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

**Held via Zoom**

**20/04/2022 at 7:30pm/19:30**

**Present:**

**Newbury’s NDP Steering Group:**

1. Newbury Town Council (NTC): Councillors Nigel Foot (Chairperson), Martin Colston, and Martha Vickers
2. Members of the public: Ian Blake, 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)

1 member of the public.

**44. Apologies**

Apologies received from John Brownell and Councillors Gary Norman and Vaughan Miller.

 Councillor David Marsh was absent.

**45. Declarations of Interest**

There were none.

**46. Minutes**

**Proposed:** Anthony Pick

**Seconded:** Councillor Martha Vickers

**Resolved:** That the minutes of the meeting of the NDP Steering Group held on 22/03/2022, be approved.

**47. NDP Objectives**

There were no proposed amendments to the NDP Objectives.

**48. Community Consultation**

*Chairperson*

**48.1** The Steering Group discussed the draft community consultation questionnaire appended to these minutes as Appendix 1.

This questionnaire was approved subject to the following amendments:

* The inclusion of a GDPR clause.
* Removing the word ‘Parish’ whenever it appears in a question.

Section 1: About You

* Changing question 1 to ‘What is your postcode’.
* Changing the phrasing of question 6 to ‘how far away from your homes do you work or study’ and in question 7 to ‘How do you usually travel to work or study?’.
* Changing the options in question 6, such as making it ‘under 1 mile’, ‘1 to 3 miles’, and ‘over 10 miles’.

Section 2: About Newbury

* Adding ‘historic buildings’ to question 1.
* Adding ‘lack of’ to the first three points of question 2.
* Changing the ‘traffic’ option of question 2 to ‘too much traffic in the Town Centre’.
* Adding a ‘lack of green spaces’ point in question 2.

Section 3: Transport and Access

* Adding ‘(walking, cycling, driving, etc)’ to the end of question 2.
* Changing question 3 to ‘Are there any transport and access facilities that could be improved?’.
* Changing question 5 to ‘Do you have any other comments about transport and access or increasing pedestrianisation in Newbury?’.

Section 5: Heritage and Design

* Changing question 1 into ‘What type of dwellings do you believe should be built in Newbury Town Centre (Please select the most needed 3)’.
* Adding ‘socially rented’ as a point under questions 1 and 2.
* Combine points 2, 3, and 4 from question 4 into one point.
* Adding an open question to Section 5, saying ‘Are there buildings in Newbury that, in your opinion, are a detriment to the town?’.
* Changing questions 7, 8, 9 from ‘business’ to ‘businesses’.

Section 6: Sustainability and Climate Change

* Adding a new question to Section 6 saying ‘Do you agree that the parking spaces next to EV charging points should be reserved for electric vehicles?’.
* Remove question 3.

The Chairperson to draft questions about air quality and flooding in Newbury for inclusion in Section 6 of the questionnaire.

The Steering Group thank Kim WH, Louise Sturgess, and Vaughan Miller for their work on the questionaries.

**48.2** The Steering Group discussed an engagement strategy for the target audiences for the questionnaire.

 The next steps for the Steering Group were discussed and detailed:

 **Questionnaire**

* Write introduction to questionnaire
* Create online questionnaires in Survey Monkey
* Create paper questionnaires
* Pilot questionnaires

**Consultation communications**

* Create communications plan (pre, during, post consultation)
* Document and create communication assets (news articles, social media posts, PPT decks etc.)

**Exhibition**

* Discuss and agree boards/slides to use for exhibition
* Select designer/printer; brief in job
* Discuss and agree locations and timings for exhibitions; book venues

**Stakeholder engagement**

* Discuss and agree engagement strategies for stakeholder groups
* Document and create supporting materials for meetings, classroom activities etc.

**49. Designs for Newbury’s NDP Publicity Materials**

 The Steering Groups did not cover this during the meeting.

**50. Forward Work Programme**

It was agreed that the next meeting would finalise and approve both the full questionnaire and a shortened version and discuss how to progress to the ‘awareness’ stage of the NDP consultation.

 The tasks for the next meeting were agreed to be:

* For the NDP Secretary to make the amendments to the questionnaire, described in point 48.1 above.
* For the Chairperson to draft questions about air quality and flooding, with consultation from the NDP Secretary, to be presented to the next NDP SG meeting.
* Anthony Pick to work to gather contacts for various stakeholders.

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

The next meeting was agreed to be held on 18/05/2022 at 7:00pm/19:00 via Zoom.

**There being no other business, the Chairperson declared the meeting closed at 21:20 hrs.**

**Appendix 1**

**NEIGHBOURHOOD DEVELOPMENT PLAN**

INITIAL CONSULTATION – DRAFT QUESTIONNAIRE

**April 2022 – v1**

**About this document**

This document sets out draft questions for the initial consultation survey for the Neighbourhood Development Plan.

The objectives of the survey are to provide the local community with an opportunity to guide and input to the draft Vision and Objectives developed by the Steering Group.

