

Stratfield Mortimer Neighbourhood Development Plan

Steering Group Minutes of the Meeting held on Friday 19th December 2014 at the Parish Council Office

Attendees: Dudley Ives (DI)
Neil Kiley (NK)
Patrick Wingfield (PW)
Tennant Barber (TB) – acting Chairman
Danusia Morsley (DM)
Jane Rabbiosi (JR) – Research & admin assistant

Apologies: Mike Dennett (MD) - Chairman
John Cornwell (JC) - Planning advisor

ACTIONS

1. Minutes of 5th December 2014

The minutes were approved

2. Matters Arising

a. *Planning / design consultant recruitment*

PW advised the group that it had been decided not to place a contract with either Boyer or Bell Cornwell. It was agreed that Bell Cornwell are to be used on an "ad hoc" advisory capacity.

b. *Updating West Berkshire on progress*

DI passed on message from MD to say that no meeting with West Berkshire had been arranged to date.

ACTION: NK to follow up with Bryan Lyttle at West Berkshire to try and get a date for a meeting, ideally the meeting should include Liz Alexander. **NK**

ACTION: circulate the draft that had been sent to Mike Dennett. **TB**

c. *Meeting with schools*

No comment back from schools on meeting notes. Only that they mentioned in Dec meeting that they would like to be invited to January meeting.

d. *Proforma for local business / group meetings*

DM advised group that she had no further meetings with businesses to report on, but advised group that there was a proforma on Dropbox should any other committee members wish to use it for their own meetings.

3. Website

DM gave an overview on what information had been added to the website and it was discussed what content was essential to add before going live to public.

ACTION: Welcome introduction to the website to be drafted ASAP (before 22/12/14) **PW**

ACTION: Photos of Mike, Dudley and John to be sent ASAP (before 22/12/14) to DM to be added to steering group section **MD, DI, JC**

ACTION: Find some general FAQs from other NDPs and send to DM sent ASAP (before 22/12/14) to be added in FAQ section of website **JR**

ACTION: Funday text / photos to be added to consultation history section **DM / TB**
ACTION: Final sense / typo check on website content ASAP (before 22/12/14) **JR**

It was agreed that an NDP Facebook page should be created to allow people to make comments, and this should be referenced on the 'Connect to us' section of the NDP website.

ACTION: DM to approach Gerard Moran (NDP volunteer) to see if he would like to set up Facebook page. **DM**

PW commented that the objectives should be on the website for comment, but agreed that this content did not necessarily need to be added before the website goes live.

It was agreed that once MD approves, the group were happy for the website to go live.

4. Smaller sites identification – next steps

NK updated the group on Edward Crooks comments on the identified small sites. Two more sites were added to the map for investigation – Stephen Firs triangle and King Street site.

ACTION: Ask Bell Cornwell to comment on the more probable of the smaller sites, i.e. how many houses, possible issues etc. **PW**

5 Consultation

TB updated the group on the output from the Consultation meeting held on Thurs 18 December, in particular the 'consultation road map' v1.1, which was drawn up at said meeting (attached as **Appendix I**). The steering group made two significant changes to this roadmap.

- First it was judged that the presentation events should not be held. The Steering Group was of the opinion that because many of those that might be expected to attend would have come to the launch in March and the Funday/Exhibition and probably would not feel like turning out again unless there was something new and attractive. The conclusion was that the publicity material and the on-going forums (e.g. exhibition/website/ social media) should carry the message about what NDP is, the benefits/opportunities of an NDP and announcement of the consultation etc. The drop-in sessions should include a presentation but focussed on what is new and specifically the consultation and the purpose/process of the drop-in session.
- The second significant change was to insert the preparation a first draft of the questionnaire before the drop-in sessions. This will help to tightly focus those events.

The amended consultation road map v1.2 is attached as **Appendix II**)

It was agreed that the group who met on Thurs 18 December for the consultation meeting, should form the consultation group.

