

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

A meeting of the **NDP Steering Group** is scheduled for **Thursday 13/01/2022 at 7:00 pm**. This meeting will be held via zoom:

<https://us02web.zoom.us/j/85866981337?pwd=M2g3MXlZnlvT29yRVlkbHVHYk5ldz09>

Meeting ID: 858 6698 1337

Passcode: 184802

Newbury's NDP Steering Group:

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

Other Attendees:

Umrah Mahadik (Senior Planning Officer, West Berkshire Council), Bryan Little (Planning Policy Manager, West Berkshire Council), Laila Bassett (Principal Planning Officer, West Berkshire Council), Jeremy Flawn (Bluestone Planning) and Darius Zarazel (NDP Secretary and Democratic Services Officer, Newbury Town Council)

Agenda:

1. **Apologies**
Secretary
2. **Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the NDP SG held on Monday 20/12/2021 (already circulated).
3. **To Receive a Presentation from WBC about NDPs**
Chairperson

Town Hall, Market Place, Newbury, RG14 5AA

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4. **To Participate in a Question-and-Answer Session with WBC Officers**
Chairperson

5. **Project plan (Appendix 2)**
Chairperson
To decided upon the dates for the Project Timeline.

6. **Forward Work Programme (Appendix 3)**
Chairperson
To agree any items to be included in a Forward Work Programme, and to delegate tasks as appropriate.

7. **To Fix the Date of the Next Meeting**
Chairperson

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**Minutes of a meeting of Newbury's Neighbourhood Development Plan (NDP)
Steering Group
Held via Zoom
20/12/2021 at 7:30pm/19:30**

Present:**Newbury's NDP Steering Group:**

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

Other Attendees:

Jeremy Flawn (Bluestone Planning) and Darius Zarazel (Democratic Services Officer, Newbury Town Council)

1. Welcome and introductions

The Newbury Neighbourhood Development Plan (NDP) Steering Group (SG) Chairperson, Councillor Nigel Foot, welcomed all attendees to the SG's first meeting.

All members of the NDP SG introduced themselves to the meeting attendees.

2. Apologies for absence

Apologies were received from John Brownell and Councillor David Marsh.

3. To read and consider the Terms of Reference for the Steering Group, the Service Level Agreement with WBC, and the Report agreed by the Planning & Highways Committee

The Steering Group read, considered, and accepted the ToR of the SG, the SLA with WBC, and the resolved report from NTC's P&H Committee.

The SG requested that the NTC DSO circulate the map of Newbury Parish boundary to the SG members and to inquire about and clarify point 8 in the SLA with WBC, about 'Dispute Settlement'.

It was also noted that the SG should comprise of not just Town Councillors but also members of the community as this will help to get representations from a wider cross-section of the community. This is essential as the SG needs to produce a draft NDP document that the residents of Newbury will ultimately

approve of at referendum, the NDP would need over 50% 'yes' votes to be adopted.

4. To elect a Secretary and a Project Manager from the Steering Group members

Proposed: Councillor Nigel Foot

Seconded: Councillor Martin Colston

Resolved: That Darius Zarazel, NTC DSO, be appointed as the Secretary for the NDP SG.

Proposed: Councillor Nigel Foot

Seconded: Councillor Martin Colston

Resolved: That Councillor Vaughan Miller and Kim Whysall-Hammond be appointed as joint Project Managers for the NDP SG.

5. To receive an introduction from Jeremy Flawn about Bluestone Planning and Neighbourhood Development Plans

Jeremy Flawn, Bluestone Planning (BP), introduced himself and BP. Mr Flawn spoke about NDPs and talked the SG through the process of creating one.

Key information included:

- All policies need evidence
- Community consultation is essential and should be used throughout the NDP process
- A basic condition of a NDP is that it needs to be in conformity with the Local Plan and the National Planning Policy Framework, but it can build on these documents
- The NDP can be split into 'land use' policies and 'Community aspirations'

It was agreed that single point of contact between BP and the SG would be the SG Secretary, Darius Zarazel.

6. To discuss the NDP Project Plan and agree the next steps

It was agreed that BP would provide a project plan template to the SG Project Managers who would populate this plan with estimations about the necessary steps the SG would take in order to create the draft NDP document.

7. Assign any tasks as considered necessary

The tasks assigned were:

- That the SG Secretary circulate the Newbury Parish Map and the demographics of Newbury to the SG members

- That the SG Secretary clarify the Dispute Settlement clause in the Service Level Agreement with WBC
- That BP share a Project Plan template with the SG
- To publish the membership vacancy for the NDP SG

8. To discuss future meeting arrangements and to fix the date of the next meeting

The next meetings were agreed to be held on 13/01/2021 and on the 27/01/2021 both at 7:00pm/19:00 via Zoom.

There being no other business, the Chairperson declared the meeting closed at 21:30 hrs.

