

Newbury's Neighbourhood Development Plan (NDP)

Steering Group Meeting

A meeting of the **NDP Steering Group** is scheduled for **Tuesday 19th September 2023 at 6.30 pm** and will be held on Zoom (See link in email)

Newbury's NDP Steering Group:

Newbury Town Council (NTC): Councillors Nigel Foot, Vaughan Miller, Gary Norman, Martha Vickers, Andy Moore and David Harman.

Members of the public: Ian Blake, Paul Millard, Anthony Pick, Louise Sturgess, Kim Whysall-Hammond (Joint Project Manager), Burnie Owens

Other Attendees:

Hugh Peacocke, (Chief Executive Officer, Newbury Town Council)

Agenda:

- 1. Apologies**
- 2. Announcements and introductions**
- 3. Minutes (Appendix 1)**
To approve the minutes of a meeting of the NDP SG held on 19th July 2023 (Attached)
- 4. Topic subgroups:**
 - A) To note the workings and methodology for Topic Subgroups.(Appendix 2)
 - Heritage and Design
 - Sustainability and Climate Change
 - Biodiversity and Wildlife
 - Transport and Access
 - Community Facilities
 - Economy and Enterprise
 - B) To receive updates from each of the Topic Subgroups (Appendix 3.1 Biodiversity and Appendix 3.2 Heritage and design)
- 5. To review the Project Plan (Appendix 4.1) and Forward Work Programme (Appendix 4.2)**
To note and agree any other items to add to the Forward Work Programme.
- 6. Next Meeting: 19th October**

Minutes of Newbury’s Neighbourhood Development Plan (NDP) Steering Group meeting, held on Zoom at 6.30 pm on 19/07/2023.

Present:

Newbury’s NDP Steering Group:

- A) Newbury Town Council (NTC): Councillors Nigel Foot (Chairman), David Harman and Vaughan Miller.
- B) Lay Members: Ian Blake, Paul Millard, Anthony Pick, Louise Sturgess and Kim Whysall-Hammond

Other Attendees:

Jeremy Flawn, Bluestone planning consultants
Hugh Peacocke (NDP Secretary, Newbury Town Council)

128. Apologies

Councillors Andy Moore, Gary Norman and Martha Vickers.

129. Declarations of Interest

Councillor Antony Pick declared that he was the chairman of West Berkshire Heritage Forum.

130. Minutes of meeting held on 4 July 2023.

Agreed by the meeting.

131. Vacancy for Lay Member

The Secretary advised that he had not heard back from Carl Pearce, despite several emails and trying to contact by phone.

The meeting discussed this matter and noted that under the Steering Group’s terms of reference they may recruit extra persons.

Councillor Vaughan Miller will discuss with an interested party.

The Secretary was requested to contact Burnie Owens to see if he was still interested in joining.

132. To confirm the membership of the Topic Subgroups

The meeting agreed the following members on Subgroups:

- Heritage and Design Anthony Pick, Ian Blake
- Sustainability and Climate Change Cllr. Martha Vickers, Louise Sturgess
- Biodiversity and Wildlife Cllr. David Harman and Kim Whysall-Hammond
- Transport and Access Cllr. Nigel Foot, Cllr. Andy Moore
- Community Facilities Cllr. Vaughan Miller, Paul Millard
- Economy and Enterprise Cllr. Gary Norman, Burnie Owens?

The following points were also noted:

- Each topic subgroup may “recruit” others who can assist with the topic
- Each topic subgroup may consult persons, groups or organisations on their topic
- The Secretary will write to other members of the Council advising them of the topic subgroups and inviting them to participate
- The Secretary will raise the Economy and Enterprise Topic Subgroup with the BID and invite their support/ participation.

133. To review the guidance documentation received from Bluestone Planning Consultants

The Steering Group thanked Jeremy Flawn for the guidance from Locality, which was helpful and well-written.

