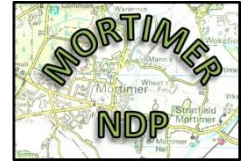




## Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting  
held on Friday 18<sup>th</sup> 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, Dudley Ives (DI), Graham Bell (GB) from Bell Cornwell, Jane Rabbiosi (JR) Research & admin assistant

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

Public & Press present: Nine

### ACTIONS

#### 1. Approve minutes of 11<sup>th</sup> September 2015

The minutes were unanimously approved.

#### 2. Declarations of interest

None.

#### 3. Matters arising from the previous meeting

TB passed on the list of people who offered land to PW, so that PW could send 'thank you' messages (after 21<sup>st</sup> Sept).

JR confirmed she had contacted MD re: sourcing the steering group minutes and would follow up on this to check message had been received.

#### 4. Public meeting (21 Sept) – preparation progress

- a. Display material analysis - The steering group looked through the display materials which had been prepared for the public meeting. GB raised point that an access drawing was missing from the display. PW advised that we do not yet have one as it is an unresolved question.

There was some discussion about where the settlement boundary should be drawn. It was agreed that the settlement boundary should be drawn tight to the area of development excluding the green area to the south and the wooded area to the west. It was agreed that the area to the south would be allocated as a Local Green Space and GB advised that the best way to protect the wooded area to the west would be to apply to have Tree Protection Orders (TPO) on all the trees in that area. It was agreed that applying for TPOs on this wooded area should be written into NDP as a project.

**ACTION:** Add TPO application to wooded area to west of site as a project in NDP document

**PW / DM**

GB agreed that the 900sqm allocated for doctors' surgery was a fair estimate of the space that would be required. There was some discussion about the parking allocated for surgery and school. GB raised the point that WBC is not generally supportive of allocating parent parking for

schools as it contradicts their 'walk to school' initiatives.

TB mentioned that several members of public had expressed concerns about traffic through the access road at pressure times such as school drop off and pick up times. GB suggested that the site could be designed in a way that would discourage traffic through the development at these times.

It was mentioned that although the display material correctly states that the housing density in the developed area is 32 dwellings per hectare, the housing density in the entire site is actually more like 15 dwellings per hectare.

There was some discussion regarding the housing mix numbers given by TA Fisher. The group decided that they were happy with the suggested mix as they were, in general, a good reflection of the feedback given in both the housing needs survey and questionnaires results.

- b. Logistics and format of meeting – DM raised her concerns that the public meeting may not have been sufficiently well publicised and therefore turn out numbers may be low. It was agreed that, in order to generate interest in the meeting, the suggested site plan could be uploaded onto the MVP facebook page and the set of display panels could be loaded onto the NDP website before the meeting, so long as it was made clear that they are not definitive.

**ACTION:** Upload site plan to Facebook and public meeting displays to NDP website.

**DM**

There was some discussion about how the meeting should run and it was agreed that the format would depend on how many people attend.

The group agreed that the public would be given the opportunity to read the displays between 19.30 and 20.00. It was agreed that after a brief introduction from PW at 20.00, if less than 20 people were in attendance it would be feasible to run table discussions. However, if over 20 people were in attendance, a question and answers session would be a more effective format. In addition to recording comments during the table discussions / Q&A session, it was agreed that the public would be asked to leave feedback / comments on post-it notes. It was agreed after some discussion, that the comments could be anonymous.

It was agreed that in addition to the displays, an A3 print out of the site plan would be laid on a table to view.

It was agreed that a crib sheet of key points should be written and agreed upon to ensure the information given is consistent.

**ACTION:** Post-it notes, pens, blue tac, flip chart pads to be sourced.

**ACTION:** Provide A3 print out of the site plan

**ACTION:** Write a crib sheet of key points

**TB**  
**DM**  
**PW**

Roles agreed for the meeting were:

JR to meet and greet at the entrance and count number of attendees.

Record comments at Q&A session / table discussions.

PW & TB to head up the two rows of displays.

GB to be on hand to answer technical / specific design questions

All other members of the steering group to float between the displays answering questions.

**5 Progress on NDP document**

The group agreed that the final version to be sent to Parish Council should be ready to be signed off by the Steering Group at a special meeting on Wed 30<sup>th</sup> Sept. It was agreed that the public should be made aware that the cut-off date for comments regarding the site design brief is Wed 23<sup>rd</sup> Sept.

**ACTION:** Analyse the comments that arise from the public meeting

**ACTION:** Write the site design brief section

**ACTION:** Draw a map of the agreed settlement boundary with LGS shaded in green.

**TB**  
**PW**  
**DM**

**6 Update on communication with WBC**

TB reported that there he was waiting for further feedback on two issues raised by Rachel at WBC:

- Affordable housing – WBC suggested that we contact West Berkshire Housing re: our affordable housing policies.

**ACTION:** Contact Bryan Lyttle (Rachel is now out of the office) to find out the name of the right person to contact at West Berkshire Housing

- Thames Water issues – TB advised that he had re-written sections based on issues raised by Thames Water and sent these sections back to WBC for comment.

**TB**

**7 Grant application**

JR reported that the grant application had been submitted to My Community on Tues 15<sup>th</sup> Sept. My Community had subsequently been in touch to gather further information regarding our planning advisers. A response has since been written by PW and is to be submitted by MD forthwith.

**8 Date of next meeting: Wed 30<sup>th</sup> September, 10.00 – 12.00 at the Parish Council Office** (this replaces the meeting which would usually have been held on Friday 25<sup>th</sup> September)