

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee held on 10th January 2024 at the Kitty Dancy room.

Present: -

Ian Booker (Chair)	IB
Dale Birch (Deputy Chair)	DB
Michael Brossard	MB
Sylvia Trevis	ST

Apologies for absence: -

Mike Butcher	NMB
Ashley Bower-Dyke	ADB
Christopher Jackman	CJ

IB reported that Leigh Quigg (LQ) and Diane Allun-Wilson (DAW) had decided to step down from the Committee.

Matters arising: -

There were no declarations of interest recorded.

- 1 **Previous minutes:** - The previous minutes were approved by DB and seconded by MB.

2 Matters arising from the previous minutes (6th December): -

Item 2.1 DAW has contacted Schools in an effort to confirm related data. No responses have been forwarded to DAW. In the interim IB has included all formal government and school website information data into the draft wording of the NP.

Estate Agent's liaison. LQ has recently circulated a questionnaire to Estate Agents. Responses now awaited. (*Post meeting note: - response from HAT received.*) *Salient comment being that current retirement houses within Sandhurst are slow to sell).*

ST/NMB have produced key data relating to retirement homes and nursing homes. A Summary of the data collected would appear to indicate that Sandhurst has, on a headcount basis, more retirement homes than the national average. It has slightly less nursing homes (with 24-hour car attendance) than the national average. However, if Sandhurst and nearby Crowthorne are combined the nursing home number per resident headcount is slightly more than the national average.

ABD has not provided reports relating to Business liaisons. It is, however, noted that due to recent ill health ABD had not been able to assist with committee matters. All wished ADB well.

3 Questionnaire and related contact with Sandhurst Residents and Businesses: -

3.1 It was agreed that the “dry run” questionnaire session should be actioned within the coming few days with the intention of sample questionnaires being returned to respective Steering Group members by early w/c 15th January (and no later than Thursday 18th January). The intention of the dry run being to check for clarity, or otherwise the draft questions.

3.2 The procedure would be for each Steering Committee member to seek circa 5 resident responses for the related questionnaire. Response form to be at the discretion of the Steering Group member.

A similar process to be adopted for the draft business questionnaire. The business questionnaire being of a form that could be completed by any organisation within Sandhurst that is not a residence.

Initial businesses to be contacted for the dry run process to include
DAB liaison: - Kings Hardware, Bird in Hand, Vulcan Motors.

MB liaison: - Sandhurst MOT, Little Sandhurst shops.

ST liaison: - Up to 5 other Sandhurst based organisations (preferably Owlsmoor and College Town based)

Action All

3.2 DAB to email the current draft questionnaires to Steering Group Committee members to enable the dry run process to be instigated.

Action DB

- 3.3 It is intended that completed dry run questionnaires can be reviewed at an informal meeting at 10.30am on Friday 19th January at the Chair's house. **Action All**
- 3.4 Following the 19th of January informal meeting DB will instigate any agreed revisions to the questionnaire in readiness for general circulation to Sandhurst residents and businesses. **Action DAB**
- 3.5 DAB reported that STC 's website provider would include Neighbourhood Plan pages into the STC website free of charge, albeit there will be a small licence fee to cover. Aim being to have the Neighbourhood Plan website pages up and running during w/c 22nd January.
- 3.6 DAB to draft an introductory page relating to the Neighbourhood Plan/questionnaire in readiness for incorporation into the website. **Action DAB**
- 3.7 DAB reported that STC had instigated preparatory work with the intention of a commercial organisation to distribute questionnaire information to all Sandhurst residences, this being more economical than using traditional postage. It is understood that STC are obtaining printing quotations.
- 3.8 It was agreed that business related questionnaires would be distributed by Steering Group and Working Group volunteers. An informal meeting to be set up nearer the time to coordinate the procedure. At that informal meeting arrangements will also be discussed as regards procedure to display NP related information on public noticeboards.
- 3.9 All to propose a related slogan to be used on publicity publications: -
- Nearby Neighbourhood Plan have used: - Local People, Local Decisions, Local Future or Creating a better future for -----.
- Proposals to be tabled at the informal meeting on 19th January. **Action All.**
- 3.10 **Preparation for Public Neighbourhood Plan Exhibitions: -**
- i) Proposed dates to be 10th and 17th February between 10am and 2 pm (both Saturdays).

