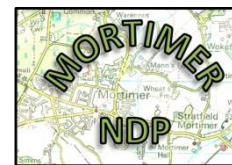




Stratfield Mortimer Neighbourhood Development Plan



Minutes of the Steering Group Meeting
held on Friday 11th 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, Jane Rabbiosi (JR) Research & admin assistant

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

Public & Press present: Nine

ACTIONS

As members of the public were present PW opened the meeting by asking the public to air their views before move onto agenda items. There was a great deal of discussion, the main themes were:

- Strong opposition to the one large development at St John's site.
 - Opposition to the 40% affordable housing quota that developments over 10 houses must include.
 - Questions as to where the access to the site would be positioned, with subsequent criticism of the suggested access route and serious concerns about increased traffic if access routes not designed well.
 - Questions about site design – who would be designing site and what input neighbours to the site would have.
 - Questions about what would be done with the St John's school site if new school built.
- General queries regarding the West Berkshire local plan and the NDP
 - Queries regarding when the allocation of 110 homes had been made and if houses build since this allocation were included.
 - Questions regarding the effectiveness of NDPs in stopping additional development.
- Criticism of consultation process to date.
 - Questioning the site selection process, essentially why other sites had been rejected and the St John's site selected.
 - Criticism that only one questionnaire delivered to each household.
 - Insufficient notices publicising the Steering Group meetings and inconvenient timing of the meetings for general public. It was requested that the Steering Group terms of reference should be uploaded to the NDP website.

Members of the Steering Group answered the queries as they arose and PW emphasised that there was a public meeting scheduled for Mon 21st September at which the draft site design brief would be exhibited and that the event was specifically arranged as an opportunity to raise any concerns and put forward any constructive suggestions on how it could be improved.

PW then thanked the members of the public for their attendance and comments.

All members of public left the meeting

1. Approve minutes of 4th September 2015

The minutes were unanimously approved.

2. Declarations of interest

None.

3. Matters arising from previous minutes

Item 9(i) – PW reported that he had responded to the email from Guy West of West Build. Mr West had responded to this response and it was agreed that a simple acknowledgement to this was required.

ACTION: Acknowledge Mr West's response email

JR

Item 9(ii) – PW reported that he had not sent the 'Thank you for offers of land' as need the list of people who had offered land. It was agreed that due to a high work load this could wait until after the public meeting on 21st September.

ACTION: Compile list and email to PW

TB

ACTION: Send out 'Thank you' notes

PW

4. Report back on WBC, Englefield and Parish Council meetings

- a. WBC Meeting (8th Sept) - PW reported that WBC had altered advice on several issues and promised to provide a number of things (ie. Further detailed comments on NDP sections, more words on sewerage etc) which had not yet been received.

ACTION: Follow up on outstanding items with Rachel at WBC

TB

- b. Parish Council meeting (10th Sept) – PW reported that some errors in Steering Group minutes had been identified. JR suggested that the incorrect versions of minutes might have been circulated to PC.

ACTION: Follow up with MD to ensure correct versions are circulated.

JR

PW advised that the requested resolutions had been passed, with the following comments: NDP delivery group should be a PC sub-committee.

5. Public meeting preparation

PW advised that he had not yet received the design brief from Bell Cornwell expected by 11/09. PW advised that he was away from Monday for a few days and others may need to follow up on any urgent actions he is not able to complete before he goes.

ACTION: Chase up Ian Sowerby at Bell Cornwell

ACTION: Chase up planning consultant (Katherine Mills) to follow up on the print outs for the meeting and find out when they need the memory stick by.

PW / DM

PW / DM

TB reported that he was in the process of creating the mood board and asked the group if they felt it should include only Victorian & Edwardian style or if other styles should be included. It was agreed that other styles should be included. PW advised that he felt the public would be more interested to see the general layout and themes of the development rather than specifics of the buildings.

6. Progress on NDP document

TB asked the group what level of detail they thought was required for the analysis of comments from the Questionnaires in the evidence base. The group agreed that grouping the comments into themes for a response and making a list of all comments should be enough detail. It was agreed that writing NDP responses to each individual comment added little and was very time consuming.

ACTION: Meet to review evidence base and website updates

TB & DM

7. Response to West Build

Initial response sent by PW. Acknowledgement to be sent to their response to our response, as per action point above.

8. Website updates to public consultation

TB and DM to meet separately to discuss.

9. Grant application

JR advised that a project plan needed to be uploaded to the grant application. The group analysed the current project plan and made amendments. It was established that a special Parish Council would probably need to be called on or about the 24th January in order to remain on track for an end of March Referendum.

ACTION: Amend project plan and email to JR to upload to grant application.

TB

ACTION: Complete grant application and notify MD when ready to submit

JR

- 10.** Date of next meeting: An additional meeting will be held on **Friday 18th September, 10.00 – 12.00 at the Parish Council office.**