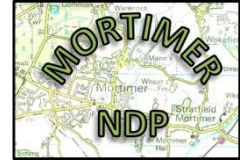




Stratfield Mortimer Neighbourhood Development Plan

Minutes of the Steering Group Meeting
held on Friday 6 February 2015 @ 10am
at the Parish Council Office



Present: Mike Dennett (MD) - Chairman
Dudley Ives (DI)
Neil Kiley (NK)
Patrick Wingfield (PW)
Tennant Barber (TB)
Danusia Morsley (DM)
Jayne Kirk (JK) – Parish Council Clerk
Jane Rabbiosi (JR) – Research & admin assistant

Apologies: John Cornwell (JC) - Planning advisor

ACTIONS

1. Minutes of 2 February 2015

The minutes were approved

2. Terms of reference of the Steering Group

JK (Parish Council Clerk) advised the Group on the current position in relation to the Group's Terms of Reference with the Parish Council's policies. JK advised that this advice will be taken to the full Parish Council Meeting on the 12 February for Members' consideration and decision. The main point that JK brought to the Group's attention was the criteria specified for cover by the Council's insurers:

1. That the Minutes of the meetings of the Group form part of and are incorporated into the Minutes of the Parish Council.
2. Meetings of the Committee are open to the public in the same way as Parish Council Meetings.
3. Any accounts of the Committee form part of the accounts of the Parish Council and are subject to the Council's audit. (together with a full Risk Assessment)

The Council will be asked to consider whether they consider non council members need to complete a Declaration of Interest Form. (There was some discussion and issues raised regarding this point – see below)

JK also clarified the process for the Group in relation to the Finance section of the TOR and the Council's procedures.

There was again a discussion regarding this and JK confirmed that all her advice given would be taken to the next Parish Council Meeting for discussion and a decision.

DM stated that under these terms of reference and with her previous issue on this matter with the Parish Council she would need to resign from the group as she was not willing operate under these terms.

NK stated that it was not his understanding that the steering group was a sub-committee of the Parish Council. TB agreed that is was also not his understanding that the group was under the jurisdiction of the Parish Council and he was not comfortable with it being so.

JK and MD informed the group that if the steering group is not an official sub-committee then they are not covered by Parish Council insurance.

DM left the meeting.

PW said that when the steering group first began they specifically decided that they should be independent of Parish Council. PW suggested that the Steering Group look into getting independent insurance in order to operate outside of the Parish Council jurisdiction.

PW suggested that if members of the group declare any interests at the beginning of every steering group meeting and these were minuted then this should comply with the Parish Council terms of reference, without asking non Parish Council members i.e. TB and DM to signing a declaration of interest form.

At this point TB declared his interest on the Kiln Lane site (MR001) as he is a resident of Kiln Lane. NK declared his interest in the appointment of the steering group research and admin assistant, Jane Rabbiosi, as she is his daughter.

Spending NDP allocated funds

JK advised that authorisation for any expenditure must come from the parish council.

The group declared they were of the understanding that they had a sum of money to spend without needing approval from the Parish Council for all payments. PW suggested that there was a minute in Parish Council minutes that states MD can approve small sums of expenditure as chairman for the Steering Group.

The group agreed that they needed go back to the Parish Council to ask for approval for delegated powers to commit to minor sums of expenditure.

It was agreed that the group should keep an account of what monies we are spending / committing to spend.

3. Update from the Parish Council Clerk on Insurance

JK confirmed that she had been trying to resolve the insurance cover with the Parish Council insurers since she became aware of it on 29th January.

The Parish Council's insurers have confirmed cover for the exhibition (subject to the conditions outlined in section 2 above) so long as written confirmation of Budgens Property Owners' Liability Insurance Cover being in force in relation to liabilities arising to the physical property is received by the Parish Council. JK is waiting for this confirmation from Charles Mills of Budgens. JK handed over a 'Risk Management Guide and Check List' issued by the PC insurers.

JK left the meeting.

4. Exhibition display material

JR reported back to the group on the state of production and printing of display material. The group agreed that they were happy for JR to final proof and send the documents to be printed.

5. Organisation of the Discussion Sessions

After some discussion, it was agreed that each discussion session would need at least one facilitator and one person to take notes of what was said during the discussion.

It was agreed that the facilitator should open the session with a very brief introductory presentation. It was also agreed that there should be a set of briefing notes and FAQs written for each subject to be made available to the volunteers manning the sessions.

ACTION: Write a brief introductory presentation for the start of all discussion session.

Write briefing notes & FAQs for each subject matter (to be done by the subject display authors)

**MD
TB, NK,
DM, PW,
MD**

6. Draft questionnaire

TB put forward the idea of setting up a questionnaire writing sub-team. It was agreed that if they are willing, the sub-team should include TB, MD, DM and Sue Carter (NDP volunteer). It was agreed that we should engage with a professional advisor regarding the questionnaire and West Berkshire Council were probably the right people to approach.

ACTION: Approach DM and SC to ask if they would join the questionnaire sub-team.

Approach West Berkshire Council for professional advice regarding the questionnaire.

**TB
TB**

7. Update on meetings concerning a housing survey and traffic calming

- **Housing survey meeting** - PW reported that he met with Community Council for Berkshire Community Housing Advisor, Arlene Kersley. She advised PW that affordable housing is controlled and organised by West Berkshire Council and not the Parish Council. In some circumstances rural exception sites can be designated for affordable housing.

PW suggested that the housing survey questionnaire should go out after Easter and asked MD if this item could be put on the Parish Council meeting agenda.

ACTION: Add housing survey questionnaire onto Parish Council agenda.

MD

- **Traffic calming meeting** – PW reported that he met with Andrew Garratt (who is due to emigrate, to be replaced by Glyn Davis). Mr Garratt suggested traffic calming measures similar to that used on Theale high street and enforcing a 20 mph zone if traffic calming measures are installed at either end of village.

8. Bartonwillmore response

The committee agreed that the response should be that timing has slipped and we are still in the public consultation phase and therefore cannot entertain meetings until after Easter / mid April.

ACTION: email agreed response to Bartonwillmore

MD

9. Funding update

JR reported that the deadline had been missed for applying for the bridging grant, however we could apply for the Workshop Grant. The group agreed that we should apply for this grant. JR also said that there should be further funding options released in April 2015.

ACTION: Apply for workshop grant and keep abreast of other funding options available.

JR

10. AOB

None.

11. Next meeting to be held on Fri 13th February (10.00 – 12.00 at Parish Office) if necessary, & Fri 20th February (10.00 – 12.00 at Parish Office).