Questions in Section 1 will allow us to collect demographic information. This will enable us to understand if the response is representative of our local community, as well as cross-tabulate the data.

Questions in Section 2 will enable us to sense check our Vision statement.

Questions in Section 3 – 8 contain questions specifically relating to our Objectives and are grouped under these headings.

The survey will be prefaced with an introduction which defines Newbury, outlines why we are doing it, what it is for, how the information we collect will be used and when we will provide feedback.

**A summary of responses to the survey will be made public but personal information will be removed from all published material and the original forms will be destroyed in accordance with GDPR requirements once the data has been collated and anonymised. If you have any questions at all, please contact the NDP Steering Group at** **NDP@newbury.gov.uk**

**SECTION 1: ABOUT YOU**

1. What is your postcode?

1. How old are you?

|  |  |
| --- | --- |
| 0 - 9 |  |
| 10 – 19 |  |
| 20 – 29 |  |
| 30 – 39 |  |
| 40 - 49 |  |
| 50 - 59 |  |
| 60 - 69 |  |
| 70 - 79 |  |
| 80+ |  |
| Prefer not to say |  |

1. What is your ethnic group? (Please select one option that best describes your ethnic group or background)

|  |  |
| --- | --- |
| African |  |
| Arab |  |
| Asian / Asian British |  |
| Black or Caribbean |  |
| Mixed / Multiple ethnic groups |  |
| White |  |
| Prefer not to say |  |

1. How would you describe where you live?

|  |  |
| --- | --- |
| Flat |  |
| Terraced house |  |
| Detached house |  |
| Maisonette |  |
| Bungalow |  |
| Semi-detached house |  |
| Houseboat  |  |
| Other (please specify) |  |
| Prefer not to say |  |

1. How would you describe your living situation?

|  |  |
| --- | --- |
| Live on my own |  |
| Live with a partner/spouse |  |
| Live in a family |  |
| Live with friends/house share |  |
| Other (please specify) |  |
| Prefer not to say |  |

1. How far away from your home do you work or study?

|  |  |
| --- | --- |
| Under 1 mile |  |
| 1-3 miles |  |
| 3-5 miles |  |
| 5-10 miles |  |
| 10-20 miles |  |
| 20+ miles |  |
| Work from home |  |
| I’m not working |  |
| Retired |  |
| Prefer not to say |  |

1. How do you usually travel to work or study?

|  |  |
| --- | --- |
| Walk |  |
| Cycle |  |
| Bus |  |
| Car |  |
| Train |  |
| Work from home |  |
| I’m not working |  |
| Retired |  |
| Other |  |
| Prefer not to say |  |

**SECTION 2: ABOUT NEWBURY**

1. What do you like about living in Newbury? (Please select all that apply)

|  |  |
| --- | --- |
| Access to major travel routes |  |
| Close to family / friends |  |
| Easy access to countryside |  |
| Parks and other green spaces |  |
| Friendly atmosphere |  |
| The neighbourhood I live in |  |
| Canal and river |  |
| Historic buildings |  |
| Independent shops |  |
| Pubs and restaurants |  |
| Schools and College |  |
| Sports facilities e.g. playing fields, gyms |  |
| Arts and culture, including cinema |  |
| Car parking in town centre |  |
| Public transport to town centre |  |
| Public transport to surrounding towns and villages |  |
| Easy to walk/cycle around |  |

1. What do you dislike about living in Newbury? (Please select all that apply)

|  |  |
| --- | --- |
| Lack of car parking in town centre |  |
| Lack of public transport to town centre |  |
| Lack of public transport to surrounding towns and villages |  |
| Too much traffic in the town centre |  |
| Lack of variety of shops  |  |
| Lack of local/independent shops |  |
| Inappropriate development (housing & retail) |  |
| Lack of leisure facilities |  |
| Lack of leisure facilities for young people |  |
| Lack of cultural facilities (theatres, cinemas etc.) |  |
| Not enough play areas for children |  |
| Lack of high-quality office space / co-working space |  |
| Difficult to walk/cycle around  |  |
| Lack of green spaces |  |

1. Do you have any other comments about living in Newbury?

**SECTION 3: TRANSPORT & ACCESS**

1. Thinking about transport and access in and around Newbury, are there any areas that should be better connected to each other?

1. Are there any routes that could be improved (walking, cycling, driving, etc)?

1. Are there any transport and access facilities that could be improved?

1. Are there additional services that would improve travelling in and around Newbury?
2. Do you have any other comments about transport and access, or increasing pedestrianisation, in Newbury?

