

Newbury's Neighbourhood Development Plan (NDP) Steering Group Meeting

A meeting of the **NDP Steering Group** is scheduled for **Wednesday 20/07/2022 at 7:00 pm** and will be held over Zoom.

Members of the public may request to join the meeting by messaging NDP@Newbury.gov.uk

Newbury's NDP Steering Group:

- A) Newbury Town Council (NTC): Councillors Nigel Foot (Chairperson), Martin Colston, David Marsh, Vaughan Miller (Joint Project Manager), Gary Norman, and Martha Vickers
- B) Members of the public: Ian Blake, John Brownell, Paul Millard, Anthony Pick, Louise Sturgess (Deputy-Chairperson), and Kim Whysall-Hammond (Joint Project Manager)

Other Attendees:

Darius Zarazel (NDP Secretary and Democratic Services Officer, Newbury Town Council)

Agenda:

1. **Apologies**
Secretary
2. **Declarations of Interest**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting.
3. **Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the NDP SG held on Tuesday 21/06/2022 (already circulated).
4. **NDP Pilot Questionnaire**
Chairperson
 - 4.1 **To review** the NDP Pilot results.
 - 4.2 **To agree** upon amendment to the questionnaires, as appropriate.

5. Forward Work Programme (Appendix 2)

Chairperson

To note and agree any other items to add to the Forward Work Programme.

6. To Fix the Date of the Next Meeting

Chairperson

**Minutes of a meeting of Newbury's Neighbourhood Development Plan (NDP)
Steering Group
Held via Zoom
21/06/2022 at 7:00pm/19:00**

Present:

Newbury's NDP Steering Group:

- A) Newbury Town Council (NTC): Councillors Nigel Foot (Chairperson), David Marsh, and Vaughan Miller (Joint Project Manager)
- B) Members of the public: Ian Blake, Paul Millard, Anthony Pick, Louise Sturgess (Deputy-Chairperson)

Other Attendees:

Darius Zarazel (NDP Secretary and Democratic Services Officer, Newbury Town Council)

The meeting became quorate at 7:32pm/19:32

58. Apologies

Apologies were received from John Brownell, Kim Whysall-Hammond, and Councillor Martha Vickers.

Councillors Martin Colston and Gary Norman were absent.

59. Declarations of Interest

There were none.

60. Minutes

Proposed: Nigel Foot

Seconded: Anthony Pick

Resolved: That the minutes of the meeting of the NDP Steering Group held on 18/05/2022, be approved.

61. Communications Plan

The Steering Group discussed a potential Communications plan for the NDP (appended to these minutes as Appendix 1). This document lists the audience and stakeholders, potential targets, and communications approach.

The consultation methods agreed in this plan are through the holding of public exhibitions, stakeholder engagement activities, pop-ups and market stalls, and the online and physical questionnaires.

It was agreed that Bluestone Planning could do the analysing of the results from the full Questionnaire and that the Steering Group would ask them for ideas about running the Exhibition.

The Steering Group also discussed an associated activity plan (appended to these minutes as Appendix 2). This document details the projected timeline for activities as well as the key stakeholder details.

Sub-Group	Members of Sub-Group
Pilot Survey Questionnaire	Vaughan Miller and Louise Sturgess
Exhibition + Market Stall/Pop-up	Louise Sturgess and Kim Whysall-Hammond
Media	David Marsh, Vaughan Miller
NTC Channels (Social Media & Website)	Louise Sturgess
Stakeholder engagement – Business	Anthony Pick, Martin Colston, and Ian Blake
Stakeholder engagement – Cultural Bodies	Anthony Pick, Paul Millard, and Gary Norman
Stakeholder engagement – Education	Paul Millard, Louise Sturgess, and Gary Norman
Stakeholder engagement – Environmental Groups	Nigel Foot and Kim Whysall-Hammond
Stakeholder engagement – Faith Groups	Nigel Foot
Stakeholder engagement – Health & Welfare Bodies	Paul Millard, Nigel Foot, and Martha Vickers
Stakeholder engagement – Sports bodies	Ian Blake and Vaughan Miller
Stakeholder engagement – Voluntary bodies	Paul Millard and Anthony Pick

All Steering Group members not present during the meeting were encouraged to put their names forward for other items on the Sub-Group table.

62. Pilot Consultation

The Steering Group agreed that the pilot would run from the Tuesday the 5th to Friday the 15th of July.