134. To agree the workings and methodology for Topic Subgroups

Agreed:

1. Consider the Guidance received from Bluestone Planning Consultants
2. Consider the options table presented by Bluestone
3. Consider if there is anyone else you might invite to participate or consult on the topic
4. Draft policy options/ progress update to be presented to the Steering Group (19 September 2023)
5. When policy options are drafted, the Steering Group will ask for the LPA/ Bluestone to review those options in light of the guidance and current policy statements (the Regulation 19 LPA proposals, the current LAP, the core strategy, the site allocations and the NPPF)
6. Bluestone/ LPA will advise which policy options might be taken forward
7. Each topic subgroup will then consider available evidence and identify evidence gaps
8. Each topic subgroup will then report back to the Steering Group for further direction re evidence, etc.

135. Forward Work Programme

Next meeting:

- Progress reports from Topic Subgroups
- Set high level milestones/ project planning

136. To fix the date of the next meeting

The next meeting 6.30 pm, 19 September 2023

After that, 19 October and 14 November

There being no other business, the Chairperson declared the meeting closed at 7.40 pm.

Newbury Neighbourhood Development Plan

Topic Sub-groups

Topic Subgroup	Members
Heritage and Design	Anthony Pick, Ian Blake
Sustainability and Climate Change	Cllr. Martha Vickers, Louise Sturgess
Biodiversity and Wildlife	Cllr. David Harman and Kim Whysall- Hammond
Transport and Access	Cllr. Nigel Foot, Cllr. Andy Moore
Community Facilities	Cllr. Vaughan Miller, Paul Millard
Economy and Enterprise	Cllr. Gary Norman, Burnie Owens

Workings and methodology for Topic Subgroups

1. Consider the Guidance received from Bluestone Planning Consultants
2. Consider the options table presented by Bluestone
3. Consider if there is anyone else you might invite to participate or consult on the topic
4. Draft policy options/ progress update to be presented to the Steering Group (19 September 2023)
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6. Bluestone/ LPA will advise which policy options might be taken forward
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Biodiversity Subgroup: First draft of proposed action regarding NDP policy validation 16072023

Policy:	What we need to do (Ideas and proposals):	Who we can talk to:	Some possible actions:
BW1 – To preserve, enhance, and where possible, increase our green spaces	<ul style="list-style-type: none"> • Map and identify green spaces, consult on which are more important/ valuable • Identify how to enhance green spaces • Identify how to increase green spaces 	<ul style="list-style-type: none"> • Can survey public on what green spaces they value most (other NDPs have done this) • Meet with local interested parties (Green groups, local gardening and conservation groups.) 	<ul style="list-style-type: none"> • Ask residents to rate the importance of selected green spaces • Identify and contact Green groups, local gardening and conservation groups. • Contact Thames Valley Environmental Records Centre • Consider designating valued green spaces as Local Green Spaces (these areas need to be in reasonably close proximity and demonstrably special to the local community and hold a particular local significance.)
BW2 - To preserve and enhance our blue spaces (canal and rivers).	<ul style="list-style-type: none"> • Map and identify blue spaces, consult on which are more important/ valuable • Identify actions to preserve/ conserve 	<ul style="list-style-type: none"> • Can survey public on what blue spaces they value most, what they do with them • Lambourn river has an action group, Canal and River Trust 	<ul style="list-style-type: none"> • Further public consultation to understand local use of Blue spaces and what actions are needed to preserve and enhance • Contact Thames Valley Environmental Records Centre
BW3 - To facilitate and where possible, create wildlife corridors.	<ul style="list-style-type: none"> • Identify where we can put wildlife corridors • Hedges around school grounds can provide Wildlife Corridors. Possibility for school involvement, especially at Primary level? • Clarify what needs to be done when creating wildlife corridors 	<ul style="list-style-type: none"> • Meet with local interested parties (Green groups, local gardening and conservation groups.) 	<ul style="list-style-type: none"> • Identify and contact Green groups, local gardening and conservation groups. • Get advice on best practice • Liaise with NE / BBOWT / WBC biodiversity officer etc
BW4 - To promote the inclusion of public open green and blue spaces in developments.	<ul style="list-style-type: none"> • Ensure all new developments protect and enhance local biodiversity, have green spaces, and where appropriate, blue spaces. 		

