

Neighbourhood Plan Steering Group meeting notes

Tuesday, 21st January 2020 at Frogmore Community College, Potley Hill Road

Present:

Cllr Richard Quarterman (Chair)
Cllr Graham Cockarill
Roger Coombes
Gill Gray
Rochelle Halliday (Town Clerk)

Cllr Gill Hennell
Alison Hewitt
Rayner Mayer
Cllr Pam Phelps-Jones
Gordon Young
Plus 2 members of the public

1.	Welcome & Apologies for Absence Apologies were received from Cllr Jenny Cole, Cllr Greg Easterbrook, Heather Brown and John Keane.
2.	Notes of the Last Meeting & Matters Arising The notes from the last meeting on 5 th November 2019 were agreed as an accurate record. • Item 4 – Steering Group members to consider suitable potential development sites and inform Graham Cockarill. • Item 4 – Steering Group members to consider suitable potential development sites for businesses and inform Graham Cockarill. <i>No information had been forwarded to Cllr Cockarill regarding potential business or residential sites. The Steering Group discussed the process for the call for sites and agreed that a formal call is not needed. This needs to be made clear in any dialogue about potential sites with third parties. Site suggestions may emerge from the resident survey.</i> • Item 4 – Cllr Spencer to provide policy information for the protection of watercourses and flood avoidance. <i>Completed.</i> • Item 6 - Rayner Mayer to collate the questions for each policy area for discussion at the workshops. <i>Completed.</i> • Item 8 - Steering Group members to inform Alison Hewitt or any suggested topics for the drop-in session and if they can volunteer for the rota. <i>This will be looked at again once the resident survey has been launched.</i> • Item 10 - Rochelle Halliday to issue a data consent form at the next meeting. <i>Completed and will be followed up at subsequent meetings.</i>
3.	Outcome of the Workshops 1-3 Three policy review workshops were held during November and January and the draft Neighbourhood Plan, Appendix and resident survey were updated accordingly. These documents are still very much in draft format and are open to further comments over the next six weeks. Rayner Mayer will hold the master copy of the document and make any changes, as required. Action: Rayner Mayer to circulate an updated draft of the Plan to the Steering Group in around four weeks' time.

	The findings from the 2018 consultation have not been referenced in the draft Plan and will, therefore, be added by Richard Quarterman.
4.	Agree Draft Plan and Annex Steering Group members were provided with a copy of the draft Plan and Annex prior to the meeting. The documents will be reviewed fully at a subsequent meeting.
5.	Review and Agree Survey The resident survey was reviewed and minor changes were made. The survey will be included as a pull out insert in the February Town Council newsletter. Gill Gray left the meeting at 7.45pm.
6.	Resident Consultation The survey will be launched on 28th February and will run until 17th April. The Steering Group agreed to organise its own delivery method for the survey and Council newsletter using volunteers, to speed up the delivery time. It was also agreed that any volunteers associated with delivering political newsletters would not be used for distributing the survey. If there are insufficient volunteers for the distribution, the Council will use its usual method, which will take up to six weeks. The survey will also be compiled on SurveyMonkey and be made available online via social media and the Neighbourhood Plan and Town Council websites. Spare printed copies of the survey will be printed for distribution in specific locations, such as the library.
7.	Update on School Poster Competition Yateley School will be hosting the poster competition exhibition on 29th February and there will be another exhibition on 14th March. Steering Group members were encouraged to attend each session to assist with encouraging residents to complete the survey. Rayner Mayer, Gill Gray and Heather Brown will be attending a review meeting regarding the poster competition with the schools on 24th January. Cllr Crisp will be invited to attend the exhibitions, as Town Mayor. The Steering Group discussed the prominent role climate change is taking on the current Neighbourhood Plan, especially given that the matter was not raised as an area of concern during the last resident survey in 2018. The Neighbourhood Plan needs to primarily fulfil its function as a planning document. A suggestion was made to create a distinct project-based action group solely devoted to the environmental agenda. This would enable the Steering Group to focus on technical policy formulation. The two groups would still be linked via a sub-committee hierarchy.

	It was agreed to review this item after the resident survey results are available, to see whether there is strong support to form a climate change action group. Any proposal to alter the composition of the Steering Group would need Town Council approval.
8.	Consultation with Other Bodies - Eversley Parish Council – general engagement on NP. Action: Richard Quarterman and Rayner Mayer to attend the next Eversley Parish Council meeting. - Bracknell Forest Council – Sandhurst / Yateley strategic gap. Action: Rayner Mayer and Tony Spencer to arrange a meeting. - Hart District Council – planning and biodiversity. Action: Cllr Cockarill and Richard Quarterman to discuss alignment with the Local Plan regarding biodiversity and limiting development on flood plains. - Hampshire County Council – pedestrian crossings, upgrading pavements, possible road weight and speed limits on B3272 and green planting. Action: Channel through County Councillors David Simpson and Adrian Collett.
9.	Any Other Business - Planning consultancy – now that a draft Plan has been formulated, professional support and advice is needed to verify the contents of the Plan, the evidence base and to ensure consistency with the Local Plan. A simple tender process will be created and tenders will need to be shortlisted by the Steering Group and approved by the Town Council. The Steering Group agreed to proceed with the tender process. - Workload – Rayner Mayer, Gill Gray and Alison Hewitt were thanked for their extensive input into bringing the Plan to this stage. Going forward, the workload should be more evenly shared to avoid the excessive workload falling on a few people. - NP Facebook page – Gordon Young manages this page and suggested that there needs to be more active to talk about what the Steering Group is currently working on. Survey reminders and the results could be published in sections and the climate change posters could be featured (with permission). - NP website – it was agreed to streamline the Who's Who page to show the Chair, Vice-Chair and Town Clerk only. A new progress update page will be created. - Neighbourhood Plan Engagement – Rayner Mayer will be attending the Yateley Society meeting on 23rd January. Richard Quarterman will be attending the Yateley and District Gardening Society AGM on 9th March. - Document backups – it was agreed that all essential documents, such as the draft Plan and Annex, will be emailed to Rochelle Halliday weekly (when being actively changed) to save as a backup – Action: Rayner Mayer.
10.	Date of the Next Meeting 31st March 2020, 7.00pm venue TBC.

The meeting closed at 8.50pm.