

Newbury's Neighbourhood Development Plan (NDP)

Steering Group Meeting

A meeting of the **NDP Steering Group** is scheduled for **Wednesday 24/08/2022 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:

Jeremy Flawn (Bluestone Planning) and 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 Wednesday 20/07/2022 (already circulated).
- 4. **NDP Questionnaires**
Chairperson
 - 4.1 **To receive** feedback from Bluestone Planning on the NDP Questionnaires.
 - 4.2 **To resolve** to amend the questionnaires, as appropriate.

5. Initial NDP Consultation

Chairperson

5.1 To agree to finalise the consultation methods used in the initial public consultation.

5.2 To agree on the next steps in launching the initial NDP consultation.

6. Forward Work Programme (Appendix 2)

Chairperson

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

7. 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
20/07/2022 at 7:00pm/19:00**

Present:

Newbury's NDP Steering Group:

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

Other Attendees:

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

The meeting became quorate at 7:24pm/19:24

65. Apologies

Apologies received from Louise Sturgess, Kim Whysall-Hammond, and Councillors Martin Colston, David Marsh, and Gary Norman.

Councillors Martha Vickers and Vaughan Miller apologised for arriving to the meeting late.

John Brownell was absent.

66. Declarations of Interest

There were none.

67. Minutes

Proposed: Councillor Nigel Foot

Seconded: Councillor Vaughan Miller

Resolved: That the minutes of the meeting of the NDP Steering Group held on 21/06/2022, be approved.

68. NDP Pilot Questionnaire

The Steering Group reviewed the NDP Pilot results.

On average it takes about 30 minutes (sometimes 40-45 minutes) to do the full survey. It was felt this was prohibitive and this was the main concern from the feedback.

It was agreed that questionnaire needed edits; It needs to be shorter, possibly with the ability to skip sections, but overall, it was felt the questionnaire was fit for purpose.

The short survey only takes about 5 to 10 minutes. Was mentioned that this survey could be referred to as just a 'short version' not a specifically as a version for young people.

The Steering Group then discussed some specific points about the questionnaire:

- There might be repetition in some of the questions.
- Some questions are too technical ('go above minimum building standards')
- Some can be leading ('should important views be preserved', what specific views for example? We might not benefit from a yes or no answer).
- Some language was mentioned as not being easily understandable; ('building of detriment to the area'. This could be changed to 'harmful' or 'unsightly').
- Some questions state, 'please select the three most important.' This is at the bottom under the answers. This should be next to the question and above the answers.
- 'Yes'/'No' responses were used for some questions when 'open' questions might be better.
- It was agreed that the questions should be numbered.
- There also appeared to be a discrepancy in the 'Comment' box sizes. It was agreed to make all 'Comment' boxes the same size.

The Steering Group considered providing an option to skip sections – potentially inserting a question at the beginning of each section saying, 'Are you interested in XXX'.

It was agreed to request that Bluestone Planning (BP) go through the questionnaire, given all of the points raised above and ensure the questions are fit for purpose, whilst making the Full questionnaire shorter.

In addition, it was requested that BP inform the Steering Group about what resources would be needed for their initial public consultation. For example, at what stage in the NDP process should we host Open Days and 'In-person' events?

Finally, a question was raised about if the questionnaire appropriately fits with the NDP 'Vision' statement and 'Objectives' previously agreed by the Steering Group.

69. Forward Work Programme

At the next meeting, it was agreed to receive feedback from BP and make the necessary edits to the Questionnaire. It was considered likely that the NDP Comms Activity Plan would need to be extended.

DSO to circulate the full and short surveys to the NDP SG members as well as the Vision and Objectives.

70. To fix the date of the next meeting

The next meeting was agreed to be held on 17/08/2022 at 7:00pm/19:00 via Zoom.

There being no other business, the Chairperson declared the meeting closed at 20:11 hrs.

DRAFT

Newbury's Neighbourhood Development Plan Steering Group

Forward Work Programme for NDP Steering Group: 24th of August 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

24/08/2022	<ol style="list-style-type: none"> 1) To receive feedback from Bluestone Planning on the Questionnaires and make the appropriate amendments. 2) To finalise the consultation methods for the initial questionnaire and agree the next steps to launch the consultation.
TBD	To conduct an initial consultation with the Newbury Community about the NDP.
	To collate and write up the responses to the questionnaires for review.
	To make amendments to the Vision and Objectives, if appropriate.
	To form Topic Sub-Groups who will gather evidence and draft the NDP Policies.
	To collate all the policies into a Draft NDP.
	To consult the Newbury Community on the Draft NDP.
	To collate and write up the responses to the Draft NDP and make any necessary amendments.
	To get the draft NDP approved by Newbury Town Council.