
















Neighbourhood Plan Review

Engaging the Community and Gathering Information

Stage	Milestones	Suggested tasks:	Actions by	by 6th May	Week 1 wc 09/05	Week 2 wc 16/05	Week 3 wc 23/05	Week 4 wc 30/05*	Week 5 wc 06/06	Week 6 wc 13/06	Week 7 wc 20/06	Week 8 wc 27/06	Week 9 wc 04/07	Week 10 wc 11/07	Week 11 wc 18/07
1	Gather baseline info and evidence	1a) Review current Made Stratfield Mortimer Neighbourhood Plan to understand where it remains compliant with up to date policy or where an update is required	BP / WG												
		1b) Gather updated information on demographic and socio-economic information, designated/protected sites, views from any previous surveys, other relevant plan evidence	WG / Consultants												
		1c) Assess Plan and evidence gathered to identify gaps and potential for updated topics and themes	BP / WG												
		1d) Source or produce additional evidence if required	WG / Consultants / WBC												
		1e) Map all of the features and designations in your parish - e.g. infrastructure, trees and environmental elements, leisure/recreation facilities, shops, historical assets etc.The use of Parishes Online is recommended with a PSMA	WG / Consultants / WBC												
2	Engage and consult with community	2a) Deadline of details to be sent out for Parish Council meeting	BP												
		2b) Parish Council meeting to agree NDP next steps	Parish												
		2c) Newsletter delivery content agreed plus 10 days lead in for printing etc	BP / WG												
		2d) Poster Campaign agreed	BP / WG												
		2e) Newsletter delivery - posters put up - social media adverts	SG												
		2f) Parish Jubilee Celebration and NDP Stall 4th June	SG												
		NDP Launch Week													
		2g) Online and paper questionnaire to replicate the in person event below with the questions instead asked online / paper format for those who cannot attend.	BP / WG												
		2h) Launch event - NDP workshop - day / evening event	BP / WG												
		2i) Website and social media posts reflecting above – social media could ask individual questions to try and get bite sized responses and show strength of feeling	BP / WG												

2	Engage and consult with community	Suggested tasks:	Actions by	by 6th May	Week 1 wc 09/05	Week 2 wc 16/05	Week 3 wc 23/05	Week 4 wc 30/05*	Week 5 wc 06/06	Week 6 wc 13/06	Week 7 wc 20/06	Week 8 wc 27/06	Week 9 wc 04/07	Week 10 wc 11/07	Week 11 wc 18/07
3	Engage and consult with community	2j) School involvement activities to be agreed and sent to schools in advance	BP / WG												
		2l) Circulate a request for working group members, students* or residents who may all have beneficial skills - once names gathered set up tasks for next phase	WG												
		2m) Identify and engage with key consultees and stakeholders who may have businesses or land within the Plan Area, but not reside there - BP to produce template letter	BP / WG												
	Decide on the scope and content	3a) Collate questionnaire responses	WG												
		3b) Based on consultation responses and evidence gathered, identify key updated themes for the Neighbourhood Plan	BP / WG												
		3c) Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date	BP / WG												
		3d) Feedback results to the community on draft V&O and ask for feedback to ensure that these reflect community aspirations	BP / WG												
		3e) Working group meetings on going during the process - at least monthly	WG												

Key

Programmed -

Not started

In Progress

Completed

Optional

*Please note half term and bank holiday weekend for Queen's Jubilee / potential for delay