It was also agreed that Steering Group members identify family members and close contacts (such as friends and neighbours) to participate in the pilot and inquire about the quality of the pilot – for example the feedback on the pilot should focus on how long the survey takes to complete and if the questions are understandable.

It was agreed that 10 physical paper copies of the questionnaire be provided for distribution in the pilot alongside the online versions of the full and shortened questionnaires.

63. Forward Work Programme

The next meeting was agreed to be the review of the pilot consultation.

The tasks to be completed by Tuesday the 5th was:

- That the DSO print the 10 physical questionnaires to be collected on Tuesday the 5th.
- That the DSO create the online full and short questionnaires and circulate the link to the Steering Group members.

64. To fix the date of the next meeting

The next meeting was agreed to be held on 20/07/2022 at 7:00pm/19:00 via Zoom.

There being no other business, the Chairperson declared the meeting closed at 20:56 hrs.



NDP communications

21 June 2022

Audience & stakeholder overview

Audience
Children (5-10)
Young people (11-18)
Young people (19-30)
Single people (31-59)
Families
60-79
Over 80s

Stakeholder groups
Businesses
Cultural Bodies
Education
Environmental groups
Faith groups
Health and Welfare Bodies
Sports Bodies
Voluntary Bodies

Channels

Channel	Purpose	Audience	Direction	Frequency	Owner
NTC website	Town Council info	Residents of Newbury & surrounding villages	Broadcast / one-way	As required	NTC
NTC FB, Insta, Twitter	Town Council info, events	Newbury residents	One-way (two way)	As required	
Newbury Today website	News, views, events	Residents of Newbury & Berkshire area and surrounding villages	Broadcast / one way	As required	
Newbury Today Insta	News, views, events	Newbury & West Berks residents	One-way (two-way)	As required	
NWN	News, views, events	Newbury & West Berks residents	Broadcast / one way	Weekly	
Penny Post e-newsletter	News, views, events	Newbury, Hungerford, Marlborough, Wantage, Lambourn, Thatcham & Theale residents	Broadcast / one-way	Weekly	
Penny Post Insta	News, views, events	As above	One-way (two-way)	As required	
Kennet Radio	News, views	Newbury & Thatcham residents	One-way (two-way)		
Radio Berkshire	News, views	Berkshire residents	One-way (two-way)		
NTC surgeries	Responding to questions & concerns	Newbury residents	Two-way	Saturdays	NTC
Events	As required	As required	Two-way	As required	
Door knocking	Canvassing opinion	As required	Two-way	As required	

Channels – local Facebook groups

Channel	Purpose	Audience	Direction	Frequency	Owner
Community Matters	Local area news	Westfield residents	One-way (two-way)	As required	
Wash Common Lively (?)	Local area news	Wash Common & Falkland residents	One-way (two way)	As required	

Audiences, stakeholders & channels mapping

Audience	NTC (website)	NTC (FB, Insta, Twitter)	Newbury Today (website)	Newbury Today (Insta)	NWN	Penny Post (e-news)	Penny Post (Insta)	Kennet Radio	Radio Berks	NTC surgeries	Events	Door-to-door	Other
Children (5-10)													School
Young people (11-18)		√	√	√				√					School College
Young people (19-30)		√	√	√				√	√				College
Families	√	√	√	√	√	√	√	√	√		√	√	
Single people (31-59)	√	√	√	√	√	√	√	√	√	√	√	√	
60-79					√				√	√	√	√	
Over 80s					√				√	√	√	√	
Businesses			√		√								Meeting
Cultural Bodies			√		√								Meeting
Education			√		√								Meeting
Environmental groups			√		√								Meeting
Faith groups			√		√								Meeting
Health & Welfare Bodies			√		√								Meeting
Sports Bodies			√		√								Meeting
Voluntary Bodies			√		√								Meeting

Communications approach – three key stages

AWARENESS



CONSULTATION



Revision of Vision and Objectives in response to input from local community

FEEDBACK



• Sub-groups formed

• Evidence collection

• Policy drafts

Weeks 1 - 5

Weeks 6 - 9

Weeks 10 - 11

Weeks 12 - 14

Week 15 onwards

Key messages

AWARENESS

- A Neighbourhood Development Plan (NDP) sets out a vision for an area and planning policies for the use and development of land
- It gives communities the opportunity to influence the priorities for planning in their area and decide where and what type of development should happen
- We need your views to help us create a NDP for Newbury; we'll be opening a consultation on [5] September – these are the ways you can get involved

