Stratfield Mortimer Parish Council

Minutes of the Neighbourhood Plan Steering Group Meeting held at Methodist Church Hall, Mortimer on Tuesday 21 July 2026 19:30

Steering Group Attendees

Joanne Emberson-Wines – Meeting Chair (JW); Tennant Barber (TB); Graham Bridgman (GB); Bob Coe (BobC), Doug Overett (DO), Jayne Todd (JT) and Sallyann Taylor (ST – Minute Taker)

Members of the public

No members of the public were in attendance.

1. Apologies

Neil Kiley

2. Declarations of Interest

No declarations of interest were made.

3. Approval of Minutes of Last Meeting

The minutes of the meetings held on 16 June 2026 were approved without amendment.

4. Neighbourhood Plan updates

West Berkshire Council (WBC) has advised that a Strategic Environmental Assessment (SEA) is not required for the Neighbourhood Plan. However, the SEA has been sent to the three statutory consultees for review. The consultation period will last five weeks, and responses are expected by the end of August.

GB reported that he had edited Version 10 of the Neighbourhood Plan (NP) and produced Version 11 for review by the Steering Group (SG). The SG was satisfied with the amendments. Photographs and maps still need to be added, and TB agreed to proofread the document to ensure its accuracy.

It was also agreed that the consultation data should be included in the Evidence Base rather than in the main Neighbourhood Plan document. Links to the Evidence Base, which will be published on the Neighbourhood Plan website, will be included in the main NP document. ST agreed to create a section on the NP website entitled *'SMPC Neighbourhood Plan Evidence Base'*.

JT will complete the wraparound part of the Neighbourhood Plan.

It was agreed to check with Steve Burt whether copyright permission is required for the Burt document.

The draft Neighbourhood Plan will need to be approved by SMPC Full Council and could potentially be presented at the Full Council meeting on 10 September.

***Actions**: TB, GB, BobC, JT, ST*

5. Regulation 14 tasks and timescale

It is anticipated that the Neighbourhood Plan will be ready to proceed to the Regulation 14 consultation stage in October. However, preparations for the consultation can begin now.

The Steering Group (SG) discussed the questionnaire and agreed that it should be made available in both printed and electronic formats via the website. DO agreed to prepare a flyer for inclusion with the MVP newsletter at the end of September, highlighting where the consultation documents can be viewed and accessed.

Actions: *DO*

6. AOB

- GB reported that, in light of the new Local Plan, if the Parish Council decides to submit a response, a new working party may need to be established.
- At the same time, consideration will need to be given to whether any amendments to the Neighbourhood Plan (NP) are required.
- BobC asked the Steering Group whether projects should be included in the Neighbourhood Plan. It was agreed that GB would draft wording for inclusion in the NP explaining that some issues raised during the consultation fell outside the scope of the Plan and have been referred to SMPC for consideration.

Actions: *GB*

Close

Meeting ended 20:20

Next meeting 18-08-2026 at 19:30 at Methodist Church Hall.