

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee held on 29th May 2024

Present: -

Ian Booker (Chair)	IB
Dale Birch (Deputy Chair)	DB
Michael Brossard	MB
Mike Butcher	NMB
Ashley Bower-Dyke	ABD
Sylvia Trevis	ST
Jagjit Brar	JB

Apologies for absence: -

Mike Butcher

The committee warmly welcomed Jagjit Brar on joining the Steering Group meeting, her experience and knowledge as Clerk at Denham, working on their NP, would very much help with the production of the Sandhurst NP.

Matters arising: -

There were no declarations of interest recorded.

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

1 Matters arising from the previous minutes (29th April): -

Outstanding Estate Agents surveys: - MB previously tabled a draft questionnaire that had been completed by Estate Agent Prospect. IB noted that this should have also included Prospect's views on properties in most demand, properties with least demand, any comments regarding the perceived (or not) demand for retirement homes, views on starter home availability etc, (all as an earlier survey monkey document that had been circulated). Prospect's views on the above to be actioned over the coming weeks.

Action MB

2 Comments relating to decisions relating to the STC S and P meeting of 23rd May: -

IB summarised that it is understood that Navigus have been approved as Consultant on NP matters. The Consultant of Navigus to be Chris Bowden, Chris having

experience of Bracknell NPs, working with Binfield, Bracknell Town and taking over from O'Neil Homer at Winkfield.

DB noted that the next STC S and P meeting was not scheduled until 25th July. This together with the ongoing general election would likely mean that the programme for formal circulation of resident's questionnaires and related public exhibitions would not take place until late July or August.

In the interim, as a consequence of the delay, IB reported that he had asked BFC to step down from the originally programmed date of June for their environmental checking of a draft Sandhurst NP.

It was hoped that a formal meeting with Navigus could be arranged as soon as possible and following their familiarity with our NP progress and drafts.

- 3 **Interim Liaison with Partners:** - Based on the initial draft "Partners" list circulated at the last meeting the following liaison duties were noted: -

The salient discussions to be instigated with the "Partners" should include: -

- a) A summary of any statistics that could be useful to the compilation of the NP. These could include numbers of participants taking part within that organisation, whether numbers were increasing or decreasing,
 - b) Any Planning related matters that the organisation would consider could improve the enjoyment of their participants.
 - c) All were reminded that when liaising with Partner organisations it was important to keep a "bullet" point list of all salient matters coming from discussions. This was required to be a reference for collation of potential NP planning policies and to demonstrate to an Independent Examiner of the NP of the spread of liaison that the Steering Group has instigated.
 - d) As part of the discussion with the Partner organisations the draft business questionnaire could be tabled.
 - e) If any of the organisations expressed any reluctance to meet and discuss matters with a Steering Group member, they should report matters back to the Chair such that alternative actions can be discussed at committee level.
 - f) Discussions with Partner organisations should be limited to issues associated with **potential planning matters**.
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- i) Leisure activity organisations using Memorial Park (football, cricket tennis etc), **Action DB**
BD noted that this liaison would follow a letter from the Mayor to these organisations.
 - ii) Allotments **Action ST**

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| iii) | Scouts, Guides and Youth | Action ST |
| iv) | Horseshoe Lake Activities and BVCT | Action IB |
| v) | Owlsmoor Sports Centre | Action ST |
| vi) | Trilakes Country Park | Action DAB |
| vii) | Schools: - | |
| | a) St Michael's | Action DAB |
| | b) New Scotland Hill | Action JR |
| | c) Upland | Action ST |
| | d) Owlsmoor | Action JR |
| | e) College Town | Action JR |
| | f) Eagle House | Action JR |

Wellington College (albeit in Crowthorne) would also be contacted but this would not be done until potential NP planning policies had been further advanced.

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| viii) | Churches: - | |
| | a) St Michael's | Action MB |
| | b) Other Sandhurst Churches | Action ST |

All Steering Group members were reminded to add any organisation to the sample list and copy in committee members. The aim being that once comments from Steering Group members have been received IB will draft a full summary list.

Clearly direct liaison would only be possible with the larger Partner organisations. For smaller Partner organisations, reliance would be on that organisation completing and returning a business questionnaire. Action All

The programme for liaison with "Partners" is intended to be spread over the coming two to three months. Should any Steering Group member be having difficulty in completing their liaison tasks please contact the Chair as soon as possible such that possible assistance can be arranged.

4 Business Liaison

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| i) | The allocation of Business liaison areas: - | |
| | a) Owlsmoor and College Town, | ST and NMB |
| | b) Central Sandhurst, | ADB and MB |
| | c) Little Sandhurst, | DB and IB. |
| | d) Lakeside Business Park, | JR |

The intention of the liaison with larger Sandhurst based businesses was to, where practical, be instigated by having a Steering Group member, or a Working Group member (reporting to a Steering Group member) making contact. Liaison with businesses to use as a basis the business questionnaire. Discussions should be restricted to matters that may have a potential planning implication.

Smaller businesses, where liaison may not be practical, would have the opportunity to comment by returning a business questionnaire. These, as noted previously, may not be circulated until late July or August.

MB tabled a list of the Central Sandhurst businesses that he/ADB would contact. Copy to be circulated separately.

7 AOB: -

Chris Jackman: - IB recorded that little recent communication with Steering Group member Chris Jackman had been received and he had not attended meetings. DAB to make contact to establish his current situation. **Action DAB**

Decisions to be then made as to how best to liaise with the RMA once the situation with Chris Jackman was resolved.

Liaison with Sandhurst Town Council: - IB noted that it would be better for “all” if there was a shorter and more efficient way forward in liaison with the Council. The NP progress having been significantly delayed by waiting for decisions coming from the two monthly based S and P meetings.

It was noted that any delay in completing the NP would result in the Council receiving the current amount of 10% of community infrastructure levy (CIL) monies rather than 25% when an NP had been adopted. On an historical basis this would be circa £50,000 to £60,000 per annum being lost to STC, for spending on local issues, for any time an NP had not reached a successful referendum stage.

IB drafted some thoughts as regards updates to the current Steering Groups Terms of Reference with the view of improving and providing a more efficient liaison with STC (copy attached). Steering Group members comments would be welcome. **Action All**

Date of next meeting: - commencing 6.30pm. Wednesday 17th July at the Kitty Dancy Room.