CONSULTATION

- The Neighbourhood Development Plan consultation is now open
- This is an opportunity for you to be involved in shaping your environment and the place you live for years to come
- Your views are important to us – these are the ways you can get involved

FEEDBACK

- Thank you to those who took part in our Neighbourhood Development Plan consultation
- This is what you told us [high level overview], which has helped shaped our vision and objectives for planning and development in Newbury which are [outline]
- We're now starting work on developing detailed policies – if you would like to get involved please get in touch

Communications activity plan

- Please see first tab of Excel document for communications activity plan
- Please see second tab of Excel document for stakeholder detail

Throughout the consultation period there will be daily check-ins on numbers of respondents. Communication activities will be adapted as required, depending on results.

Next steps

In order to achieve the time-lines set out in the communications activity plan, it is recommended that the Steering Group forms sub-groups in order to work on the different elements.

Sub-group	Lead/s
Pilot survey questionnaire	
Exhibition + market stalls/pop-ups	
Local press (NWN; Penny Post)	
Local radio (Kennet & Berks)	
NWN channels (Website, Instagram, Twitter, Facebook)	
Stakeholder engagement - Business	
Stakeholder engagement - Cultural bodies	
Stakeholder engagement - Education	
Stakeholder engagement - Environmental groups	
Stakeholder engagement - Faith groups	
Stakeholder engagement - Health & welfare bodies	
Stakeholder engagement - Sports bodies	
Stakeholder engagement - Voluntary bodies	

Appendix 2

ACTIVITY	JUNE		JULY				AUGUST					SEPTEMBER				OCTOBER			
	w/c 20	w/c 27	w/c 4	w/c 11	w/c 18	w/c 25	w/c 1	w/c 8	w/c 15	w/c 22	w/c 29	w/c 5	w/c 12	w/c 19	w/c 26	w/c 3	w/c 10	w/c 17	w/c 24
Survey pilot (w/c 20 Jun - w/c 25 Jul)																			
Create survey (paper & online)																			
Identify pilot groups																			
Test survey (paper & online)																			
Review pilot feedback																			
Amend survey (paper & online)																			
Awareness raising (w/c 1 - 29 Aug)																			
NTC website - NDP page update																			
NTC surgeries - promote consultation																			
NTC Facebook																			
NTC Instagram																			
NTC Twitter																			
Local Facebook groups																			
Newbury Today website - article																			
Newbury Weekly News - article																			
Penny Post eNews																			
Penny Post Instagram																			
Kennet Radio																			
Radio Berks																			
Consultation communications (w/c 5 -26 Sept)																			
NTC website - homepage banner																			
NTC surgeries - promote consultation																			
NTC Facebook																			
NTC Instagram																			
NTC Twitter																			
Local Facebook groups																			
Newbury Today website - article																			
Newbury Weekly News - article																			
Newbury Today Instagram																			
Penny Post eNews																			
Penny Post Instagram																			
Consultation activities (w/c 5 -26 Sept)																			
Exhibitions (locations tbc)																			
Stakeholder engagement activities																			
Pop-ups/market stalls (locations tbc)																			
Feedback (w/c 17 -24 Oct)																			
<i>Data consolidation</i>																			
NTC website - NDP page update																			
NTC Facebook																			
NTC Instagram																			
NTC Twitter																			
Local Facebook groups																			
Newbury Today website - article																			
Newbury Weekly News - article																			
Newbury Today Instagram																			
Penny Post eNews																			
Penny Post Instagram																			

