

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee, 16th April 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 12th March 2025 were approved by MB and seconded by DB.

- 1 BFC communications:** - Awaiting response from BFC regarding an update on their screening review.
- 2 Potential Programme for Rule 14 consultations:** - Rule 14 consultations are provisionally programmed for mid-June. If this date is achieved, then Regulation 15 submissions could be instigated mid-August.

Regulation 14 preparations: - IB will update the draft NP in readiness for initial comment from the Steering Group before forwarding to Authorities /interested parties.

Action IB

IB will draft related introductory letters to Authorities/interested parties.

Action IB

Formal Regulation 14 notices will be forwarded by email and will utilise the STC email address. DB to liaise with STC such that distribution can be instigated mid-June.

Action DB

Pre-Regulation consultations: - Due to an extended potential response from BFC the return date for consultations can be put back beyond 19th May. The precise date when comments are required will be determined by BFC's screening response.

Once a screening response decision has been given the Steering Group will reset the current consultation return date. This will mean updating the STC website and hard copies in the Library and STC offices.

- 3 **Consultation Workshops:** - A resident's workshop to be arranged for Tuesday 29th April commencing 7pm. Location to be either the KD room or Waterside.
MB to book an available room (albeit the KD room preferred). **Action MB**

DB to send out invites to those who have expressed an interest in attending. DB to use his Council email address. DB to also contact St Michael's School regarding their potential attendance. **Action DB**

ST to forward to DB email addresses those that she has contacted and have expressed an interest in attending, all to enable DB to add these to his contact list. **Action ST**

DB to chair the 29th of April workshop. **Action DB**

Further Councillor's Workshop: - Arrangements to be made to hold a third Councillors workshop. Likely date circa early May.

- 4 **Workshop/General NP advertising:** - DB to contact ADB with the intention of ADB liaising with STC to include advertising of the NP on STC's Facebook pages. **Action DB**

Stall NP marketing: - Stall marketing to be instigated on Saturdays during early May to advertise the NP. Location near the Memorial Park Café.

DB has volunteered the use of his gazebo, table and chairs to be borrowed from STC. DB to draft related advertising boards. **Action DB**

An informal interim meeting of Steering Group to be arranged to prepare for the "Stall" events.

- 5 **LGS landowner notifications:** - DB confirmed that notification letters had been sent to known landowners within land on LGS maps 7a and 7b.

It was noted that Monks Hall on Lower Sandhurst Road (albeit that the buildings are within Wokingham BC) had some land within LGS map 7b. IB to draft a related notification letter for DB to forward to the landowner. **Action DB**

DB to use the Land Registry procedure to establish the current owner of LGS map 9 (Waterside) and then contact accordingly. **Action DB**

IB confirmed that BFC have been made aware of the LGS intentions regarding land they own.

The Steering Group considered that key sections of Memorial Park also be added to the LGS list. IB to update the NP accordingly. **Action IB**

6 Consultation Statement: - IB noted that a draft Consultation Statement (so far) will be circulated to Steering Group members such that they can then add in chronological order all contacts that they had made with those who live, work or have an interest in Sandhurst. They will then include their contacts/comments into the draft word document (preferably in a different colour) such that IB can then finalise a comprehensive statement (circa early August). The Statement will also include all Regulation 14 responses. **Action IB/ALL**

The Steering Group were reminded that their inclusions in the Consultation Statement should include: -

- a) All those they have contacted (including those who have not responded).
- b) Any photographs of public exhibitions/ Stalls etc that can demonstrate the Groups actions to liaise with Sandhurst interested parties.
- c) Illustrations of notice boards. Together with an example photograph of the notice in a shop window.

Action All

7 AOB: - None raised

8 Date of next meeting: - 20th May at 6.30pm at Waterside.

MB to book the room.

Action MB

