

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee held on 22nd October 2024

Present: -

Ian Booker (Chair)	IB
Dale Birch (Deputy Chair)	DB
Michael Brossard	MB
Sylvia Trevis	ST
Mike Butcher	NMB

Apologies for absence: -

Ashley Bower-Dyke	ABD
Jagjit Brar	JB

Matters arising: -

There were no declarations of interest recorded.

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

1 Matters arising from the previous minutes-

These were agreed to be covered within the other agenda items

2 Update on appointed Planning Consultant: -

IB and DB had met with Planning Consultant ET Planning. They have been briefed as regards the proposed NP programme and the initial advice that was needed. They also have receipt of all key NP information (including the questionnaires). A formal order will be required from STC prior to ET commencing their advice assistance. DB to liaise with STC accordingly.

Post meeting note: - DB had actioned the matter, following a call with ET and a meeting with STC.

3 Current Sandhurst “stats” document: -

The current “stats” document now includes recent BFC comments. ST has additionally instigated a detail editorial check on the wording.

Post meeting note: - An updated stats document has been circulated to all, it is now of a form that could be uploaded onto the STC website and be referenced during the forthcoming public consultations.

- 4 **Questionnaire printing:** - STC have noted that the printing will be done by the Printroom in Bracknell (REDACTED). It was agreed that 8000 residents and 1000 business questionnaires would be printed. DB will liaise accordingly.

- 5 **Potential Programme for Public Consultation:** - The following dates taken from the last committee meeting were now to be instigated.

- i) Target date to commence distribution of questionnaires: - 4th November 2024.
- ii) Duration of initial public consultation period: - 6 weeks.
Although this period was a target, it could be extended if in doing so it was considered by the committee that an extension would benefit the volume of responses. It was additionally noted that initial responses would be reviewed towards the end of November to establish if any cohort were not responding. If a particular cohort were not responding, then a related “door knocking” exercise by Steering Group members could be considered.
- iii) Public exhibition dates: - STC Offices Sandhurst Saturday 23rd November, Owlsmoor Community Centre, Saturday 7th December.

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

MB has contacted STC regarding the proposed public meeting venues. A response is awaited.

Action MB

MB to also contact STC to agree a “dry run” at these venues approximately 3 days prior to their use such that all technical presentation matters can be tested. MB to check that suitable cables are available for connection between laptops and the venue television screen. It is envisaged that DB’s laptop will be the source used for the NP presentations.

Action MB

- 6 **Preparations for Public Exhibitions and General Questionnaire Notices (both web based and hardcopy):** -

- a) STC website: - DB is liaising with STC regarding the display on the STC website all NP matters, information and procedure. This will also include the removal of the existing STC letter of 6th December 2017 (currently included within the “our future” tab).

STC’s website provider Thamesway Ltd will assist with all STC website matters.

Action DB

- b) Survey Monkey procedure: - This will also be covered with assistance given by Thamesway Ltd.
DB will liaise with ADB
- c) Public exhibition display boards: - DB has already drafted the display boards, the illustrations including descriptions relating to NP procedure and maps etc. DB will liaise with STC and their printers the sizing of the displays to match existing board frames.
Action DB.
- d) 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. This item will also be covered in more detail at the next Steering Group meeting.

Action IB

- e) Public Notice Boards within Sandhurst: - DB/IB have produced initial presentation material. Following its printing the notices describing NP procedure to be displayed on Sandhurst notice boards, with distribution 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.

Printing of these notices can be added to the printing list to be forwarded to the Bracknell Print Room. It is desirable that they be waterproof.

Action ALL

- g) Hard copies of Stats document: - It is intended that a hard copy of the stats document will be available for public reference (during opening hours) at STC offices and Sandhurst Library. It is assumed that STC should be able to assist by printing two copies.

STC do not have responsibility for the library. It would therefore be appreciated if MB could, visit the library with a hard copy of the stats document, and explain /ask for their help should any members of the public wish to view it.

Action MB

- 7 Distribution of Hard Copy Questionnaires:** - The residents' questionnaires will be distributed by Abracadabra (Sales@targeted-distribution.co.uk). STC/DB to advise the committee if there were any remote locations within Sandhurst that this procedure was not possible. If there were areas that they could not cover the committee may need to assist with some hand delivering of questionnaires.
- 8 Return of Questionnaires:** - The return procedure for the questionnaires is generally covered within our ("An opportunity====") document (attached). DB will liaise with Thamesway to establish the related email addresses and web links associated with the NP documentation. Please note that the email addresses on the "An opportunity" document are indicative, final email addresses to be advised by Thamesway.
- 9 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.
- 10 Date of next meeting:** - **Tuesday 12th November commencing 6.30pm. Venue to be Waterside Community Hall.** MB has booked the room.
The main matters to be discussed on the 12th will relate to preparation for the public exhibitions, including public exhibition notice boards and screen displays, together with a progress report on general consultation matters.

