

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee 12th November 2024

Present: -

Ian Booker (Chair)	IB
Dale Birch (Deputy Chair)	DB
Michael Brossard	MB
Mike Butcher	NMB

Apologies for absence: -

Ashley Bower-Dyke	AB
Sylvia Trevis	ST

Matters arising: -

There were no declarations of interest recorded.

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

1 Update on the public and business consultation programme: -

Outstanding actions relating to agreed STC and SurveyMonkey website procedure have still to be agreed with the related parties. On the basis that these should be resolved prior to Friday 15th November together with printing preparations the revised target date for the commencement of delivery of the questionnaires to residents, businesses and partners was set for Monday 25th November 2024. Should this be achieved, it would likely lead to a return date for the questionnaire responses being set at 20th January 2025.

2 NP Planning Consultant update: - A formal order has been placed by STC with ET Planning. ET planning have now commented on the draft questionnaires, their comments, where applicable, have been included within an updated draft.

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3 Current Sandhurst “stats” document: - As recorded previously the current “stats” document now includes recent BFC comments. ST has additionally instigated a detail editorial check on the wording. This version can therefore be used as the reference “stats” document to be included within the NP STC web pages and hard copies.

In respect of hard copy printing of the “Stats” and associated documentation the STC printer will be used. If STC staff are unable to be available IB and or DB may be able to operate the STC printer. DB to liaise accordingly with STC. **Action DB**

- 4 **Questionnaire printing:** - STC have noted that the printing will be done by the Printroom in Bracknell (Santino@printroom.co.uk, 08450722778). It was agreed that 8200 residents and 1000 business questionnaires would be printed. **DB will liaise accordingly.**

Arrangements to be made for the Printroom to liaise with the distribution organisation in respect of Residents Questionnaire distribution.

DB will liaise with the “Printroom” as regards the collection of the 1000 business questionnaires.

- 5 Public exhibition dates: -

Owlsmoor Community Centre, Saturday 7th December.

STC Offices Sandhurst Saturday 14th December.

The public exhibitions to run between 11am and 4pm.

MB to liaise with STC as regards the 14th of December STC hall booking.

MB will also liaise with Owlsmoor regarding a short pre public exhibition dry run with Steering Group members, in advance of 7th December. **Action MB**

6 Preparations for Public Exhibitions and General Questionnaire Notices (both web based and hardcopy), as previously discussed: -

- a) STC website: - DB is liaising with STC regarding the display on the STC website all NP matters, information and procedure. This will also include the removal of the existing STC letter of 6th December 2017 (currently included within the “our future” tab).

STC’s website provider Thamesway Ltd will assist with all STC website matters.

Action DB

- b) SurveyMonkey procedure: - This will also be covered with assistance given by Thamesway Ltd. **DB will liaise with ADB**
- c) Public exhibition display boards: - DB tabled the draft display board illustrations, these included descriptions relating to NP procedure and maps etc. DB will liaise with STC and their printers the sizing of the displays to match existing board frames.

It was agreed that two copies of the main introduction board will be produced such that they can be displayed at two locations at each exhibition venue. **Action DB.**

e) MB will provide a projector for use at the Owlsmoor Community Centre, DB will provide his laptop for use both at Owlsmoor and STC. **Action MB/DB**

f) Public Notice Boards within Sandhurst: - DB/IB have produced initial presentation material. The final version will likely be an update of the resident's questionnaire front page, which will include the "An Opportunity---" introduction page. Following its printing the notices describing NP procedure to be displayed on Sandhurst notice boards, with distribution as follows: -

Little Sandhurst: - IB and DB

Central Sandhurst: - MB and ADB.

Owlsmoor and College Town: - ST and NMB.

By the same token if respective Steering Group members are aware of any other locations within their respective areas they can, with the related property's approval, display the NP notices at these additional locations.

Printing of these notices can be added to the printing list to be forwarded to the Bracknell Print Room. It is desirable that they be waterproof. It is proposed that 12 prints be arranged.

g) Hard copies of Stats document: - It is intended that a hard copy of the stats document will be available for public reference (during opening hours) at STC offices and Sandhurst Library. It is assumed that STC should be able to assist by printing two copies.

STC do not have responsibility for the library. DB proposed that Gill Birch will visit the library with a hard copy of the stats document and explain /ask for their help should any members of the public wish to view it. **Action DB**

7 Distribution of Hard Copy Questionnaires: - The residents' questionnaires will be distributed by Abracadabra (Sales@targeted-distribution.co.uk). There are remote areas that the distribution organisation are not able to cover, these include the Ambarrow Court area and Wokingham Road (north of Maybrick Close). IB and DB will distribute the questionnaires to these areas by hand. **Action IB and DB**

8 Return of Questionnaires: - The return procedure for the questionnaires is generally covered within our ("An opportunity====") document (attached). DB will liaise with Thamesway to establish the related email addresses and web links associated with the NP documentation. Please note that the email addresses on the "An

opportunity” document are indicative, final email addresses to be advised by Thamesway.

Post meeting note: - IB and DB are liaising with the view of incorporating the intro document into the current draft of the questionnaires. This to save potential printing costs.

9 Liaison with Businesses and Partners During the Public Consultation Period: -

A reminder that Steering Group members will endeavour to make personal contact with businesses and partners within their allocated area, all in an effort to obtain completed business questionnaire returns. Please refer to the meeting minutes of 29th May for information.

10 Date of next meeting: - TBA. However, it would be appreciated if Steering Group members keep Wednesday 20th November 2024 at 10.00am or as a second option 5.30pm free. The intention being to meet up at the Owlsmoor Community Centre such that all matters associated with preparations for the 7th of December public exhibition can be run through. This will also include a summary of planning matters that may be helpful in responding to matters raised by the public, businesses and partners.

