

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee held on 15th February 2024 at 8 Dale Gardens.

Present: -

Ian Booker (Chair)	IB
Dale Birch (Deputy Chair)	DB
Michael Brossard	MB
Sylvia Trevis	ST
Mike Butcher	NMB
Ashley Bower-Dyke	ABD

Apologies for absence: -

Christopher Jackman	CJ
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Matters arising: -

There were no declarations of interest recorded.

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

1 Matters arising from the previous minutes (10th January): -

Outstanding Estate Agents surveys: - Leigh Quigg, prior to her stepping down from the committee, had circulated a questionnaire to Sandhurst based Estate Agents. Only HAT had responded.

ST to contact Romans and MB Prospect.

Action ST & MB

Post meeting note: - An email has been forwarded to ST and MB to record more information regarding outstanding Estate Agent surveys.

Outstanding dry run business questionnaires: - The initial dry run pilot questionnaire responses were limited. To enable a better understanding of business comment on the draft questionnaires further business comment was required. ABD would therefore seek to contact local businesses with the intention of gaining circa 5 pilot responses.

Action ABD

Post meeting note as previously advised to the Steering Group: - During late January STC's appointed Planning Consultant O'Neil Homer had decided to stand

down. It appears that they were not prepared to offer advice as and when the committee required.

- 2 **Revised NP programme:** - The following revised programme was agreed as a new target. The dates taking into account the formal approval process that is required by STC. The formal approval procedure being instigated following STC's Strategy and Policy committee decisions. The next S and P committee meeting is set for 28th March.

Prior to the 28th of March S and P meeting it is understood that STC will be seeking quotations for the following: -

Questionnaire printing.

Questionnaire distribution to each Sandhurst dwelling.

Specialist to collate a spreadsheet of questionnaire responses. It was anticipated that approximately 1000 responses could be expected.

All matters associated with holding two public exhibitions in the Kitty Dancy Room (preferred option).

Print quotation for five large display boards for use at the public exhibitions.

DB would liaise with STC with the view of preparing NP issues to be tabled for approval at the S and P meeting of 28th March.

To assist with this task the Steering Group would hold an informal meeting at 8 Dale Gardens on Monday 18th March (commencing 6pm) to aid DB's advance information presentation for the S and P meeting.

Intended programme: -

On the assumption that NP questionnaire and public meeting expenditure is agreed at the 28th of March S and P meeting the following programme was proposed: -

Distribute questionnaires to residents, businesses and partners commencing 8th April.

Hold first Public Exhibition at the Kitty Dancy Room (if available) on 13th April (10am to 2pm).

Hold second Public Exhibition at Kitty Dancy Room (if available) on 20th April (10am to 2pm).

Final return date of questionnaires: - Friday 10th May.

If questionnaires show a reasonably clear consensus submit draft NP to BFC for environmental screening on 7th June. (Note: - BFC are aware of this date and have reserved staff to promptly respond).

3 Website: -

DB to liaise with STC's web manager to upload the Questionnaire introduction page, residents and business questionnaires and Sandhurst statistics summary. The uploading to be instigated on a "blind" basis, such that when STC publication approval has been given the website can be promptly made accessible for "all".

Action DB

Liaison with Sandhurst Residents Association publication: - IB to contact the SRA with the view of explaining NP procedure and programme to all Sandhurst residents. Aim being to have use the front page of the March issue of the magazine.

Action IB

Post meeting note: - 350-word article approved by STC has been forwarded to SRA. SRA have confirmed that it has been received and will feature as their key article in their March issue. It is expected to be delivered to all Sandhurst dwellings during early March.

4 Questionnaires: -

Resident's Questionnaire: - DB tabled a hard copy of the draft resident's questionnaire. It was agreed by the committee subject to minor modifications to Qu 3, the housing boxes to read, 4 or more bedrooms, 3 bedrooms, 1 or 2 bedrooms and Studio/bedsits.

Action DB

Business Questionnaire: - DB tabled a hard copy of the business questionnaire. The questionnaire was agreed in principle by the Steering Group. It was, however, thought beneficial to obtain further "dry run" business responses before it be offered to the Steering Group for final approval. ABD will be contacting Sandhurst businesses to seek further dry run responses.

Post meeting note: - ABD has confirmed that he has circulated the business questionnaire for dry run purposes and has received positive comment. It is therefore taken that the Steering Group concur that the business questionnaire, as presented at the 15th of Feb meeting, can be used for formal circulation to Sandhurst businesses.

5 Feedback from BRC's informal comments regarding the draft NP wording: -

IB noted that very positive and helpful comments had been received from BFC relating to the NP draft. The current draft of the NP now incorporates the BFC comments. One item that may need further discussion relates to how best to include “for background information” the planning history relating to the Sandhurst Lakes. IB noted that the very helpful comments made by BFC have negated the need for an urgent appointment of a Planning Consultant, this following the stepping down of O’Neil Homer in mid-January.

BFC’s comments have previously been circulated to Steering Group members.

6 Summary of key meetings held since the last Steering Group meeting of 10th January: -

IB and DB met with Winkfield PC late January. This proved to be very informative, Winkfield subsequently forwarded copies of their public exhibition display boards. These could be helpful to the Steering Group committee for ideas for the Sandhurst boards. BFC “gap” procedure was also discussed with the comment that NPs need to fall in line with BFC’s updated gap definitions and application. They also updated us on their Planning Consultant replacement procedure following the stepping down of O’Neil Homer from the Winkfield NP production. This involved the use of Navigus and Locality.

7 Proposed meetings: -

IB noted that it was useful, when drafting a NP. that its content be coordinated with nearby Authorities. Tentative approaches have been made to Finchampstead and Blackwater and Hawley, no replies received.

IB to contact STC with the intention of formalising the approach procedure. **Action IB**

Crowthorne and Surrey Heath will also be the subject of potential meetings.

8 Update on STC’s appointment of a replacement Planning Consultant: - As noted previously there appeared to be less of an urgency for STC to appoint a replacement consultant for reasons of BFC informally and positively checking the NP draft.

It is understood that STC have approached Locality with the intention of seeking their planning advice. This would be free of charge to STC.

IB noted that it was considered the most advantageous time to use Locality’s services would be mid-summer, for advice on the NP prior to its formal presentation to BFC.

9 AOB: - None raised.

Date of next meeting: - commencing 6.30pm. Wednesday 20th March at the Kitty Dancy Room.

MB to liaise with STC to check availability of the Kitty Dancy Room for 20th March.

Action MB.

It would also be appreciated if **MB** could additionally check the potential availability of the Kitty Dancy room for the proposed Public Exhibitions on 13th April and 20th April. The Kitty Dancy room being a good option as full use could be made of the television screen to display information relating to the NP.