**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:**

1. Newbury Town Council (NTC): Councillors Nigel Foot (Chairperson), Vaughan Miller (Joint Project Manager), and Martha Vickers
2. 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.**