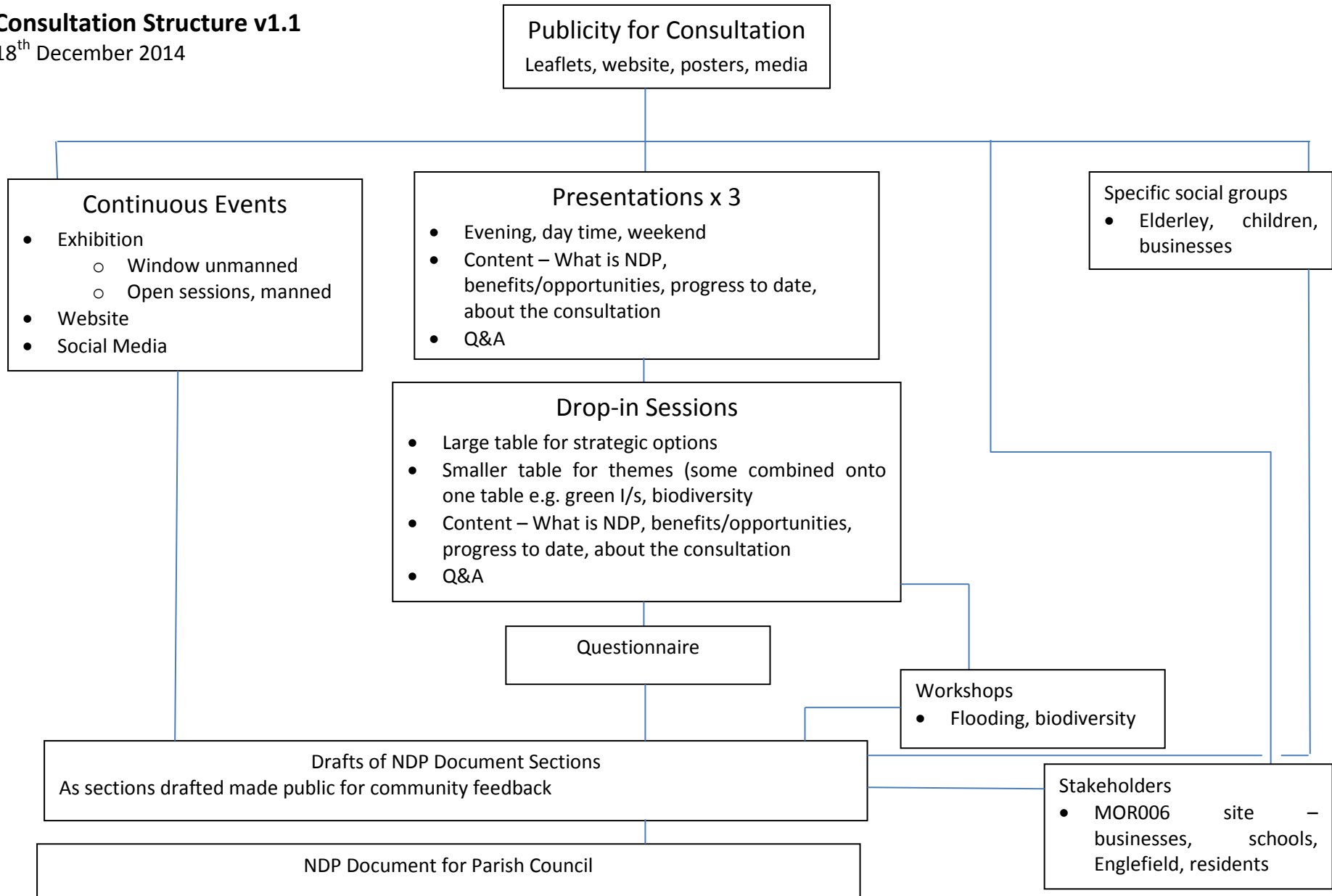
ACTION: Finish draft questionnaire, share with consultation group for comment / modification at next consultation meeting on 7th January 2015. **TB**

6. Next meetings to be held on Fri 9th and Fri 23rd January 2015.

Appendix I

Consultation Structure v1.1

18th December 2014



Consultation Structure v1.2

19th December 2014

