**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:**

1. Newbury Town Council (NTC): Councillors Nigel Foot (Chairperson), Gary Norman (Deputy-Chairperson), Martha Vickers, Martin Colston, and Vaughan Miller
2. 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.

1. **Apologies for absence**

Apologies were received from John Brownell and Councillor David Marsh.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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
1. **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.**