

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee held on 20th March 2024 at Waterside Lane.

Present: -

Ian Booker (Chair)	IB
Dale Birch (Deputy Chair)	DB
Michael Brossard	MB
Mike Butcher	NMB
Ashley Bower-Dyke	ABD

Apologies for absence: -

Christopher Jackman	CJ
Sylvia Trevis	ST

Matters arising: -

There were no declarations of interest recorded.

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

1 Matters arising from the previous minutes (10th January): -

Outstanding Estate Agents surveys: - MB tabled a draft questionnaire that had been completed by Estate Agent Prospect.

DB reported that he had forwarded all potential NP costing proposals to STC in preparation for their 28th of March S and P meeting.

DB also tabled a proposed NP protocol. The Steering Group accepted the protocol. DB to circulate a formal copy.

Action DB

2 Distribution of questionnaires to residents, businesses and partners: - On the basis that STC formal approval was given following the 28th of March S and P meeting it was intended that questionnaires should be available for distribution from 8th April onwards.

Printing of questionnaires: - DAB to liaise with STC regarding their printing of the Residents and Businesses questionnaires.

Action DB

Distribution of Questionnaires: -

Residents' questionnaires: - These to be posted to all Sandhurst domestic dwellings via STC.

Business questionnaires: - Where practical these will be delivered by Steering Group members. Again, where practical it was intended that Steering Group members may be able to speak with key businesses to encourage completion of the questionnaires.

Steering Group member business distribution: -

DB: - Little Sandhurst.

ABD: - North side of Yorktown Road (Crowthorne Road to Rackstraws)

MB: - South side of Yorktown Road (Crowthorne Road to Rackstraws)

IB: - Vulcan Way and Lakeside Business Park.

MNB and ST: - Owlsmoor and College Town (MNB and ST to liaise as regards the split of distribution).

Post meeting note: - If, on more detailed examination, any Steering Group member considers that they may not be able to cover all or part of the proposed areas they should, as soon as possible, contact the chair, such that alternative arrangements or additional help can be provided.

Distribution to "Partners": - This covers all organisations not classified as businesses or domestic dwellings.

DB to contact STC with the view of obtaining contact information regarding "partners" these may include sports clubs, schools, dentists, surgeries, general clubs etc. The STC contact list being particularly relevant where those running the Sandhurst organisations live outside Sandhurst.

Action DB

On receipt of "partners" contact information arrangements will be made for the Steering Group to meet informally such that contact proposals/arrangements with the partners can be made. It being fully understood that this may include some personal contact and some via STC post. Date TBA.

Action IB/DB

Residents' questionnaires: - It was intended that these would be distributed via STC to all households in Sandhurst.

Questionnaire return date (all forms): - Friday 10th May.

All questionnaire responses to be returned to STC, either by post or electronically.

Steering Group contact with businesses and partners: - IB reminded "All" that it would be helpful if each Steering Group member kept a list summary of who they had met during Business and Partner liaison. This being of assistance in demonstrating to an Independent Examiner the extent of liaison that we had instigated.

Public Exhibitions (proposed/subject to STC approval): -

First Public Exhibition at the Kitty Dancy Room on 13th April (10am to 2pm).

Second Public Exhibition at Kitty Dancy Room on 20th April (10am to 2pm).

MB to liaise with STC as regards room hire and equipment provision. **Action MB.**

Displays at the Public Exhibitions: -

Boards: - A welcoming board (to be located at or outside the room)

A boundary board (DB to enhance the current Sandhurst map)

Any additional boards that could be considered beneficial to the exhibition. These likely to include greenspaces/countryside.

A rolling summary of the NP procedure and benefits to be displayed on STC's display screen.

Access to the Sandhurst Statistics via of computer screen (DB to check if STC can provide).

DB will prepare the board drafting and liaise with STC as regards their preparation. **Action DB.**

Public Exhibition "dry run": - It was agreed that the Steering Group hold a dry run of the Public Exhibition in advance of 13th April. Aim being to ensure that all technology and printing presentations are satisfactory. Target date for the dry run to be no later than 10th April. DB to liaise with STC. **Action DB**

- 3 Website/publicity:** - DB has liaised with STC's website provider and confirmed that all related NP presentation pages/questionnaires are ready for public access. Formal approval to be given by STC to enable the NP information to be fully accessible.

Action DB

DB noted that a 48-hour notice period was required should any updates of the website pages need to be instigated.

Sandhurst Residents Association publication: - An NP introductory page has been published in the current edition of the magazine. This edition has been circulated to all Sandhurst residences.

Sandhurst Stats: - It was agreed that the Sandhurst Stats information sheets would not be updated during the Questionnaire return period (unless a fundamental error was discovered). IB reminded all that some of the Stats could well be out of date as matters are on a continually changing basis. However, the Stat reference sources are noted within the closing pages of the document. These being considered sufficient to provide a satisfactory “tone” of Sandhurst.

- 4 **Collation of returned questionnaire data:** - Based on other Bracknell Parishes it was expected that the return re Sandhurst may be circa 1000 to 1500. Whether outside spreadsheet collation assistance was required, or not, the Steering Group should be able to make a decision mid-April once an indication of actual returns has been established.

It was, however, noted that all returns will need to be individually inspected for written further information sections of the questionnaires.

ABD noted that he had contact with persons with knowledge of “survey monkey”. This option may need to be considered if the need was established. **Action ADB.**

- 5 **Summary of key meetings held since the last Steering Group meeting of 15th February:** -

IB and DB met with Finchampstead Parish Council in February. The meeting was very positive. We now have updates on Finchampstead developments near to the Sandhurst boundary. We have agreed to liaise further with Finchampstead should any common related policies be drafted.

There were no specific meetings being recorded for April. Due to the workload of the questionnaire liaison, it was anticipated that further meetings with nearby Parishes would likely to be programmed for May.

- 6 **Communications with outside bodies:** - IB noted that he had forwarded the Draft Sandhurst Stats report to Natural England, Historic England and the Environment Agency for comment. These actions being instigated in an attempt to establish if any adjustments to the draft NP wording were required. Aim being to incorporate any revisions prior to the programmed submission date to BFC for environmental screening in July.

IB also noted that the NP draft words had been forwarded to Thames Water for checking and updating of sewage and water related matters.

- 7 **Update on STC's appointment of a replacement Planning Consultant:** - It was not considered that there was any urgency for an appointment until the drafting of potential NP policies was well advanced. In the interim maximum use could and would be made, albeit potentially limited, of Locality.
IB noted that he would be prepared to write a "consultant's brief" as and when a particular consultant's need was required. **Potential action IB**

Further liaison with STC may be required.

- 7 **AOB:** - As the NP preparation was approaching a stage where it involved much liaison with STC it was considered that informal meetings should be arranged on a regular basis with STC to assist with the general smooth running to the overall programme. **Action DB**

Date of next meeting: - commencing 6.30pm. Wednesday 24th April at the Kitty Dancy Room.