

Minutes of the proceedings of the Steering Group Committee, 4th February 2026.

Venue: - Little Sandhurst Community Hall.

Present: -

Ian Booker (Chair)	IB
Dale Birch (Deputy Chair)	DB
Michael Brossard	MB
Apologies for absence	
Mike Butcher	NMB

Matters arising: -

There were no declarations of interest recorded.

Previous minutes: - The previous minutes of 6th January 26 were proposed by MB and seconded by DB.

1 Regulation 14 Consultations

IB noted a lengthy Reg 14 response had been received from Turley, together with general shorter responses from others, including nearby Authorities. There was general agreement with the intent of the NP, apart from Turley and comments received previously from BFC.

2 Proposed update of NP programme

IB noted that it was still intended to target mid-February 2026 to forward an early draft of the Consultation Statement, Basic Conditions Statement and related NP documents to ET Planning for their comments. ET Planning have been made aware of the target date. ET to target return comments by early March.

Target date for completion of Regulation 15 documents 19th March, in readiness for matters to be discussed at STC's S and P meeting on 26th March, regarding potential formal submission to BFC.

IB had previously circulated early drafts of the Consultation and Basic Conditions Statements for comment.

Action All

DB to collate the Reg 14 responses for inclusion in the Consultation Statement. **Action DB**

DB to ensure SurveyMonkey subscriptions have been paid to enable all held information to be incorporated into the Consultation Statement.

Action DB

Post meeting note: - DB has confirmed that the subscription has been updated.

IB noted that detailed and specific responses would need to be prepared in response to the Turley comments. IB had circulated a work in progress response for comment. **Action All**

IB noted that a draft of our response relating to the BFC comments had been forwarded to BFC to seek a way forward on matters in apparent disagreement. BFC have responded to note that they are not prepared to discuss matters prior to a Regulation 15 submission being made.

IB to circulate an updated BFC and Turley response for comment. **Action IB**

ST to draft additional Community Hall information to be incorporated into the NP. **Action ST**

Post meeting note, ST has produced the information

IB to forward to DB the Steering Group meeting minutes in readiness for the minutes to be included within the STC website. **Action IB/DB**

3 **Formal map production**

STC have provided individual usernames and passwords to IB, DB and Alan Fuller to enable maps to be produced via Parish online.

IB to liaise with Alan Fuller with the intention of updating all NP maps to accord with Parish online quality, with a target completion date of mid-February.

Post meeting note: - IB has met with Alan Fuller and maps are now in an advanced state, to accord with the target completion date.

4 **AOB.**

ST asked if future intermediate / work in progress documents could be date referenced for easy identification. **Action IB**

IB to arrange a coordination meeting between document proofreaders Mike Swadling and ST. Target date early March. **Action IB**

IB noted that it would be beneficial to have some help from a person with detailed Microsoft Word experience to help enhance the appearance of the Reg 15 document presentation.

Action DB

IB to arrange a meeting with ET Planning prior to their commencing a review of the Consultation and Basic Conditions Statement documents in order to refine our instructions to them and to agree associated costs. DB and IB to attend.

Action IB

DB noted that he would be forwarding to BFC his comments relating to the proposed BFC parking standards document.

Date of next meeting: - 3rd March 2026, 6.30pm at Little Sandhurst Community Hall.

MB to book the room.

Action MB