

Stratfield Mortimer Parish Council

Minutes of the Neighbourhood Plan Steering Group Meeting held at Methodist Church Hall, Mortimer on Tuesday 16 June 2026 19:30

Steering Group Attendees

Joanne Emberson-Wines (JW); Tennant Barber (TB); Graham Bridgman (GB); Bob Coe (BC) and Sallyann Taylor (ST – Minute Taker)

Members of the public

Steve Davies was in attendance.

1. Apologies

Neil Kiley; Doug Overett and Jayne Todd.

2. Declarations of Interest

No declarations of interest were made.

3. Approval of Minutes of Last Meeting

The minutes of the meetings held on 19 May 2026 were approved without amendment.

4. Neighbourhood Plan updates

BC reported that he and TB met on 9 June and produced Version 6 of the Neighbourhood Plan policy document. This version has been sent to Bell Cornwell for final formatting and is expected to be returned by the end of the week. Bell Cornwell will also incorporate the required maps.

Once the revised document is received, BC and TB will review all changes before forwarding it to the SG for further comments. Following this review, the policy document will be submitted to West Berkshire Council (WBC) to conduct a screening process to consider whether a full Strategic Environmental Assessment (SEA) is required.

GB advised that he has made several formatting amendments, which will be incorporated into the final version of the document.

ST to notify WBC that the policy document will be submitted shortly for the SEA process.

JT's wrap around updates are expected to be completed this week.

GB also advised that the policy document should not require approval by Full Council and can instead be signed off by the SMPC Clerk in accordance with the SG's terms of reference.

Actions: TB, GB, BC, JT, ST

5. Regulation 14 tasks and timescale

It is anticipated that, provided that WBC conclude that an SEA is not required, the Neighbourhood Plan will be ready to proceed to the Regulation 14 consultation stage in September. However, preparatory work for Regulation 14 can begin now - this will include developing the questionnaire (Bell Cornwell

to draft), planning publicity and communications, and preparing a consultation timetable. It was suggested that DO take the lead on this work.

ST was asked to contact Danusia Morsley to ask what they did for the current NDP.

BC proposed that we add a page to the NP showing a list of SMPC Projects like speeding in the village and parking. ST to go through consultation data which DO collected to determine what should be included.

Actions: DO, ST

6. Budget

The budget was discussed to assess whether sufficient funding was available to complete the remaining work on the Neighbourhood Plan. BC reported that additional funding may be required to complete Phase 2, covering work up to the end of the Regulation 14 consultation, and Phase 3, which would include the remaining stages of the process, including Regulation 16. GB advised that further funding could be available - approval for any additional funds would need to be provided by SMPC/the Clerk, depending on what was needed and existing budgets.

BC advised that Bell Cornwell will notify the Steering Group when expenditure is approaching the agreed spending limit.

7. AOB

Steve Davies asked about the timeline for the release of the new Neighbourhood Plan. TB explained that, following a decision by WBC on the need (or not) for an SEA, the Plan is expected to proceed to the Regulation 14 consultation stage in September. The Regulation 14 consultation is anticipated to last approximately eight weeks, after which the Plan will move to the Regulation 16 consultation stage, which is also expected to take around eight weeks. Subject to progress at each stage, the Neighbourhood Plan is estimated to be completed by February/March 2027.

Close

Meeting ended 20:20

Next meeting 21-07 2026 at 19:30 at Methodist Church Hall.