**APPENDIX 1.**

**Minutes of a meeting of Newbury’s Neighbourhood Development Plan (NDP) Steering Group**

**Held via Zoom**

**19/10/2022 at 6:30 pm**

**Present:**

**Newbury’s NDP Steering Group:**

1. Newbury Town Council (NTC): Councillors Nigel Foot (Chairperson), Martin Colston, Gary Norman, and Martha Vickers
2. Members of the public: Ian Blake, Anthony Pick, and Louise Sturgess (Deputy-Chairperson)

**Other Attendees:**

Hugh Peacocke (NDP Secretary, Newbury Town Council)

1. **Apologies**

Apologies were received from Councillor David Marsh, Paul Millard and Kim Whysall-Hammond.

1. **Declarations of Interest**

There were none.

1. **Minutes**

**Proposed:** Councillor Anthony Pick

**Seconded:** Martha Vickers

**Resolved:** That the minutes of the meeting of the NDP Steering Group held 27/09/2022, be approved.

1. **The election of a new NDP SG Secretary.**

Following the departure of darius Zarazel, the Group elected Hugh Peacocke

as secretary.

1. **To look at the initial data from the consultation responses and make any adjustments as appropriate.**

Noted that 70 responses received to date. No adjustments proposed.

1. **To consider ideas to further promote the survey**

* Councillors on the steps of the Town hall on Saturday mornings to promote the survey- provide poster and paper copies (NTC)
* Councillors visiting secondary schools as part of NTC’s local democracy programme will promote the survey with the schools (NTC)
* Ask Civic manager if the survey can be promoted at the Town Hall History Day (30 October) (NTC)
* Update subgroups (LS)
* Order 200 printed copies of short survey and printed return envelopes, to be available for members of SG to promote at various venues (NTC)
* Send all the details re contact listings to SG members to pursue through subgroups. Advise re GDPR (NTC). Each group to follow up contacts. (SG)
* Poster to be designed, with QR code (NTC)
* LS presented social media programme for NTC to implement during the survey.
* Book Town Hall Council Chamber for coffee morning on 19/11 to promote the survey
* Over next 2 weeks concentrate on social media (All)
* Agreed proposal from Penny Post to promote survey and update on NDP progress.

1. **AOB**
2. SG received from Full Council questions raised by Ms. Paula Saunderson. Agreed that cost of posting hard copy of the survey to every resident in Newbury parish was prohibitive and also against the idea on environmental grounds. NTC to reply to Ms. Saunderson.
3. Secretary to check with Bluestone regarding public access to SG meetings.

**92. To fix the date of the next meeting**

The next meeting was agreed to be at 6:30pm/18:30 on 2/11, via Zoom.

**There being no other business, the Chairperson declared the meeting closed at 20:40 hrs.**