

Sandhurst Town Neighbourhood Plan Steering Group Committee.

Minutes of the proceedings of the Steering Group Committee held on 6th December 2023 at the Kitty Dancy room.

Present: -

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

Apologies for absence: -

Mike Butcher	NMB
Ashley Bower-Dyke	ADB
Sylvia Trevis	ST
Leigh Quigg	LQ
Diane Allum-Wilson	DAW

Matters arising: -

There were no declarations of interest recorded.

- 1 **Previous minutes:** - The previous minutes were approved for approval by DB and seconded by MB.

2 Matters arising from the previous minutes (15th November): -

Item 2.1 DAW has emailed schools to request data, but no responses received. It is not clear how many and which schools have been contacted. DAW notes she will chase up responses in early January. **Action DAW**

No update available on Estate Agent's liaison **Action LQ**

ST/NMB produced a report noting the progress made regarding Care/Retirement Homes research. *Post meeting note: - further related information has also been received.*

ABD has not provided any reports relating to Business liaisons.

IB has contacted the RMA, the contact has been acknowledged and they are now researching related data. *Post meeting note: - a data response from the RMA has been received.*

Significant data regarding utilities, bus, rail, and traffic surveys have been received since the last meeting.

Item 3 Questionnaire: - Requests for Steering Group members thoughts and proposals for the make-up of potential questionnaire content had not been received from **LQ, DAW and ABD**.

Other matters within the 15th of November minutes are covered in more detail below.

3 Questionnaire: -

- 3.1 DB produced an initial sample illustrated questionnaire introduction and question format. The style and content of the sample was approved by those at the meeting.

The “dry run” questionnaire testing to be instigated in early January 2024. This to involve the draft questionnaire (either hardcopy or electronic being completed by a selected limited number of residents and local interested parties).

It is intended that each Steering Group Committee member proposes five related residents/local interested parties.

Maximum benefit could be achieved if the participants of the “dry run” were of a broad cross section of people to replicate as near as possible the overall Sandhurst population.

The draft questionnaire and associated introduction sheet will be circulated to Steering Committee members under separate cover.

Due to the urgency to adhere to the programme it was proposed that the participants return the questionnaires to the Chair within 3 days of their issue. The return of the responses could be passed to the Chair via the related Steering Group member. **Action ALL**

- 3.2 Following the dry run procedure, the Questionnaire would then be scrutinised/adjusted/agreed by the Steering Group. The updated questionnaire would then be intended to be circulated to residents in late January 2024. This process to be discussed at the 10th of January meeting.

- 3.3 Preparation procedure for questionnaire publicity and distribution to residents and local interested parties: -
- i) DB to liaise with STC with the view of setting up a public accessible website. The content of the website to include all related matters associated with the NP and the questionnaire.

Action DB

- ii) DB to liaise with STC regarding procedure and instigation regarding the posting of a notice regarding questionnaire procedure and how to return responses to STC. The notice to include procedure for both hardcopy and electronic returns. The notice being posted to all registered properties in Sandhurst, **Action DB**

- iii) At this stage it was estimated that it may be necessary to have circa 10000 hard copies of the questionnaire available. MB/DB to liaise with STC to obtain printing cost quotations. Precise print number requirements to be further assessed nearer the time. **Action MB/DB**

- iii) It was proposed that advertising of the NP questionnaire procedure should also include related notices via the Sandhurst Residents Association publication. This would of course depend upon the timing of its publication. It was proposed that DAW may be able to liaise in this regard.

Potential action DAW

DAW's comments to be sought.

- iv) Quotations to be obtained via STC for assistance, if required to collate residents/local bodies paper-based questionnaire responses. DB to liaise with STC. **Action DB**
- v) MB proposed that questionnaire notices be displayed around Sandhurst on approved notice boards, utilising STC's formal stamp. Notices to be in laminated form. Actions regarding distribution to be discussed at the 10th of January meeting. MB to make initial arrangements with STC. **Action MB**

- 3.4 Public Forums associated with the final questionnaire completions: - It was proposed that two major public forums be held to also promote and assist with the completion of residents/ related bodies questionnaire responses. They would occur on different days (albeit both may be Saturdays). One with the Kitty Dancy room as a venue and the other the Waterside Lane Community Centre. These to be provisionally arranged with STC for late January 2024.