Biodiversity Subgroup: First draft of proposed action regarding NDP policy validation 16072023

<p>BW5 – To plan for an increase in biodiversity and wildlife habitat over and above that in the Environment Act 2021 in all future developments.</p>	<ul style="list-style-type: none"> • Need to understand the standard set out in the Environment Act 2021 	<ul style="list-style-type: none"> • Jeremy Flawn? • WBC? 	
<p>BW6 – To promote tree planting, community orchards, and community gardens</p>	<ul style="list-style-type: none"> • Allotment holders are excellent resource of gardeners. • Allotments are easy way to create first community gardens? 	<ul style="list-style-type: none"> • Contact Growing Newbury Green (orchards), FoE (Lockdown woods) Secret Garden group, Allotment holders • Use Newbury Volunteer Centre Horticultural Hub for further prospects 	<ul style="list-style-type: none"> • Survey Allotment holders re community gardens • Work with WBC to identify land where more community Orchards can be planted • Work with WBC to indentify land where community gardens can be created

Note: Many of the resources listed here will be useful for more than one policy in this category.

Newbury Town Council Neighbourhood Development Plan
Topic Subgroup Heritage and Design
Policy Options

1. Heritage and design profiles, describing the local character, architecture, and views, will be prepared for each of the 11 character areas defined in the Newbury Town Design Statement (July 2018 and earlier version) [NTDS]:

North West Newbury
North East Newbury
The Town Centre
Eastfields
Industrial Area
Westfields
South and City
St Johns
Pyle Hill
Valley Road
Wash Common.

The relevant Conservation Areas, as defined by West Berks Council and Newbury District Council, are:

Newbury Town Centre;
K&A Canal Newbury West;
K&A Canal Newbury East;
Shaw Road and Crescent;
Donnington Square;
Stroud Green (part)

The proposed changes in the draft CAA for Newbury Town Centre to the borders of the Town Centre CA are not accepted.

2. For each character area, the following information, as appropriate, will be collected as a basis for the heritage and design profiles:
 - (i) nationally and locally listed buildings;
 - (ii) non-designated heritage assets;
 - (iii) principal landmarks;
 - (iv) principal settings and views of heritage significance, including trees;
 - (v) characteristic design features of buildings, including their street scene, styles, rhythm, scale, height, materials, and roofscapes;
 - (vi) public open spaces;
 - (vii) public realm: street paving, furniture and clutter;
 - (viii) rivers, canals, and their adjacent buildings.

3. The following information sources will be used:

List of former Grade III listed buildings, if obtainable;
The NTDS;
Draft Conservation Area Appraisal for Newbury Town Centre, December 2021 (West Berks Council);
Pevsner (2010 edition);
Historic Environment Record, accessed via the WBC online map;
Newbury Road by Road (Roy Tubb, 2011);
Draft CA proposals prepared by Gina Houghton, 2006-09:
 St. Bartholomew's school area
 Newtown Road
 Donnington Square
 Westfields
 Stroud Green;
Historic Newbury Character Study (West Berks Archaeology Service, 2006);
Newbury Buildings Past and Present (Newbury Museum, 1973);
List of Buildings of Special Architectural or Historic Interest, District of Newbury (Department of the Environment, 1983), with notes by David Peacock, 2013.

4. Next steps:

The first character areas to be described will be:

Westfields (Ian)
Eastfields (David)
Wash Common (Anthony)

The subgroup will meet at La Redoute on 29 November 2023 to review and compare progress.