Newbury's Neighbourhood Development Plan - Project Plan

Date: 13/01/2022

Tasks / SubTasks	Responsibility/Owner	Current Status	Estimated / Actual Task Dates		Calendar Days	Comments
			Start	Finish		
Initial Stages (post Confirmation of Neighbourhood Area Application)			01-Jul-21	13-Jan-22	196	
Start-up						
Agree TORs and appoint Steering Group members			01-Jul-21	01-Dec-21	153	
Hold initial meeting of SG			20-Dec-21	20-Dec-21	0	
Agree project plan and plan manager			20-Dec-21	20-Dec-21	0	
Meet LPA and discuss resources they will make available			13-Jan-22	13-Jan-22	0	Scheduled NDP SG meeting with WBC
Prepare for next stages of process			13-Jan-22			
Vision & Objectives Development; Initial Questionnaire						
Draft initial questionnaire for community consultation (what would you like the NP to cover?)						
As part of questionnaire, propose draft Vision text and series of Objectives						
Carry out consultation with local community and stakeholders						
Collate responses and write up						
Amend Vision & Objectives where necessary						
Finalise SEA / HRA reports (where required)						
Evidence Gathering / SEA			00-Jan-00	00-Jan-00	0	
All Evidence Studies						
Steering Group to agree sub-groups to carry out evidence gathering and collation of data						
Sub Groups to collate data, meet with stakeholders etc / SG to commission external technical evidence gathering						
Sub Groups to draft evidence reports						
Bluestone Planning to review evidence base reports						
Finalise evidence reports						
Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA)						
Submit Current SEA / HRA Screening Request						
SEA / HRA Scoping (where required)						
Receive SEA / HRA Reports (where required)						
Review SEA / HRA assessments & revise (where necessary)						
Finalise SEA / HRA reports (where required)						
Revisions to NP, Prepare Pre-Submission Version			00-Jan-00	00-Jan-00	0	
Produce Draft Policies, Text and Supporting Documentation / Appendices						
SG to Review Draft Policies and other Documents						
Produce Final Draft Policies, Text and Supporting Documentation / Appendices						
Informal submission to WBC prior to commencement of public consultation for comments / identification of any show-stoppers						
NTC Carry out Pre-submission Public Consultation (min 6 weeks)						
Revisions to NP, Prepare Submission Version			00-Jan-00	00-Jan-00	0	
Collate consultation responses and decide how to respond						
Tabulate comments and responses by Steering Group						
Update NP documents to reflect changes where SG decide to alter them in response to representations						
Liaise with statutory consultees and WBC as necessary in preparing final version of NP						
Submission of NP to WBC and External Examination			00-Jan-00	00-Jan-00	0	
Basic Conditions Statement						
Draft Basic Conditions Statement						
Review Statement						
Finalise Statement						
Consultation Statement						
Draft Consultation Statement						
Review Statement						
Finalise Statement						
Ask WBC to carry out informal review of revised NP, Basic Conditions and Consultation Statements, SEA/HRA screening assessment prior to formal Submission						

Newbury's Neighbourhood Development Plan - Project Plan

Date: 13/01/2022

Tasks / SubTasks	Responsibility/Owner	Current Status	Estimated / Actual Task Dates		Calendar Days	Comments
			Start	Finish		
Independent Healthcheck (if required)						
Submission of Neighbourhood Plan						
NTC submits Neighbourhood Plan and other documents informally to WBC for final checking / show-stoppers						
WBC sense-checks NP prior to formal 'submission stage' consultation						
Finalise submission version of NP and associated documents in conjunction with WBC, if required						
WBC-led external consultation on Submission Version of Plan (min 6 weeks) and seeks availability of Examiners						
In partnership NTC and WBC decide who to appoint external examiner						
WBC submits NP to appointed examiner, together with all consultation responses from submission consultation						
External Examination						
Examination of Neighbourhood Plan by Examiner						
Update Neighbourhood Plan to reflect Examiner's recommendations, with NTC sign-off						
Final version of Neighbourhood Development Plan and associated documents produced						
Decision made by WBC to take NP to Referendum						

Newbury's Neighbourhood Development Plan - Project Plan

Date: 13/01/2022

Tasks / SubTasks	Responsibility/Owner	Current Status	Estimated / Actual Task Dates		Calendar Days	Comments
			Start	Finish		
WBC / Newbury Town Council Community Ongoing Communication & Referendum			00-Jan-00	00-Jan-00	0	
Engage Community & Ongoing Communication Preparation for Referendum Agree date for Referendum Plan communications programme for referendum Referendum Date WBC Produce Referendum Result						
Adoption & Publication of Referendum Decision and Neighbourhood Plan (WBC)			00-Jan-00	00-Jan-00	0	
Acceptance by WBC of Neighbourhood Plan at Committee NP becomes part of Local Plan, when accepted Publication of Neighbourhood Development Plan Document						

Newbury's Neighbourhood Development Plan Steering Group

Forward Work Programme for NDP Steering Group: 13th of January 2022.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. To Note the Terms of Reference of the Steering Group
3. Declarations of Interests
4. Approval of Minutes of Previous Meeting
5. Forward Work Programme
6. To Fix the Date of the Next Meeting

Ongoing items	
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