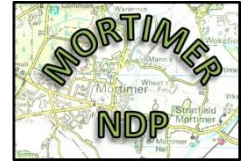




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Friday 4th September 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 28th August 2015

Subject to some minor amendments, the minutes were unanimously approved. | |
| 2. | Declarations of interest
None | |
| 3. | Matters arising from previous minutes

Action 3. To facilitate proof reading and commenting word format documents to be sent to DM. | TB |
| | The Steering Group asked to review the proposed evidence that include suggested NDP responses to comments made by respondents to the questionnaire. | All |
| | Relevant sections to be circulated to the Steering Group. | TB |
| 4 | Progress on the NDP Document

PW reported that John Cornwell advised that WBC recommendation to omit specific percentage figures in the narrative and justification sections should be adopted. It was agreed that the numbers should be removed and broad descriptive statements should be used to indicate the level of support such as significant, substantial and overwhelming. Similar adjectives for disagreed will be used. | DM |
| | It was agreed the evidence base should be in the form of a contents list as an appendix in the NDP main document including the web address pointing to the online detailed evidence. A sentence should be included in the introduction highlighting the evidence base and pointing to the contents list in the appendix which should include the web address. | DM |

5. Feedback from meetings with Bell Cornwell (BC) together with Item 11 ‘Agenda for meeting with Englefield’ on 7th September 2015

The initial proposals for the Site Design Brief submitted by Bell Cornwell, and the one prepared by TA Fisher were discussed. The proposals have several, broadly similar features. A number of points were identified that should be discussed at the meeting with Englefield on Monday 7th September 2015. These are listed in the appendix.

**PW,
NK,
TB**

6. Meeting with St John’s School

The Steering Group was briefed on the meeting with St John’s School, 3rd September 2015 which had been very positive. The school was updated on the status of the NDP and that Englefield had agreed to the allocation of space for a new school in the Site Design Brief. The head indicated that the diocese was willing to consider funding a new school. It was confirmed that the land of the present school is owned by the diocese and that it does not revert to Englefield estate if the school vacate the site. The school were invited to attend the Site Design public meeting on the 21st September 2015.

7. Site Design - Public Meeting

The date for the open event was confirmed as Monday 21st September 2015. The doors will open at 7.30 pm allowing 30 minutes for an exhibition of the discussion draft design. This will be followed by a presentation and depending on the number of attendees a Q&A session if there is a large attendance or round table discussions if the numbers are low enough to make this feasible.

It was agreed that the exhibition should comprise:

1. 1 or 2 A1 displays of the policies and key feature points in the brief to Bell Cornwell and TA Fisher
2. A1 displays of the suggested site design plus photographs to enable visitors to visualise the design
3. A ‘mood’ board consisting of 1 or 2 A1 displays to indicate the style of the site.

The exhibition material will be duplicated to create two presentations.

8. Preparation of Flyer

Consideration of the flyer was postponed to the next Steering Group meeting.

9. Responses to People who have offered Land

The meeting approved a reply to Mr West who had suggested that land by the station be considered for development.

PW

It was agreed that this letter together with a ‘thank you’ should be sent to all the respondents who offered land as part of their response to the questionnaire.

PW

10. Meeting with WBC on Tuesday 8th September 2015.

In addition to a review of the latest draft of the NDP the following points need to be covered:

**PW
TB**

- Progress with the ‘Strategic Housing Assessment’ and an update on the likely outcome
- Confirmation as to whether or not an environmental assessment has to be done
- Who initiates the ‘Statutory’ consultation and advises the statutory

consultees – WBC or Stratfield Mortimer Parish Council?

- Approval of a revised settlement boundary.

11. Rural Exception Sites

It was agreed discussion on this item be delayed to a subsequent meeting.

12. Possible Future Developments

It was agreed that the NDP should contain a policy that any future policy development or significant development, which affect the parish, should be subject to an update of the NDP after a community consultation.

11. Government grant

The grant submission has been made and will be progressed.

- 12.** Date of next meeting: **Friday 11th 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 25th meeting.

Site Design Brief – Points for Review

Appendix

- Location of the playground (by a car park ?)
- Mix and proportion of home types (e.g. flat, 2 bedroom house, bungalows, 5 bedroom executive)
- The design of the roundabout as a feature
- Access arrangements
- Shape of housing density (Bell Cornwell areas vs Fishers wave)
- Inclusion of more public rights of way (e.g. DM suggestions)
- Inclusion of mood board/photos
- Is a 2 storey surgery practical/acceptable building
- Confirm that green space would be maintained by WBC
- Planting of additional trees along the boundaries
- Extent of TPOs , just some trees or all of trees on western edge
- Review drainage plans
- Outline design for v. high density area
- Include Fisher central walk idea.