

Neighbourhood Plan Steering Group meeting notes

Tuesday, 21st July 2020, 7.15pm – held virtually

Present:

Cllr Richard Quarterman (Chair)
Cllr Graham Cockarill
Rayner Mayer

Alison Hewitt
Cllr Pam Phelps-Jones
Rochelle Halliday (Town Clerk)
Katie Bailey (KB Planning) – left after item 4

1.	<p>Welcome & Apologies for Absence Apologies were received from Cllr Jenny Cole, Gordon Young and Heather Brown.</p> <p>Cllr Quarterman welcomed all present and explained that the neighbourhood planning process was put on hold during the COVID-19 pandemic. The purpose of this meeting is to resume work on developing the Plan.</p>
2.	<p>Notes of the Last Meeting & Matters Arising The notes from the last meeting on 21st January 2020 were agreed as an accurate record.</p> <p>The following matters arising were discussed:</p> <ul style="list-style-type: none">• <u>Item 3</u> – Rayner Mayer to circulate updated draft Plan to the Steering Group by 21st February: completed.• <u>Item 8</u> – Richard Quarterman / Rayner Mayer to attend the next Eversley PC meeting: delayed and will consider whether required in future. – Rayner Mayer / Cllr Spencer to arrange a meeting with Bracknell Forest Council to discuss the Frogmore / Sandhurst strategic gap: not completed yet and can be arranged for a future date, if required. – Cllr Cockarill / Richard Quarterman to contact HDC regarding biodiversity and flooding alignment with Local Plan: Cllr Cockarill confirmed that biodiversity and flooding is covered in the Local Plan within policies NBE 4 and NBE 5. – Discuss road network improvements and green planting with County Councillors: has not been formally raised but Cllr Cockarill has had contact with residents regarding the request for more green spaces.• <u>Item 9</u> – Rayner Mayer to send Plan documents to Rochelle Halliday for backing up: completed.
3.	<p>Neighbourhood Plan Revised Structure & Terms of Reference The Steering group has made much progress recently and produced a first draft of the Neighbourhood Plan, based on the 2018 and 2020 resident surveys. The non-planning elements of the current Plan need further evaluation to determine whether they can form part of an aspirations annex to the Plan or can be addressed elsewhere, such as through the Council's newly formed Climate Change Working Group.</p>

Governance has also needs to be re-established to drive the planning element of the document forward, therefore, a revised structure has been proposed.

The Steering Group discussed the changes proposed in the Neighbourhood Plan Terms of Reference document, which had already been approved by the Council, subject to agreement by the Steering Group.

A smaller Steering Group would enable a stronger focus on planning policy, whilst the volunteer group would allow for the broader topics to be explored as well. It was stressed that the link with stakeholders should be maintained to ensure that the Plan is representative and has the support of the community.

The minutes from the Steering Group will remain in the public domain. Cllr Cockarill will complete regular updates at Full Council.

The Steering Group agreed to the revised Terms of Reference document, which includes the following reorganised governance structure:

Neighbourhood Plan Steering Group – 4 core members: Chairman, Vice Chairman, Secretary and Town Council representative plus any additional specialist representatives, e.g. consultants or volunteers. The Steering Group will focus on planning policy and work with the volunteer sub-group to develop the wider aspects of the Plan.

Volunteer Sub-Group – an informal group, with membership from a variety of stakeholders, feeding into planning policy, community aspirations (such as leisure, biodiversity, infrastructure and youth) and sustainable living.

4. Review of April 2020 Resident Survey Results

The April 2020 survey delivered a consensus of opinion regarding the majority of questions posed. Information from the survey will be used to develop the policies in the Plan, following advice from the planning consultant, once engaged. The survey could also provide evidence to support future grant applications.

Action: Rayner Mayer to add on population details and the total number of respondents to the survey results summary.

Action: The results summary will be added to the Neighbourhood Plan website (completed).

Katie Bailey left the meeting at 7.46pm.

5. Engaging a Planning Consultant

The tender document was reviewed and agreed, with the following additions:

- Target completion dates for the key stages.
- That applicants will be asked to complete a short presentation to the steering group to show what they see as the key issues facing the parish and how the timelines for the project will be achieved.
- 'Volunteer Group' added to item 1.2.b.

- To allow in the quote for up to 6 meetings with both the Steering Group and Volunteer Group.
- Tender submission deadline of 21st August 2020.

Contracts Finder will be used to advertise the tender, although this is not a requirement since the tender value is expected to be well under the £25,000 threshold.

The tenders will be reviewed by the newly formed Steering Group week commencing 24th August, where a recommendation for the Council meeting on 7th September will be agreed. Depending on the number of tenders received, a pre-meeting may be required to grade tenders according to the specification.

The timings for the next phase of the project were discussed, with the final draft being completed in the first quarter of 2021.

The Volunteer Group should aim to convene on 22nd September, which Richard Quarterman will attend. The group should appoint a Chairman and a note taker at the first meeting. Rochelle Halliday is happy to arrange the first meeting. **Action:** Richard Quarterman to contact Steering Group members to ask if they wish to join the Volunteer Group (completed). **Action:** Rochelle Halliday to invite members of the public who recently expressed an interest in working on the Plan to join the Volunteer Group (completed).

6. **Date of Next Meeting**

- Steering Group: week commencing 24th August.
- Volunteer Group: 22nd September

The meeting closed at 8.45pm.