5. Principles of development of new buildings, extensions and alterations to existing buildings, and demolition of buildings, appropriate to each character area

Developments should be complementary to the character, materials, and setting of existing buildings in the respective character area, and if possible should enhance it. Existing building heights and roofscapes should be respected. Existing views of heritage significance, including trees, should be protected.

Taller buildings outside the immediate town centre should be set back from existing shorter buildings in proportion to their height. New landmark buildings in modern materials are desirable, but should enhance rather than distract from the character of their neighbourhood.

Special protection should be accorded to Newbury's stock of pre-Civil War 17th century and earlier buildings, which are especially vulnerable, to 18th Century buildings by James Clarke, which are some of Newbury's most distinguished, and to 19th century and early 20th century buildings by the local architect James H. Money.

The character of Newbury's seven gateway roads, several of which have a garden suburb ambience, should be a factor in any planning proposal which affects them.

Larger planning applications should have regard to existing local landmark buildings and landscape features.

The visual rhythm and characteristic design features of the post-War Newbury estates should be preserved. These should include open corner plots where these remain.

Canal side developments should preserve or improve on their special amenity as an attractive environment.

Open landscapes within the town and suburbs, including recreational open space and strategic green corridors, should be protected and enhanced.

New shop fronts and improvements to existing shop fronts should take into account the character of the individual building, the relationship to neighbouring properties and the character of the street as a whole. The 2003 SPG on Shopfronts and Signs remains in force.

Unused modern clutter to building frontages should be removed. Modern accretions should be located where they are not publicly visible. Waste storage facilities should be discreetly located and in keeping.

Traffic signage, and road marking should be kept to the minimum necessary to meet safety standards.

Ian Blake
David Peacock
Anthony Pick

September 2023

David Peacock was co-opted to the Topic Subgroup on 12 July 2023.

