

Neighbourhood Plan Steering Group meeting notes

Tuesday, 5th November 2019, 7.00pm, The Tythings

Present:

Cllr Richard Quarterman (Chair)
Heather Brown
Cllr Graham Cockarill
Cllr Jenny Cole
Roger Coombes
Cllr Gerry Crisp
Cllr Greg Easterbrook

Gill Gray
Rochelle Halliday (Town Clerk)
Alison Hewitt
John Keane
Rayner Mayer
Cllr Pam Phelps-Jones
Cllr Tony Spencer
Alan (Yateley Society)

1.	Welcome & Apologies for Absence Apologies were received from Cllr Gill Hennell and Gordon Young.
2.	Appointment of Steering Group Vice-Chair Cllr Quarterman nominated Rayner Mayer for the position of Vice-Chair, which was seconded by John Keane. No other nominations were received. The Steering Group voted unanimously in favour of appointing Rayner Mayer as Vice-Chair.
3.	Notes of the Last Meeting & Matters Arising The notes from the last meeting on 10 th September 2019 were agreed as an accurate record. Cllr Quarterman sent the survey information to Cllr Spencer and will follow up. Cllr Quarterman attended the last Blackbushe Airport meeting. Blackbushe are aware that a Neighbourhood Plan is being developed. Gill Gray confirmed that Yateley School are happy for their students to assist with developing and fulfilling a survey for the Plan, as part of the Duke of Edinburgh Award scheme.
4.	Draft Neighbourhood Plan Policies – to review progress on policy areas The policy scoping documents were compiled and circulated to the Steering Group prior to the meeting. It was agreed to arrange a series of workshops for the Steering Group to review each policy fully and to consider any overlaps. This will be arranged via email. The following policies were discussed in more detail: <u>Policy 2: To protect buildings of historic and cultural importance</u> – Alan (Yateley Society) and Roger Coombes to work on this policy. <u>Policy 10: Identification of any sites currently suitable for development</u> – Cllr Cockarill should be able to complete a basic level review for this policy in time for the workshops, although it requires in depth analysis. Action: Steering Group members to think about if there are any suitable sites for development and to inform Cllr Cockarill.

Policy 13: Car parking provision in both residential and business areas – Cllr Cockarill will review this policy once more details once Hart District Council’s parking review is underway.

Policy 14: To improve pedestrian and cycle access – Rayner Mayer and Gill Gray were confirmed as the allocated leads for this policy.

Policy 15: To encourage sympathetic redevelopment of business premises – **Action: Steering Group** members to let Cllr Cockarill know any areas for potential redevelopment.

Policy 17: Protection of watercourses and avoidance of flood risk – **Action: Cllr Spencer** to provide information for this policy.

Any draft policies that are not subsequently included in the final Neighbourhood Plan should be saved in a community aspirations appendix to the Plan.

Rayner Mayer suggested that any research, references, professional sources or background rationale for the policy research should be retained in an appendix for each policy. This will be used as supporting evidence. The level of detail produced will vary depending on the nature of the policy.

5. **Strategic Gaps** – approach to Sandhurst and Eversley neighbouring parish
The Steering Group discussed the issue of protecting gaps outside of the parish boundary.

The Sandhurst gap may already be protected by its proximity to the Site of Special Scientific Interest. Rayner Mayer and Cllr Spencer are keen to visit Bracknell Forest Council to explore the matter further.

It is unclear whether Eversley will be able to gain sufficient momentum to develop a Plan but an approach has been made to Eversley Parish Council through the District Council. It is possible that Hart District Council policy NBE9 may protect from coalescence between the parishes.

It was agreed to create a new policy for the prevention of coalescence between neighbouring settlements. This policy would enable a gap to effectively be identified in the key locations.

6. **Community Engagement**

a. Questionnaire objectives

The Steering Group discussed whether the purpose of the questionnaire is to gather evidence or if it is to validate the draft policies.

It was agreed that the first questionnaire would be to gather evidence for each of the draft policy areas, using focused questions. At a later stage, a further survey could be completed to validate the overall policy balance and to identify any missing policies. The second survey could be communicated in the autumn Town Council newsletter.

	<p>b. Appropriate engagement methods & timings Survey Monkey should be utilised where possible, as a cost effective way of maximising reach.</p> <p>It was agreed that the first questionnaire should be incorporated into the spring Town Council newsletter as this is circulated to every household in the parish.</p> <p>The use of social media was discussed and it was agreed that these channels could be utilised in the future.</p> <p>c. Questions for each policy area (relevant / targeted based on objectives) The survey questions will be reviewed at the workshops to ensure that they are suitable for evidence gathering purposes.</p> <p>Action: Rayner Mayer to collate the questions for each policy area for discussion at the workshops.</p>
7.	<p>Update on School Poster Competition Gill Gray and Rayner Mayer will be meeting with several schools to discuss the climate change poster competition on 8th November. A follow up meeting in January is also planned.</p> <p>An exhibition will be arranged in the new year to display the best entries. Selected posters may be used to illustrate the Neighbourhood Plan and for any promotional material (with the appropriate consent). Certificates will be issued to participants.</p> <p>A suggestion was made to run a photographic competition to show what Yateley parish means to residents, with a view of using the photos in the Plan. The Yateley Camera Club could be approached to run this competition.</p>
8.	<p>Library Drop-In Session A volunteer rota is required for the proposed Neighbourhood Plan drop-in session at the library. A focus for the sessions also needs to be determined. A suggestion was made to focus on climate change.</p> <p>Action: Steering Group members to inform Alison Hewitt or any suggested topics for the drop-in session and if they can volunteer for the rota.</p>
9.	<p>NP Steering Group Terms of Reference Steering Group members were issued the terms of reference document established by the Council, as a reminder of the framework under which the Steering Group operates.</p>
10.	<p>Data Consent Form for Steering Group Members Personal email addresses should not be shared with others outside of the Steering Group.</p> <p>All Steering Group members present indicated by a show of hands that they would be happy to share their personal email addresses within the Steering Group. This will enable individual Steering Group members to contact each other directly.</p>

	Action: Rochelle Halliday to issue a data consent form at the next meeting.
11.	Community Orchard – to consider idea and possible locations Alison Hewitt has started initial investigations regarding the idea of setting up a community orchard.
12.	Any Other Business No items discussed.
13.	Dates for the Next Meeting <ul style="list-style-type: none">• 21st January 2020, 7pm at Frogmore Community College. Apologies from John Keane.

The meeting closed at 9.00pm.