- ii) Preferred location being the Kitty Dancy Room as this has a television for NP presentation slides, is centrally based and has car parking.
- iii) If room booking cannot be accommodated alternative locations can be considered. MB to check with STC and arrange room booking accordingly.
Alternative locations could be the Waterside Lane Community Centre or Owlsmoor Community Centre. The Pastoral Centre could also be an alternative.

Action MB

- iv) Displays at the public exhibitions: -

An introductory Board (Similar to the proposed front page of the NP containing a mosaic of Sandhurst photographs, and proposed slogan.

Action DB

Rolling Slides to be shown on the television screen relating to key Sandhurst NP matters.

Action DB

Flip Charts containing:

- a) NP boundary and settlement area
- b) Sandhurst key statistics

Action DB

Action IB

MB to liaise with STC regarding the availability of clipboards and television cables and connection procedure.

Action MB

- v) It is understood that STC are seeking quotations for organising the collation of questionnaire responses in a form that can then be summarised to the Steering Group. This procedure may only need to be instigated if the questionnaire response is high.

3.11 Other potential means of NP publicity: -

DB to compose NP introductory note in readiness for inclusion within the next issue of the Sandhurst Residents Association. The next issue will be distributed post questionnaire return date; however, it can be used as a means of communicating with residents as regards the progress and reasoning relating to the NP. Initial notice to be forwarded to the SRA prior to 20th January.

Similar procedure could be given to “Sandhurst Pride”, albeit its next issue was not due until the spring.

- 3.12 DB distributed Steering Group identity badges to those present at the meeting.

4 Draft NP wording: -

4.1 Interim matters to action: -

- i) MB to provide wording relating to cycling and walking routes.
Action MB
- ii) IB to update the draft wording following inclusion of resident and business summary conclusions. This will be linked to and include the data that ST and NMB have produced in relation to retirement and nursing homes.
Action IB

- 4.2 IB reminded All that it was intended to make use of photographs within the NP to assist with describing all related matters associated with countryside, open spaces, buildings of significance, Town features and any design related features that could be used to emphasise matters the NP would wish to encourage.
Action ALL

- 4.3 IB reported that that the draft NP wording was reasonably advanced and only required limited additions prior to incorporating matters arising from the questionnaire feedback.

IB reported that it was his intention to forward the draft wording of the NP to BFC for environmental related screening during early March. BFC have been informed regarding the proposed programme and have responded that they may have staff shortages to act promptly with the screening. IB will liaise with BFC in an attempt to assist with ameliorating the problem.
Action IB

5 Forthcoming meetings: -

- i) DB/MB to arrange a meeting with a member of Winkfield Council’s NP Steering Group. This being proposed to provide help, based on their experience, in producing the NP and holding related exhibitions.
- ii) IB to contact O’Neil Homer to inform them of future help that they may be required to give. During the current financial year this was expected to be no more than two days. It being likely that help could be instigated remotely and likely to include: -

An overview of the questionnaire prior to full distribution to residents and businesses

An overview of our proposed NP wording, could be instigated in parallel with the BFC screening procedure.

6 AOB: -

- 6.1 All were asked to consider proposing persons who may be able to join the Steering Group Committee. This applies particularly to those who have good knowledge of the Owlsmore and College Town areas.

Action All

- 6.2 All were reminded that all Steering Group Committee members are able to recruit Working Group members in order to assist with any action that they may have been given.

7 Date of next meeting: - Thursday 15th February 2024 commencing 6.30pm.

MB to liaise with STC to check availability of the Kitty Dancy Room on 15th February and also to let them know of the cancellation of the original 14th February meeting date. **Action MB**