Newbury Neighbourhood Plan - Project Plan

Date: 31-Dec-22

Tasks / SubTasks	Responsibility/O wner	Current Status	Estimated / Actual		Calendar Days	Comments
			Start	Finish		
Initial Stages (post)			01-Jul-21	14-Jan-23	562	
Start-up						
Agree TORs and appoint Steering Group members			01-Jul-21	01-Dec-21	153	
Hold initial meeting of SG			20-Dec-21	21-Dec-21	1	
Agree project plan and plan manager			21-Dec-21	12-Jan-22	22	
Meet LPA and discuss resources they will make available			13-Jan-22	14-Jan-22	1	
Prepare for next stages of process			13-Jan-22	14-Jan-22	1	
Vision & Objectives Development; Initial Questionnaire						
Draft initial questionnaire for community consultation (what would you like the NP to cover?)			01-Feb-22	01-Oct-22	242	
As part of questionnaire, propose draft Vision text and series of Objectives			01-Feb-22	01-Oct-22	242	
Carry out consultation with local community and stakeholders			01-Oct-22	30-Nov-22	60	
Collate responses and write up			01-Dec-22	31-Dec-22	30	
Amend Vision & Objectives where necessary			01-Jan-23	14-Jan-23	13	
Evidence Gathering / SEA			04-Nov-22	05-Jun-23	213	
All Evidence Studies						
Steering Group to agree sub-groups to carry out evidence gathering and collation of data			02-Nov-22	03-Nov-22	1	
Sub Groups to collate data, meet with stakeholders etc / SG to commission external technical evidence gathering			04-Nov-22	01-Apr-23	148	
Sub Groups to draft evidence reports			04-Nov-22	01-Apr-23	148	
Bluestone Planning to review evidence base reports			02-Apr-23	15-Apr-23	13	
Finalise evidence reports			16-Apr-23	20-Apr-23	4	
Decide if the Plan will allocate sites for development			21-Apr-23	22-Apr-23	1	
Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA)						
Prepare and Submit SEA / HRA Screening Request (approx 6 weeks to receive response)			24-Apr-23	05-Jun-23	42	
SEA / HRA Scoping (where required)			TBC			
Receive SEA / HRA Reports (where required)			TBC			
Review SEA / HRA assessments & revise (where necessary)			TBC			
Finalise SEA / HRA reports (where required)			TBC			
Revisions to NP, Prepare Pre-			04-Nov-22	31-Jul-23	269	
Produce Draft Policies, Text and Supporting Documentation / Appendices			04-Nov-22	01-Apr-23	148	
Review Draft Policies and other Documents			02-Apr-23	15-Apr-23	13	
Produce Final Draft Policies, Text and Supporting Documentation / Appendices			16-Apr-23	25-Apr-23	9	
Informal submission to WBC prior to commencement of public consultation for comments / identification of any show-stoppers			26-May-23	09-Jun-23	14	
NTC Carry out Pre-submission Public Consultation (min 6 weeks, longer if over holiday period)			12-Jun-23	31-Jul-23	49	
Revisions to NP, Prepare			01-Aug-23	31-Aug-23	30	
Collate consultation responses and decide how to respond			01-Aug-23	15-Aug-23	14	
Tabulate comments and responses by Steering Group			16-Aug-23	31-Aug-23	15	
Update NP documents to reflect changes where SG decide to alter them in response to representations			16-Aug-23	31-Aug-23	15	
Liaise with statutory consultees and WBC as necessary in preparing final version of NP			01-Aug-23	31-Aug-23	30	
Submission of NP to WBC and			01-Feb-22	11-Nov-23	648	
Basic Conditions Statement						
Draft Basic Conditions Statement			01-Sep-23	30-Sep-23	29	
Review Statement			01-Oct-23	05-Oct-23	4	
Finalise Statement			06-Oct-23	11-Oct-23	5	
Consultation Statement						
Draft Consultation Statement			01-Feb-22	30-Sep-23	606	
Review Statement			01-Oct-23	05-Oct-23	4	
Finalise Statement			06-Oct-23	11-Oct-23	5	
Ask WBC to carry			12-Oct-23	26-Oct-23	14	
Independent Healthcheck (if required)						
			TBC			
Submission of Neighbourhood Plan						
Submission version of NP and associated documents			10-Nov-23	11-Nov-23	1	
WBC-led external consultation on Submission Version of Plan (min 6 weeks) and seeks availability of Examiners			TBC			
In partnership NTC and WBC decide who to appoint external examiner			TBC			
WBC submits NP to			TBC			
External Examination						
Examination of Neighbourhood Plan by Examiner			TBC			
Examiner produces report			TBC			
Update Neighbourhood Plan to reflect Examiner's recommendations, with NTC sign-off			TBC			
Final version of Neighbourhood Development Plan and associated documents produced			TBC			
Decision made by WBC to take NP to Referendum			TBC			
WBC / Newbury Town Council			00-Jan-00	00-Jan-00	0	
Engage Community & Ongoing Communication			TBC			
Preparation for Referendum			TBC			
WBC set date for Referendum			TBC			
Referendum Date			TBC			
WBC Publish Referendum Result			TBC			
Adoption & Publication of			00-Jan-00	00-Jan-00	0	
Acceptance by WBC of Neighbourhood Plan at Committee			TBC			
NP is 'Made'			TBC			

Newbury's Neighbourhood Development Plan Steering Group

Forward Work Programme for NDP Steering Group: 19th July 2023

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

Item	Date
An identity for the NDP- it's a long term project, could have its own website and social media platforms? Its own logo?	ASAP
To collate, analyse and write up the responses to the questionnaires for review.	Next meeting
To make amendments to the Vision and Objectives, if appropriate.	Following analysis above
To form Topic Sub-Groups who will gather evidence and draft the NDP Policies.	
To collate all the policies into a Draft NDP.	By April 2023
To consult the Newbury Community on the Draft NDP.	By June 2023
To set up topic Subgroups to draft policies in each area.	By July 2023
To consider the draft policies from the topic subgroups	By Sept 2023
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.	