STAKEHOLDER GROUPS	KEY CONTACT	NDP KEY CONTACT	ENGAGEMENT STRATEGY	DETAILS
Businesses				
Apple Print	Andrew Watts, Director sales@appleprint.co.uk info@baryforokin.com			
Barry Forkin	Melissa Hughes, Chief Executive Officer info@newburybid.com			
BID	Madeleine Thompson, General Manager info@camphopson.co.uk			
Camp Hopson	Colline's Kitchen colline@collineskitchen.com			
Colline's Kitchen	Empire Café Mrs Wendy Berkeley orders@theempirecafe.co.uk			
Empire Café	Gardner Leader Derek Rodgers, Managing Partner d.rodgers@gardner-leader.co.uk 01635 40948			
Gardner Leader	Hetheron's Bakery			
Hetheron's Bakery	London Road Industrial Estate (LRIE)			
London Road Industrial Estate (LRIE)	Micro Focus Stephen Murdoch, Chief Executive Officer Phillippa Cardno, Chief Executive (access through the web site)			
Micro Focus	Newbury Building Society stephen.millyard@mrmoojuice.com			
Newbury Building Society	Mr Moo Juice Emma Benson emma@mrsb.kitchen			
Mr Moo Juice	Mrs B's Kitchen			
Mrs B's Kitchen	Oppermans Gears			
Oppermans Gears	Philip Brown violins enquiries@philipbrownviolins.co.uk			
Philip Brown violins	Roc Technologies Ian Furness, CEO info@roctechologies.com			
Roc Technologies	SPX Flow Technology Access through the web site			
SPX Flow Technology	Stryker enquiries@stryker.co.uk			
Stryker	The Globe hello@theglobenewbury.com			
The Globe	The Teashop by the Canal paulandivana@teashopbythecanal.co.uk			
The Teashop by the Canal	Triangle Travel Jessica Munday jessicamunday@triangletravel.co.uk			
Triangle Travel	Vodafone			
Vodafone	Cultural bodies			
Cultural bodies				
Ace Space	acespacenewbury@btinternet.com			
Ace Space	City Arts Isabel Carmona isabel@ca-sa.co.uk			
City Arts	Corn Exchange Katy Griffiths, Director katy@cornexchangegenew.co.uk			
Corn Exchange	Harmony Newbury Helen Tuck mrshelentuck@gmail.com			
Harmony Newbury	USA Rosemarie Franklin, Chairman office@newburyusa.com			
USA	The Arts Society (aka NADFAS) Daniel Carr, Chairman info@theartsocietynewbury.org.uk			
The Arts Society (aka NADFAS)	New Era Players			
New Era Players	Newbury Choral Society Liz Wallace, Chairman secretary@newburychoral.org.uk			
Newbury Choral Society	Newbury District Field Club			
Newbury District Field Club	Newbury National Trust Association Colin Waltho, Chairman waltho298@btinternet.com			
Newbury National Trust Association	Newbury Society Dr David Peacock, Chairman dpeacockhist@gmail.com			
Newbury Society	Newbury Spring Festival Julian Chadwick, Chairman enquiries@newburyspringfestival.org.uk			
Newbury Spring Festival	Education			
Education				
Falkland Primary School	Linda Wood, Headteacher headteacher@falkland.w-berks.sch.uk			
Falkland Primary School	Fir Tree Primary School Mrs Lindsay Wood, Associate Headteacher office@firtree.newburyacademytrust.org			
Fir Tree Primary School	Highwood Copse School Serraphina Robinson, Headteacher admin@highwoodcopse.co.uk			
Highwood Copse School	John Rankin School Mr F Rayner, Executive Headteacher office@jrs.w-berks.sch.uk			
John Rankin School	Newbury College Iain Wolloff, Principal & Chief Executive info@newbury-college.ac.uk			
Newbury College	Park House School Damian Crabbe, Interim Principal office@parkhouseschool.org			
Park House School	St Bartholomew's School Ms J Mortimore, Headteacher office@stbarts.co.uk			
St Bartholomew's School	St John the Evangelist School Mr K. Harvey, Acting Executive Headteacher office@stjohnnev.w-berks.sch.uk			
St John the Evangelist School	Speenhamland Primary School Mrs J Lewry, Headteacher office@speenhamland.newburyacademytrust.org			
Speenhamland Primary School	West Berkshire Training Consortium Anthony Bravo, Chairman rachel@wbtc-uk.com			
West Berkshire Training Consortium	Willows Primary School Miss MacArthur, Headteacher office@willows.w-berks.sch.uk			
Willows Primary School	Winchcombe School Mr Neil Filsforth, Headteacher office@winchcombe.w-berks.sch.uk			
Winchcombe School	Environmental groups			
Environmental groups				
Friends of the Earth	Susan Millington, Joint Chair millington.susan@gmail.com; Amy Pattenden, Joint Chair amypattenden3@gmail.com			
Friends of the Earth	Growing Newbury Green Tony Hammond, Chair orchards@hammond.plus.com			
