

Minutes of the proceedings of the Steering Group Committee, 15th October 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 10th September were approved by MB and seconded by DB.

1 Potential NP key target programme dates: -

- i) The anticipated BFC formal response regarding environmental screening is likely to be received late October. BFC have inferred that environmental assessments will not be required.
- ii) Target date for formal Regulation 14 consultation commencement early November.
- iii) The statutory duration of the Regulation 14 consultation period is 6 weeks. Due to holidays a contingency 2 weeks will be added to the 6-week period. Therefore, the Regulation 14 consultation closing date is likely to be early to mid-January 2026.
- iv) Likely submission to BFC for Independent Examination early to mid-February
- v) Conclusion of Independent Examiner's comments mid-April

- vi) Likely NP referendum circa mid-May. (Note: - It is assumed that an STC Councillors meeting will be required regarding whether to progress to a Referendum or not prior to BFC instigating related arrangements. This meeting could be provisionally programmed for late April/early May.
- vii) Target date for the Sandhurst NP to be 'made' late May/early June 2026.

Post meeting note: - IB has contacted BFC to obtain BFC's referendum notice period.

2 Preparation for NP submission for Reg 14 consultations: -

- i) **LGS landowner notifications:** - DB has been provided with Land Registry references to enable landowner details to be determined. The Reg 14 process requires all potential LGS landowners to be notified regarding the appropriate LGS designation. Their contact details are required. **Action DB**
- ii) **STC Regulation 14 notice preparation:** - It is intended that most Regulation 14 notifications will be forwarded via email. Procedural attachments to the email will reference how related documents can be reviewed and how responses can be submitted. DB has been provided with initial lists of both the BFC contact list and the Steering Groups list. DB to liaise with STC to enable email preparations to be made. **Action DB**

Hard copies of all Reg 14 documents will also be made available for public inspection at STC's office and the library.

- iii) **Regulation 14 documentation preparation: -**
 - i) **Proofreading:** - The draft NP has been proofread by ST and Mike Swaddling (the Editor of the SRA).
 - ii) **NP Community matters:** - DB to provide revised wording relating to Community gain matters such that related wording complies with Council procedure. This is, and the formalising of BFC's screening decision, the only adjustments envisaged to the NP. **Action DB**

- iii) **NP cover page:** - DB to update the cover of the NP to include Sandhurst 'green' illustrations **Action DB**

- iv) **Other proofreading:** - Appendix 4 (relating to LGS evidence) will need a proofread prior to its formal inclusion within the Regulation 14 documentation.
Action IB/ST

- v) IB has drafted an informal document to be included within the Regulation 14 documentation. This document provides an overview of the NP's intentions without the need for the reader to go through the voluminous formal NP documentation.
IB to draft the covering emails (to be formally sent by STC to a) Residents and Sandhurst businesses, b) LGS notifications and c) General bodies and authorities with an interest in Sandhurst. **Action IB**
The procedural notice, for potential forwarding to Sandhurst residents and businesses has been drafted by IB and has been proofread.
IB to draft a slightly modified procedural notice for forwarding to salient bodies and authorities. **Action IB**

- vi) **STC logos and heading papers:** - DB to liaise with STC to ensure that all Regulation 14 consultation notices/documents (generally the cover page only) are prepared with an STC logo and where relevant on STC headed paper. Could STC provide an STC letter head in 'word' for subsequent incorporation into related NP documentation. **Action DB**

- vii) **Notice boards/Shop window notices regarding Reg 14 consultation:** - IB to draft a Notice board/shop window notice. **Action IB**

- viii) **Advertising (potentially to include a late 2025 edition of the SRA mag):** - IB has arranged for the NP regulation 14 notice to be included within the early December addition of the SRA magazine. The December edition will be distributed to all dwellings within the settlement of Sandhurst. IB to draft a potential SRA article.
Action IB

- ix) **Parish Online Maps:** - Following the STC's EO return from holiday DB to contact with the view of gaining tuition on how to use the mapping app. **Action DB**
- x) **Potential NP workshops in the Kitty Dancy Room during December:** - MB to check with STC ideal dates when the Kitty Dancy room is available for public NP meetings. Ideal commencement 7pm, duration less than 2 hours. **Action MB**
- xi) **Uploading of NP documentation onto the STC website:** - DB noted that he had good contact with STC's website manager and noted that documents could be uploaded reasonably promptly following their completion.

3 Preparation of the NP Consultation Statement: -

IB reminded the Steering Group that it was vital that all communications that the Steering Group have with Residents, businesses, schools and other bodies all be logged such that they can be included within the Consultation Statement. The contact list to include all those contacted irrespective of whether a response or comment was received or not. **Action All**
All contact details to be forwarded to IB for collation into the Consultation Statement.

4 Date of next meeting: -

This to remain flexible with the intention of holding a NP Reg 14 set up meeting as soon as we hear from BFC regarding a formal environmental screening decision.