

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee held on 2nd October 2024

Present: -

Ian Booker (Chair)	IB
Dale Birch (Deputy Chair)	DB
Michael Brossard	MB

Apologies for absence: -

Mike Butcher	NMB
Ashley Bower-Dyke	ABD
Jagjit Brar	JB
Sylvia Trevis	ST

Matters arising: -

There were no declarations of interest recorded.

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

1 Matters arising from the previous minutes-

These were agreed to be covered within the other agenda items

2 Update on appointed Planning Consultant: -

DB reported that decisions had been made at the last STC Strategy and Policy meeting that ET Planning may be appointed. It was agreed that IB would email the Executive Officer to seek clarification on when we would be able to make formal contact with the consultant.

Action IB

Post meeting note: - This has been actioned. Response awaited.

3 Cost Plan proposals: -

DB noted that he had tabled the NP budget (relating to public consultation and collation of completed questionnaires) at the Strategy and Policy meeting. He summarised the following, using the budget's numbered headings: -

Items 1 and 2: - Approval given for items 1 and 2 (printing of resident and business questionnaires)

Item 3: - Delivery of questionnaire costs approved.

Item 4: -Potential collation help to assess returned questionnaires: - It should be noted that it will not be clear the extent of help needed until we have received a significant number of questionnaire returns. It was agreed that it should be possible to assess the degree of help needed, if any, at approximately 4 weeks into the public consultation period. Should any outside help be assessed by the Steering Group as being needed proposals could be forwarded to STC for this matter to be discussed at their subsequent S and P meetings.

Item 5: - Survey Monkey costs approved.

Item 6: - Approval of £250 towards printing and preparation of display boards for public exhibitions.

Item 7: - Consultant's costs: - This item would be included within the overall consultant appointment.

4 Potential Programme for Public Consultation: -

Draft Programme: - On the basis that contact could be made shortly with the replacement planning consultant the following draft programme was agreed: -

- i) Target date to commence distribution of questionnaires: - 4th November 2024.
- ii) Duration of initial public consultation period: - 6 weeks.
- iii) Target public exhibition dates: - STC Offices Sandhurst Saturday 23rd November, Owlsmoor Community Centre, Saturday 7th December.
MB to arrange provisional booking of these rooms. **Action MB**

The public exhibitions to run between 11am and 4pm.

MB to also arrange access to the proposed public exhibition venues circa three days before the exhibition dates to enable a "dry run" of equipment usage session and a related Steering group member briefing to be instigated. It is envisaged that dry run procedure will be arranged during working hours. MB to also check if Owlsmoor have a large screen available. **Action MB**

5 Preparations for Public Exhibitions and General Questionnaire Notices: -

- a) STC website: - DB to contact STC regarding web-based notices relating to the forthcoming NP procedure, including the questionnaires and public exhibitions. This will involve the removal of the current (and redundant)

pages (Developing/ Our Future) and the replacement with current and updated procedure.

Action DB

- b) Public meeting display boards: - DB to finalise the display board notices. A board to be included to show the updated map that has been supplied by BVCP.

Post meeting note: - This has been forwarded to DB.

Action DB.

- c) Attendees at Public Exhibitions: - IB to be present at both public exhibitions. It would be intended that IB would provide an update on related planning matters that could be raised by the public. It would therefore be envisaged that IB would arrange informal summary meetings with appropriate Steering Group members who were also attending respective public meetings.

Action IB

- d) MB to check that correct cables are available for laptop connections to any large screens within the exhibition rooms. It being assumed that DB would provide an appropriate laptop with NP stats and related documents on it.

Action DB/MB

- e) Public Notice Boards: - DB to update public notice board displays. Once updated these will be printed and passed to Steering Committee members for display on related boards. Distribution areas as follows: -

Little Sandhurst: - IB and DB.

Central Sandhurst: - MB and ADB.

Owlsmoor and College Town: - ST and NMB.

By the same token if respective Steering Group members are aware of any other locations within their respective areas they can, with the related property's approval, display the NP notices at these additional locations.

Action ALL

- f) Procedure for return of questionnaires:- DB will include within the STC website and notice boards details of how questionnaires are to be returned to STC. This to include both electronic and paper returns.

Action DB

- 6 Liaison with BFC:** - IB to contact BFC with the view of updating them on the proposed NP programme. IB to also obtain from BFC an update on government proposals to modify the current housing land supply and how this may, or may not, impact on Sandhurst. IB to also obtain information updates on planning permissions granted in Sandhurst but not currently built out or commenced.

Action IB

Post meeting note: - This has been actioned.

7 Liaison with Businesses and Partners During the Public Consultation Period: -

A reminder that Steering Group members will endeavour to make personal contact with businesses and partners within their allocated area, all in an effort to obtain completed business questionnaire returns. Please refer to the meeting minutes of 29th May for information.

8 Current Sandhurst “stats” document: - Please find attached the current version of the “stats” wording. As noted previously this document (or updated version) will be uploaded onto the STC website and be available for Sandhurst residents and businesses to view. It will also be available on display screens at the public exhibitions. The attached version is generally as issued in February, but with minor changes to the introduction to note that BFC’s Emerging Local Plan has now been adopted. Steering Group member comments would be welcome, these to include any known corrections or additional information that could be included, all in preparation for use during the public and business consultation process. As noted above BFC will assist with the updating of current planning permission data/current housing land supply.

Action All

9 Date of next meeting: - Tuesday 22nd October 2024. Venue to be either the Kitty Dancy Room or Waterside Community Hall. MB to advise and book the room accordingly.

Action MB.

Please note that it is intended to hold this meeting at the slightly earlier time commencing 5.30pm.

As noted above IB will also contact Steering Group members individually such that informal meetings can be agreed and instigated. All with the intention of aiding the smooth running of liaison with the public, businesses and partners. Action IB