Growing Newbury Green	Extinction Rebellion (XR)			
Extinction Rebellion (XR)	Faith groups			
Faith groups				
Baptists	Rev. Richard Littledale, Minister office@newburybaptistchurch.org			
Baptists	Methodists Revd Peter Bennett, Minister minister@newburymethodistchurch.org.uk			
Methodists	Newbury Jamma Mosque Mr Lucky Nizami, Chairman newbury.masjid@yahoo.co.uk 01635 904105			
Newbury Jamma Mosque	Quakers Rev. Becky Bevan, Vicar bbevan.vicar@stg-stj.org.uk			
Quakers	St George's Church			
St George's Church	St John's Church			
St John's Church	St Joseph's Church (Roman Catholic) Fr. Michael Fava CBE, Parish Priest office@stjosephsnewbury.org.uk			
St Joseph's Church (Roman Catholic)	St Nicolas Church Rev. Will Hunter-Smart, Rector will@st-nics.org			
St Nicolas Church	Health & Welfare bodies			
Health & Welfare bodies				
Aee UK	Tracey Bright, Interim CEO 0118 959 4242			
Aee UK	Berkshire Youth David Seward, Chief Executive david.seward@berkshireryouth.co.uk			
Berkshire Youth	BUFA			
BUFA	Citizens Advice West Berkshire Phil Cowhig, Chair 01635 516605			
Citizens Advice West Berkshire	Community Matters, Westfields group			
Community Matters, Westfields group	Home Start West Berkshire			
Home Start West Berkshire	Macmillan Cancer Support			
Macmillan Cancer Support	Newbury Cancer Care Trust David Ormrod, Chair of Trustees office@newburycancer.org.uk			
Newbury Cancer Care Trust	Samaritans 58 West Street, Newbury RG14 1BD			
Samaritans	Sovereign Housing Paul Massara, Chair 01635 572222 wendygosden@hotmail.com			
Sovereign Housing	Stroke Care Newbury & West Berkshire Berkshire Youth admin@berkshireryouth.co.uk			
Stroke Care Newbury & West Berkshire	Waterside Centre Stephen Luff Smith, Trustee info@wbmenap			
Waterside Centre	West Berkshire Mencap			
West Berkshire Mencap	Young Carers Project			
Young Carers Project	Sports bodies			
Sports bodies				
Falkland Cricket Club	John Bolan, Chair 07768 696291			
Falkland Cricket Club	Monks Lane Sports Hub			
Monks Lane Sports Hub	Newbury Cricket Club John O'Sullivan, Chairperson johnosullivan01@gmail.com			
Newbury Cricket Club	Newbury Football Club Keith Moss, Chairman 07817 723846			
Newbury Football Club	Newbury Parkrun			
Newbury Parkrun	Newbury Road Club Steve Dawes, Chairmen (access through website)			
Newbury Road Club	Newbury Rugby Club Louise Goodall, Chair 07787 225789			
Newbury Rugby Club	Newbury Velo Glen Knight, Chairman Glen.Knight@newburyvelo.co.uk			
Newbury Velo	Phoenix Lacrosse contact@phoenixax.co.uk			
Phoenix Lacrosse	Team Kennet Athletics & Triathlon Club Nick Bull, Chairman chairman@teamkennet.com			
Team Kennet Athletics & Triathlon Club	Voluntary bodies			
Voluntary bodies				
Community United	Shelly Hambrecht info@empoweringwb.org.uk / shelly@empoweringwb.org.uk			
Empowering West Berkshire	Fairclose Day Centre James Wilcox, Chief Executive hello@fairclosecentre.org			
Fairclose Day Centre	Freemasons (Newbury) Royal Berkshire Lodge of Hope*			
Freemasons (Newbury)	Kennet Valley Probus Club Mauline Atkins, Chairman ml.atkins18@gmail.com			
Kennet Valley Probus Club	Lions Club of Newbury John Coleman, President president@newburylions.org.uk			
Lions Club of Newbury				

Newbury Probus Club	Richard Jones, Chairman enquiries.newburyprobus@gmail.com			
Rotary				
Scouts				
Soroptimists	Joyce Lewis, President Elect joycerlws@aol.com			
Volunteer Centre West Berkshire	Garry Poulson, Director garry@vcwb.org.uk			

Newbury's Neighbourhood Development Plan Steering Group

Forward Work Programme for NDP Steering Group: 20th of July 2022.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations of Interests
3. Approval of Minutes of Previous Meeting
4. Forward Work Programme
5. To Fix the Date of the Next Meeting

20/07/2022	To analyse the results of the Pilot and make any changes to the questionnaire in advance of the public consultation as considered appropriate.
TBD	To conduct a full consultation with the Newbury Community about the NDP's Vision and Objectives.
	To collate and write up the responses to the questionnaire for review.
	To make amendments to the Vision and Objectives, if appropriate.