be presented to the Parish Council at the 10<sup>th</sup> September meeting. PW asked the group if they were in agreement with what was written generally, but in particular to what was written in the NDP Implementation & Resolutions sections. The group agreed subject to some minor grammatical amendments. In the Resolutions section, the group agreed that it should say, 'agree that steering group are asking for a delivery steering group to be approved by PC'.

## **10.    Process for changes to NDP document**

It was agreed that a more formal system for updating the NDP document should be adopted going forward.

NK suggested a revisions front sheet be added. This was agreed.

DM described to the group that where changes are agreed in meetings, this often has knock-on ramifications to other parts of the document and it is challenging to get agreement to changes between meetings.

The group agreed that the process should be that DM makes minor changes or changes previously agreed by the SG and these changes should be signed off by PW. Any changes should then be reported to the group at the subsequent meeting.

DM asked when we would revert to the complete version with pictures etc. PW thought that the pictures should be back in the document prior to the start of the consultation period. There was some discussion as to whether high quality photos were needed at all. It was agreed to keep the photos in a higher quality format. It was also agreed that the final document should be approved at the steering group meeting on Fri 25<sup>th</sup> September to allow time for the photos to be re-inserted in time for the Parish Council on 9<sup>th</sup> October. It was agreed that a printed copy would be available to the public at the library. DM advised the group that she was away from 8 – 14<sup>th</sup> October and therefore someone else may need to liaise with the printers.

## **11.    Government grant**

It was agreed that the re-application process should be started immediately. It was agreed that as well as the Bell Cornwell quote and the flyer printing quote, we should also include estimated costs for printing approx. eight A1 displays for the public meeting.

**ACTION:** Submit our grant application

**JR / MD**

12. Date of next meeting: **Friday 4<sup>th</sup> September, 10.00 – 12.00 at the Parish Council office.** It was also agreed that it may be necessary to go to weekly meetings in the run up to the Sept 25<sup>th</sup> meeting.