

Minutes of the proceedings of the Steering Group Committee, 10th September 2025.

Venue: - Lakeside Community Hall.

Present: -

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

Apologies for absence: -

Ashley Bower-Dyke	ABD
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Matters arising: -

There were no declarations of interest recorded.

Previous minutes: - The previous minutes of 15th August 2025 were approved by MB and seconded by DB (subject to a date correction relating to item 6 (ii). The meeting with St Michael's School is TBA).

- 1 Update on NP submission relating to Environmental Screening:** - IB noted that all NP documents had been forwarded to BFC for environmental screening. This following liaison with them to refine certain policy wording. BFC have confirmed that our documents have been passed on to Natural England, Historic England and the Environment Agency for them to commence their 5-week comment period.

- 2 Preparation for NP submission for Reg 14 consultations: -**

Salient preparations: -

- i) Checking of NP policy NP/C 3:** - DB to check/obtain Councillors comments regarding the proposed potential community improvements. **Action DB**
- ii) Landowner LGS notifications:** - IB asked DB for a list of the landowners contacted regarding LGS designations. **Action DB**

IB to pass to DB a list of land references that may not have been included within the initial tranche of landowner notifications. The references to be taken from Parish Online. **Action IB**
DB will use these notifications to contact Land Registry to establish the Landowners. **Action DB**

Upon collation of any additional identified landowners DB, via STC, to send out further notifications. **Action DB**

Post meeting note: - related Land Reg. information emailed to DB

iii) **Preparation publicity for Reg 14 procedure (target date of the end of October): -**

- a) **Consultation invites:** - IB to update the introduction to the consultation invite letter. **Action IB**

Once completed DB to add STC headings in readiness for sending to those to be consulted. **Action DB**

IB to draft a separate consultation invite notice for organisations outside of Sandhurst. **Action IB**

IB and DB to then visit STC to enable all consultation notices to be prepared on STC headed paper.

- b) **Notice boards/Shop window notices:** - IB to draft a Notice board/shop window notice. **Action IB**

Notices will need to have editorial additions from DB to incorporate STC logos.

- c) **Advertising (potentially to include a late 2025 edition of the SRA mag):** - ST to contact the SRA to obtain the closing date for article inclusion of the next issue. **Action ST.**

IB to draft a potential SRA article. **Action IB**

DB to front an NP progress talk at the annual SRA meeting, which is set for Tuesday 16th September 1930, at the Day Centre. **Action DB**

- d) **Front cover for the NP:** - DB has updated the cover. It needs further photos of 'green' nature. IB to forward photos to DB for inclusion. **Action IB/DB**

- e) **Presentation at Sandhurst's 'Green' event 13th September:**
- IB/MB to have an NP table at the event. **Action IB/MB**

- f) DB to keep ST Councillors updated on the Reg 14 procedure via the formal Council S and P meetings.
- g) **Potential Reg 14 public meetings at the KD room:** - Once Reg 14 procedure has commenced the Steering Group will hold open public meetings in the KD room. Advertising at the time will be done via notice boards, Facebook and STC's website. Projected commencement date early November. Similar advertising will be used to enable Sandhurst residents and those with an interest to comment on the NP.
- h) **Reg 14 Consultation email addresses:** - All were reminded to forward to IB email addresses of those who we should contact regarding notification of the Reg 14 consultation process. These to be additional to the lists previously circulated. **Action All**

Once the contact list has been completed IB/DB to liaise with STC such that all notices can be formally distributed by STC via email.

Nearer the time hard copies of all documents will need to be made available at STC's offices and the library.

3 AOB: -

DB to arranged revised date to meet St Michael's School. **Action DB**

ST to contact New Scotland Hill School re a meeting. **Action ST**

DB to discuss with Councillors at the Environment Meeting on 13th November the proposed policies relating to trees. Can also highlight the LGS designations.

Action DB

All were reminded to keep a diary of key contacts made during all NP consultations such that related information can be included within a Reg 15 Consultation Statement. **Action All**

4 Date of next meeting: -15th October 2025 (6.30pm) at Waterside.

MB to book the room.

Action MB

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