

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee held on 15th November 2023 at Waterside Lane Community Centre.

Present: -

Ian Booker (Chair)	IB
Dale Birch (Deputy Chair)	DB
Sylvia Trevis	ST
Leigh Quigg	LQ
Michael Brossard	MB
Diane Allum-Wilson	DAW

Apologies for absence: -

Mike Butcher	NMB
Ashley Bower-Dyke	ADB

Matters arising: -

1 Introduction and target objectives: -

- 1.1 IB welcomed all to the initial Steering Committee Group meeting, following the setting up meeting of 4th October 2023.

IB reminded **“All”** that Steering Group Members were required to act with an unbiased and independent viewpoint. They should not market or campaign any of their personal views. Their main tasks being to collect and collate planning related data, produce an appropriate questionnaire for liaison and completion by residents.

Liaise with residents and key Sandhurst organisations to obtain their planning views.

Collate the planning views of residents and key organisations and incorporate a collated, unbiased, and independent viewpoint into the Sandhurst Neighbourhood Plan.

1.2 Programme for Neighbourhood Plan production: -

IB tabled a proposed summary programme, noting key events and timing for the Neighbourhood Plan production (more detail attached to minutes).

Salient key dates: -

- i) Produce key planning related data, current to early January 2024. Bulk of the data being obtained prior to the Christmas break.
- ii) Set up STC Neighbourhood Plan (NP) website prior to the end of January 2024
- iii) Draft NP questionnaire (both hard copy and in readiness for online) by early January 2024.
Instigate a “dry run” questionnaire test no later than early January 2024.
Formalise the questionnaire by mid-January in readiness for formal distribution to residents during mid to late January. The questionnaire to incorporate any lessons/ improvements arising from the “dry run” session.
Hold public meetings to obtain residents planning views during early to mid-February.
Collate residents planning views late February.
- iv) Submit draft Neighbourhood Plan wording to BFC for an informal check at the end of February.
- v) Prepare NP wording to submission standard by mid-April.
- vi) Draft wording to be made available for residents’ access, late April/early May.
- vii) Incorporate related residents’ views into the NP by early/mid-June.
- viii) Submit NP wording to BFC for formal approval early July.
- ix) Incorporate related BFC comments into the NP during August.
- x) Submit NP for Independent Examination early September.
- xi) Incorporate related Examiner’s comments during October.
- xii) Hold NP referendum late October/early November.

Committee comments on the proposed programme were positive and in broad agreement.

2 Allocation of Steering Group Duties: -

2.1	Data gathering: -	Action by
	i) School liaison for data collection	DAW
	ii) Utilities. (outstanding data), gas and broadband)	DB
	iii) Bus and Rail (any outstanding data)	MB
	iv) Traffic Surveys	IB
	v) Estate Agents	LQ
	vi) Doctors and Dentists	ST and NMB
	vii) Businesses	ABD
	viii) BFC	IB and DB
	ix) Nursing and Retirement Homes	ST and NMB
	x) Sandhurst Military Academy	IB

It should be noted that BFC have already provided much data relating to utilities, traffic, buses, and rail. **MB and DB** to review related data contained within the NP draft wording as only minor data additions may be required.

In respect of liaison with adjacent Planning Authorities data is required such that any relevant intended developments near to Sandhurst can be assessed and taken into account with the drafting of the NP. This to include knowledge of all intended medium and large housing developments (including C2 and C3) together with salient other developments/infrastructure.

Post Meeting Reminder: -As a general point regarding data gathering and liaison duties Steering Group Members should keep a record of their meetings with others such that evidence of the Groups general liaisons can be demonstrated to both BFC and the Independent Examiner during related approval procedure.

Action ALL

2.2 Other Volunteer Duties: -

- i) Editor for residents' questionnaire and NP **Action DB**
- ii) Liaison with STC **Action DB**

2.3 Steering Group Members were reminded that if they required help with any of their related tasks, they would be encouraged to recruit volunteers to act as a "Working Group". Working Group Members to assist as required by the Steering Group Member.

Steering Group Members were reminded that if they had any problem in actioning any matters, they should contact IB as soon as possible such that additional help could be provided, or alternative actions instigated.

3 Questionnaire: -

- 3.1 IB circulated initial thoughts as regards the type and style of questions that could be put to residents in order to obtain their planning desires. All were asked to review the draft questions, make comments and indeed add their own question proposals. This action to be instigated promptly as it is intended that the 6th of December meeting will major on the agreed format and makeup in readiness for the "dry run" procedure noted above. **Action All**

- 3.2 DB to prepare graphics for usage with the residents' questionnaire. **Action DB**

- 3.3 DB to liaise with STC and act as the reporting link between the Committee and the Council. **Action DB**

- 3.4 DB to liaise with STC to set up related web-based links in readiness for Questionnaires and draft or formal NP wording to be accessible to residents.

- 3.5 DB with assistance from the Steering Group Committee to prepare key graphics and presentation material for potential public NP presentations, programmed for early February 2023. **Action DB**

Post meeting proposal that the public presentations include key illustrations of the open countryside relating to Shephard Meadow, Memorial Park, Bottom Meadow and Horseshoe Lake/Blackwater Valley. These to include related BFC maps.

- 3.6 DB to make STC aware of the provisional programme relating to questionnaire posting to Sandhurst dwellings and potential public meeting dates. **Action DB**

4 Individual Steering Committee Member's reports: -

- 4.1 ST recorded that she and NMB had commenced data gathering liaison with various Nursing Homes. They expected to continue data gathering and liaison relating to retirement homes and doctors/dentists in the near future.

5 Forthcoming meetings prior to the 6th of December Steering Committee meeting: -

- 5.1 A meeting has been setup with STC's Planning Consultant (O'Neil Homer) to enable the consultant to run through NP procedure and related recommendations. The meeting is programmed for Wednesday 22nd November, commencing 6.30pm at the Waterside Lane Community Centre. There is an open invitation to all Steering Group Members.

- 5.2 No other meetings were recorded as being arranged.

6 AOB: -

- 6.1 DB raised concern that the proposed meeting set for 14th February 2024 clashed with Valentine's Day and therefore may need to be reprogrammed. A potential revised date to be discussed at the next Steering Group meeting.

- 6.2 Copyright procedure will need to be considered before incorporating any general photographs into the NP. In the interim DAW would try and resource suitable photographs for potential incorporation into the NP. Photographs to demonstrate the make up of the Town, heritage, and greenspaces. **Action DAW**
- 6.3 No other matters were raised beyond clarification of the foregoing.
- 7 **Date of next meeting: - 6th December, commencing 6.30pm at the Kitty Dancy Room at STC.**
- 7.1 Summary of key matters to be discussed at the 6th December meeting: -
- i) Finalising data collection.
 - ii) Agreeing the proposed Questionnaire.