

Stratfield Mortimer Parish Council

Full Council 08/09/2022

Neighbourhood Plan (NP)

Agenda item 22/055 2: To resolve the plan and costs for Phase 2 of the NP including:

- a. consulting with the community cross generationally through open events and workshops to develop the vision and policies of the NP at an estimated cost of £10,275, including an upper limit contingency for disbursements of £1,000.**
- b. The appointment by the Steering Group of an NP administrative/research assistant at an estimated cost of £5,000.**

Background

Phase 1 of the NP is nearing completion. The outline Plan and draft Budget and Budget for Phase 2 (please see attached report for the SG) was approved by the Steering Group at the meeting held on 16th August 2022; as was the appointment and costs of an Administrative Assistant.

The Administrative Assistant will be a self-employed person/ contractor to provide administrative and research services for a limited period - circa 30 hours/month for 6 months. Payment will be paid on an agreed rate per hour upon the submission of an invoice for payment. They will be home-based apart from attendance at meetings which shall include some evenings. The role requires the assistant to use their own computer and internet.

Costs

The estimated cost of Phase 2 (including Consultancy Support) is £15,275 as much as possible of which will be offset by a Locality Grant if the application is successful.

Recommendation

To approve the implementation of Phase 2 which, through consultation with the Community, is to develop the NP (vision, policies etc) together with the associated expenditure of £15,275.

Associated Documents attached:

- Report for Stratfield Mortimer New Neighbourhood Plan (NewNP) Steering Group (SG) Consultation Strategy
- Recommendation and Request for Support from the NP Steering Group : Hire of Administrative/Research Assistant