

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee, 19th August 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 24th June 2025 were approved by MB and seconded by DB.

1 Key Actions from 24th June meeting: -

DB to update the NP handout/policy comment documents in readiness for the forthcoming Regulation 14 process.

Action DB

2 Preparation for BFC's environmental screening of the NP: - IB had previously circulated all NP documentation for any further environmental comment prior to forwarding to BFC. Following an editorial check by MB all documents were agreed for forwarding to BFC.

Commencement of the Reg 14 procedure will be provisionally programmed to follow BFC's environmental screening response.

Post meeting note: - NP documents were forwarded to BFC on 20th August.

3 Update of Regulation 14 circulation of NP documents to all with an interest in Sandhurst: - Provisionally the Reg 14 process may be able to commence circa late October/early November 2025. However, to allow flexibility of the programme the Steering Group would target early October as the date to prepare the necessary paperwork. It was noted that all notices should formally be issued by STC. It was

generally accepted that most notices will be forwarded by email to interested parties. However, hard copies of all Reg 14 documents will also be made available for public inspection at STC offices and Sandhurst Library.

Salient preparations: -

The address list that BFC have provided: - IB to draft an accompanying covering letter in readiness for DB to liaise with STC to enable email notices to be drafted in readiness for circulation. **Action IB/DB**

- i) The Steering Group will additionally be producing a further list of Sandhurst interested parties who will also be informed of the Reg 14 process. This list to compose of key bodies not included within the formal BFC list together with those who have attended workshops and/or expressed an interest in NP matters. IB had previously circulated a commencement list. All were asked to add further names/contact details and return these to IB. Once the list has been completed all information will also be forwarded to STC for the drafting of email notices **Action All**
- ii) **Publicity for Reg 14 procedure:** - To be prepared for a potential commencement date of early October. This to include: -
 - a) The updating of the STC website.
 - b) Facebook notices.
 - c) Notice board notices
 - d) Advertising (potentially to include a late 2025 edition of the SRA mag).
 - e) A potential video.
 - f) Largescale email circulation to all interested parties.
 - g) Potential 'stall' presentations by the Steering Group.
 - h) DB to keep ST Councillors updated on the Reg 14 procedure via the formal Council S and P meetings.
 - i) DB to draft an updated front cover for the Reg 14 NP. The cover to include some 'green' images to reflect the key countryside surrounding Sandhurst. These to be in addition to images of other Sandhurst settlement buildings and community facilities.

The timing and instigation of the above should be a little clearer once provisional review of the NP screening documents by BFC had been instigated. Detail relating to the above to be firmed up at the next Steering Group meeting. However, the target date of early October will apply in the interim.

- 4 **Update on the future Consultation Statement:** - All were reminded that a diary of key liaisons with those with interested parties in readiness for forward to IB for collation. This process to enable the draft statement to be progressed on a continual basis. The liaison list to include all those contacted for comment. **Action All**
- 5 **NP key policy summary:** - To assist with the publicity to inform those with an interest in Sandhurst of the key matters contained within the NP IB circulated a summary schedule noting the intentions and Sandhurst advantages that the NP would provide.
- 6 **AOB: -**
- i) **Parish Maps:** - Parish Online maps were now available for Steering Group use. It is intended that updates on key Local Green Space maps will utilise the Parish Online details.
- ii) IB and DB to meet with St Michael's school on 13th September.
- 7 **Date of next meeting: - Wednesday 10th September at Waterside.**
- MB to book the room. **Action MB**

