**Stratfield Mortimer Neighbourhood Plan**

**Minutes of Steering Group Meeting (Unapproved)**

**7.30 pm Tuesday 16th November 2021**

(Held on Teams)

Present:

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| Tennant Barber (chair) | Sabina Netherclift |
| Nick Carter | Doug Overett |
| Neil Kiley | Patrick Wingfield |
| Amanda Marsden |  |

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| Item | Minute | Action |
| 1 | Apologies: Jo Wines |  |
| 2 | Declarations of Interest: None |  |
| 3 | Minutes of Meeting Monday 28th September were  Approved |  |
| 4 | Receive Report from Working Groups  Reserved Land MOR006  School Area Summary   * Productive meetings have been held with the school governors to understand and quantify the future potential educational use of the Reserved Land. * Additional possible educational based uses of the school area are being explored.   **Action:** Clarify any resolve remaining possible uses of the school area  Medical Area Summary   * Preliminary meetings have been held with Health Authority and Mortimer Surgery to understand the current thinking of the two bodies.   It was noted if the school may not need all the area set aside for a new building and this might provide an opportunity for other health services.  Further meetings are to be held with interested parties to develop a revised policy for the use of the Reserved Land  **Action:** Identify and investigate practicality of options and put recommendations to SG .  NewNP   * The report previously submitted to the Steering Group was summarised including the ‘Request for Approval’ to develop the community’s aspirations for the parish and to use a consultant with expertise in this type of consultation and engagement. * The proposal was approved.   **Action**: Prepare a brief for SG approval  Prepare a short list of consultant candidates for SG approval.  Nick Carter requested the value of employing a consultant be reviewed when the Brief is submitted to the SG for approval.  Meeting with West Berkshire Council  A meeting was held with West Berkshire Council (Umrah Mahadik, Laila Bassett) to discuss the revised use of the reserved land and the NewNP. Subsequent to the meeting West Berkshire summarised the meeting outcome containing a number of recommendations which need to be considered. Regarding the wording for revised use of the reserved land the advice is   * it should not be too generic (e.g. *for community use*). * it will ultimately depend upon the evidence base to explain changes of use detailing why changes are needed and alternatives are proposed. | NC  NK, AM  & others as appropriate  PW  NewNP Team |
| 5 | Communication Plans   * The chair introduced the item describing the current position   + At the Chair’s request Doug was conducting an overview of all communication aspects and needs of the Neighbourhood Plan - e.g. who is to be communicated with, how, and the legal and regulatory requirements   + Nick Carter is addressing the provision of the website.   + The NewNP Team is to communicate and consult with the community to determine their aspirations that will be the core of the NewNP.   These strands need to be brought together so they form a coherent and internally consistent Communications Plan.  Communication Plan   * Doug outlined his work thus far which he noted is work in progress. The initial work has been to review what other NPs have done and the advice from professional bodies on communications and consultation for NPs. His intention is to develop his ideas and put them to the SG. * Neil Kiley reminded the SG that the most significant and successful consultation activity in the preparation of the current NDP was the questionnaire. * The SG asked that the plan should include the processes for approving content and uploading material onto the various platforms.   Nick will join Doug to contribute to the Communication Plan Paper.  **Action:**   * Develop the Communication Plan for presentation to the SG * Check with Lynn the protocols adopted by SMPC for putting items on the website and what we should adopt   Website  Nick outlined his ideas   * Nick confirmed that the website would be hosted on the same computer host platform and use the same underlying software and design as the Parish Council website thus providing the same GDPR, accessibility etc facilities. This was welcomed and supported. * Nick confirmed that the website would be accessed directly with its own address or via the Parish Council website. * The SG consider that the administration of the website should be done by NP resources.   **Action:** Progress development of website for SG approval including recommendations for the processes for running the website. | DO,NC  DO  NC |
| 6 | Approval of Proposals for Filing and Retention of the Evidence Base.   * Tennant introduced the proposal to set up a separate secure library to store the evidence base material. * He reported that   + Lyn had suggested SharePoint. and   + David Sturt had been approached for his views particularly to be assured that guests would not have any significant constraints regarding access, up loading material or adjusting file structures etc.   The proposal was approved  **Action:**   * Confirm with David Sturt suitability of SharePoint for a secure electronic library to store the evidence base or whether there is a better alternative. * Develop the library ready for launch for SG approval together with the administrative processes. | TB  TB |
| 7 | Proposal for Responding to Third Party Recommendations and Advice.   * Tennant introduced the proposal highlighting the fact that the NDP examiner criticised the NDP for not properly addressing professional advice and recommendations either actioning them or rejecting them with justification. * The proposal is to set up a process to ensure that such advice and recommendations are formally addressed.   The proposal was approved.  **Action:** Develop a process ready for launch for SG approval to ensure professional advice and recommendations are addressed. | TB |
| 8 | Information Items  There were no information items. |  |
| 9 | Any Other Business  There was no other business |  |
| 10 | Next Meeting  7.30 Tuesday 4th January 2022 |  |
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