In preparation for the public events MB/ DB will liaise with STC such that appropriate banners/slides/notices regarding Sandhurst features together with a Sandhurst boundary map can be displayed at the venues. **Action MB/DB**

3.5 Other potential means of questionnaire publicity: -

MB proposed that the Questionnaire note could be circulated to residents together with an issue of Sandhurst Pride. *Post meeting note: - This is not practical as the forthcoming issue of the SP is with the printers and the next issue is not due until spring 24.*

3.6 Questionnaire response security: -

ST had raised security concerns to the Chair. The matter was tabled at the meeting and the following were resolved: -

Questionnaire responses would be anonymous and as a consequence no formal resident identification procedure would be possible to instigate. All questionnaire responses would require the respondent to include their postal code. However, when collating responses, it should be a relatively easy process to gauge the number and type of response applicable to that postal code. As the number of houses is limited in each postal code it should be a fairly simple process to establish, or not, the validity of the responses. If there was doubt some door-to-door checking could be instigated.

4 **Draft NP wording:** -

IB reported that the draft wording was now in a very advanced stage and included potential (for discussion) policies.

Matters still to include relate to: -

Estate Agents survey.

School data

General photographs

And most importantly feedback from residents/local bodies questionnaire responses.

Once the above matters are considered and incorporated a reasonably comprehensive initial issue of the NP could be produced. At that stage overall editing and presentational material could be incorporated.

It should, however, be noted that the current NP wording can be used to reference Sandhurst data/statistics, should these need to be discussed at the public forums.

Steering Group members were reminded and asked to make any potential comments regarding the draft NP wording as soon as practical. Last minute NP wording comment regarding any fundamental issues to be avoided as it is not intended that this should delay the overall process. **Action All**

5 **NP Screening procedure relating to SEA/environmental issues:** -

Once the outstanding items noted within 4 have been incorporated into the draft NP it would then be in a position to be issued to BFC in order to commence the screening process. Key point being at that stage is that it does not need to be in its final format. Providing all significant issues are included it should be sufficient for BFC to carry out their duties. Target issue date to BFC being during February 2024.

6 Forthcoming meetings: -

- i) DB/MB to arrange a meeting with a member of the Warfield Parish Council NP Steering Group with the intention of learning any lessons from the Winkfield NP production. IB to attend. Attendance also open to Steering Group members.
- ii) IB to arrange a meeting with SMA, this follows their post meeting return of data.

7 AOB: -

7.1 Steering Group Committee meeting minutes summary format: - It was envisaged that a summarised set of minutes would be produced such that it could be made accessible to the public for viewing on the STC website. A draft of a related summary would be circulated to the Steering Group from comment/accuracy checking prior to it being uploaded onto STC's website.

7.2 Other information collection: - IB noted that much was still required in respect of gathering NP related information/their views for business, leisure and other organisations. In an effort to ameliorate the concerns the following actions were agreed to be instigated: - A Steering Group member (or a Working party associate) would be allocated to a specific role in liaising with related bodies. These could include: - Retail, food/restaurants, public houses, leisure, commercial and industrial. It would be intended that these tasks would be allocated at the next Steering Group committee meeting with related information being collated alongside the general questionnaire responses during February.

7.2 General data collection: - IB reminded all Steering Group members that if they foresaw any problems with their timely gathering of data, they should contact the Chair as soon as possible such that alternative actions, if required, can be instigated. It is no benefit to the timely production of the NP to hear of a last-minute problem with data or any other action matter.

Action All

- 7.3 Steering Group members were reminded that it was required that they kept details of all liaisons they have with key bodies relating to Sandhurst NP matters. These will need to be summarised by IB for incorporation into the NP. This is required such that we can clearly demonstrate to NP examiners the extent of our liaison. **Action All**
- 7.4 Steering Group members to inform IB if they had recruited any Working Group members. **Action All**
- 7.5 Photographs: - MB to contact STC such that any good and related photographs that they possess can be made available and used within the NP to illustrate key Sandhurst features and any matter that could aid explanation of any of the headings within the NP.
Action MB

Date of next meeting: - 10th January 2024 commencing 6.30pm at the Kitty Dancy Room at STC.

Salient matters to be discussed at the meeting to include: -

- i) Feedback from the dry run questionnaire session.
- ii) Production of the full questionnaire.
- iii) Preparation for questionnaire distribution to residents/interested parties.
- iv) Allocation of business/other liaison.

