

# **Stratfield Mortimer Neighbourhood Development Plan**

Steering Group Minutes of meeting held on Friday 11<sup>th</sup> April in the Parish Office

Present: Mike Dennett (Chairman)  
Danusia Morsley  
Neil Kiley  
Patrick Wingfield  
Tennant Barber.

Apologies: Tracy Audsley.

## **1 Terms of Reference**

Draft terms of reference for the Steering Group were discussed and a number of simplifications and amendments were agreed. The simplified Terms of Reference will be forwarded to The Clerk for consideration in producing the Terms of Reference for the Steering Group.

In accordance with the Terms of Reference a Chairman was elected. Mike Dennett was approved unanimously.

Tennant Barber was elected vice-chairman.

## **2 Administrative Support**

It was agreed that administrative support should be provided. As no one in the community had volunteered to act as administrator/secretary it was agreed to seek a self-employed contractor who would submit an invoice for hours worked.

The **primary duties** would be:

- i. Take and produce minutes of the Steering Group meetings.
- ii. Take and produce a record of all community consultations
- iii. Maintain full and electronic records of all material produced by the steering group, the working groups, community consultations and submissions and what other relevant documents produced from time to time; and to ensure the records are properly backed up.
- iv. Maintain/keep up to date the Neighbourhood Development Plan website, facebook and what other electronic communication methods are used.
- v. From material produced by the working groups and steering group edit them into a coherent report as required.

The candidate should have demonstrable administrative skills, report writing experience, and IT skills.

It is desirable that the candidate should have experience in researching material both written and electronic. This research activity will be undertaken on behalf of the Steering and working Groups.

Initially the number of hours will be up to 25 per month.

#### ***Recruitment of Assistant***

- i. Share job description with Tracy Audsley for her comments **(Tennant Barber to copy Tracy Audsley; Tracy Audsley comment)**
- ii. Advert to be prepared by **(Secretary suggests Tracy Audsley)**
- iii. Advert to be circulated prior to launch for agreement
- iv. The advert should be placed on the Parish noticeboards **(Jayne Kirk)**, parish website **(Jayne Kirk)**, MVP website and MVP facebook page **(Danusia Morsley)**.
- v. Allow 2 weeks for interested parties to submit CV
- vi. Selection of a suitable candidate will be done by the Chairman and Vice- Chairman. **(Chairman and vice-chairman)**

### **3 Website**

It was agreed that the NDP website should have its own distinctive identity and character and be seen as separate from the Parish and MVP websites.

Question was raised as to whether the Parish Council supplier could be used, and if so at what cost **(Mike Dennett to investigate)**.

### **4 Funding**

The meeting noted there was another potential stream of funding available (see Jayne Kirk email of 8<sup>th</sup> April 2014). Possible streams of funding are to be investigated and to determine what rules would apply **(Patrick Wingfield)**.

### **5 Development of Objectives and Possible Policies; and Community Consultation**

The draft plan was considered and amended (see attached revised plan).

It was agreed that the NDP team should have a stall at the village Fun day on 5<sup>th</sup> July 2014 followed by a consultation event on the following afternoon (6<sup>th</sup> July 2014) (**Danusia Morsley to arrange**).

The purpose is to brief the community on the progress with the development of the NDP (objectives supported by exemplars of possible policies) and to seek the communities views (i.e. support or for the suggested objectives and exemplar policies, suggested changes, rejection, and additional ones for consideration).

It was agreed that the Community Consultation in September 2014 should probably take the form of a two week open exhibition of proposed objectives and policies followed by a community meeting to accept or reject the proposals.

The following Working Group memberships were agreed:

- Residential – Tracy Audsley (**Willingness to be leader to be confirmed by Tracy**) and Neil Kiley
- Commercial – Danusia Morsley (leader) and Patrick Wingfield
- Infrastructure Services – Tennant Barber (leader) and Neil Kiley
- Biodiversity, Historical Environment and Landscaper Character – Patrick Wingfield (leader).

It was agreed to leave the overarching policy areas unaddressed at this stage.

Volunteers who have put their names forward are to be contacted asking them to state their preferences for working groups so that they can join the appropriate ones as soon as possible (**Mike Dennett**).

## **6 Annual Parish Meeting (APM)**

It was agreed that at the APM the opportunity would be taken to ask for volunteers to

- develop and/or run the NDP website,
- undertake research activity on behalf of the NDP teams.

Also take the opportunity to announce the NDP plans for events on 5<sup>th</sup> and 6<sup>th</sup> July (Fun Day weekend).

## **7 Next Meeting**

Next meeting to be on Wednesday 7<sup>th</sup> May 2014 in the Parish Office subject to availability (**Mike Dennett to check and confirm**).

## Current Action Plan up to and Including September 2014

Action	Date
Obtain Parish Council approval for authorisation to spend up to £x without reference back to PC, hiring of staff to undertake administrative work	11 March
Develop five work streams for presentation to community <ol style="list-style-type: none"> <li>1. Agree teams members and team leader</li> <li>2. Each team refine objective and develop exemplar policy options for 1<sup>st</sup> discussion by NDP team</li> <li>3. Amend as necessary</li> <li>4. Collect initial data and further develop objective and exemplar policy options for 2<sup>nd</sup> discussion by NDP team</li> <li>5. Each team finalise FUN Day material – latest objective and exemplar policy options</li> <li>6. Fun day community workshops to present current thinking and to get feedback on objectives and policy options (support, and suggested modification , rejections, new ones for consideration)</li> <li>7. Update policy options for final discussion by NDP steering group</li> <li>8. Community consultation to get agreement to objectives and policy options to be developed.</li> </ol>	11 March 7 May 7 June 21 June 5 <sup>th</sup> & 6 <sup>th</sup> Jul 1 <sup>st</sup> – 14 <sup>th</sup> Sept
Communications <ol style="list-style-type: none"> <li>1. Develop communications strategy and proposals for platforms</li> <li>2. Hire resources as necessary</li> <li>3. Develop platforms</li> <li>4. Launch</li> </ol>	30 April
West Berks contacts <ol style="list-style-type: none"> <li>1. Each team identify requirements, NDP team approve</li> <li>2. Approach Bryan for named contact</li> <li>3. Brief named contact</li> </ol>	30 April 14 May
On going briefings <ol style="list-style-type: none"> <li>1. Parish Council</li> <li>2. WBerks</li> </ol>	