**SECTION 4: COMMUNITY FACILITIES**

1. Thinking about community facilities in Newbury, to what extent would you agree or disagree with the following statements?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
| There is a need for more GP surgeries. |  |  |  |  |  |
| There is a need for more NHS dentists. |  |  |  |  |  |
| Young people need more to do in Newbury town centre. |  |  |  |  |  |
| Young people need more to do in areas outside Newbury town centre. |  |  |  |  |  |
| Newbury needs more skate parks. |  |  |  |  |  |
| There is a need for more leisure and cultural facilities in Newbury town centre for people of all ages. |  |  |  |  |  |
| The Wharf car park should become an open space for public events. |  |  |  |  |  |
| The Market Place should be a main centre of interest and activity in Newbury. |  |  |  |  |  |

1. Are there community facilities that should be protected (i.e. not demolished or allowed to get into a bad state of repair)?

1. Are there community facilities that people should be encouraged to use more?

1. Do you have any other comments about community facilities in Newbury?
2. Thinking about gyms and sporting facilities in Newbury, to what extent would you agree or disagree with the following statements?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
| Newbury has enough gyms. |  |  |  |  |  |
| Newbury needs more football pitches. |  |  |  |  |  |
| Faraday Road is the best place for Newbury’s main football ground. |  |  |  |  |  |
| The rugby ground in Monks Lane is the best place for Newbury’s main football ground. |  |  |  |  |  |
| The size of the football ground should enable all teams to reach their potential, including senior men and ladies. |  |  |  |  |  |
| Newbury needs more hockey facilities. |  |  |  |  |  |
| Newbury has enough indoor facilities for sports like netball, basketball, badminton, squash, 5-a-side football, snooker, gymnastics etc. |  |  |  |  |  |
| Newbury has enough tennis courts. |  |  |  |  |  |
| Newbury has enough indoor and outdoor bowls facilities. |  |  |  |  |  |
| Newbury Rugby Club facilities support the town’s rugby needs. |  |  |  |  |  |
| Newbury and Falkland Cricket Club facilities are support the town’s cricket needs. |  |  |  |  |  |

1. Are there any other sports you would like to play?
2. Are there any other sports facilities you think we need in Newbury?
3. Do you have any other comments about sports facilities in Newbury?

**SECTION 5: HERITAGE & DESIGN**

1. What type of dwellings do you believe should be built in **Newbury’s Town Centre** (Please select the most needed 3)?

|  |  |
| --- | --- |
| Detached  |  |
| Semi-detached |  |
| Terraced |  |
| Bungalow |  |
| First homes (a new type of affordable housing aimed at first time buyers) |  |
| Flats / maisonettes |  |
| Self-build |  |
| Affordable housing |  |
| Socially rented |  |
| Retirement properties / housing for the elderly |  |
| No further housing is needed |  |

1. What sort of housing (if any) do you want to see built in the **areas** **surrounding Newbury town centre** (Please select the most needed 3)?

|  |  |
| --- | --- |
| Detached  |  |
| Semi-detached |  |
| Terraced |  |
| Bungalow |  |
| First homes (a new type of affordable housing aimed at first time buyers) |  |
| Flats / maisonettes |  |
| Self-build |  |
| Affordable housing |  |
| Socially rented |  |
| Retirement properties / housing for the elderly |  |
| No further housing is needed |  |

1. Thinking about the design of new housing in Newbury, which of the following would you prefer it to be? (Please select all that apply)

|  |  |
| --- | --- |
| One-off exceptional design |  |
| Innovative, eco-friendly design |  |
| Traditional building style |  |
| Other (please specify) |  |

1. Thinking about development in Newbury, to what extent would you agree or disagree with the following statements?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
| Development should be in keeping with the scale and height of the surrounding buildings. |  |  |  |  |  |
| Development should be in keeping with the character, design, and materials of surrounding buildings. |  |  |  |  |  |
| Development using good, contemporary design that is in keeping with existing buildings should be supported. |  |  |  |  |  |
| Development should meet the highest sustainability standards. |  |  |  |  |  |
| Development should aim to measurably improve the environment and biodiversity. |  |  |  |  |  |
| Development should aim to not add any carbon dioxide to the atmosphere. |  |  |  |  |  |
| Maintenance of outside common areas in new housing developments should be the responsibility of West Berkshire Council. |  |  |  |  |  |

1. Thinking about the heritage of Newbury, to what extent would you agree or disagree with the following statements?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
| Historic buildings should be identified and preserved. |  |  |  |  |  |
| Historic buildings should be used in a variety of ways so that people can enjoy them. |  |  |  |  |  |
| New buildings in the town centre should use design, materials and detailing in keeping with Newbury’s heritage. |  |  |  |  |  |
| New buildings in the town centre can be modern but in need to blend in with Heritage buildings. |  |  |  |  |  |
| Important views should be protected and preserved.  |  |  |  |  |  |
| Open green spaces should be protected and preserved.  |  |  |  |  |  |

1. Are there any properties, open areas, or green spaces in Newbury that you would like to be non-designated heritage assets\*?

*\*A non-designated heritage asset is a building, site, place, area, or landscape which has been identified as important by the community and needs to be taken into consideration for planning decisions. These assets are not formally recognised by the law, unlike listed buildings, Conservation Areas and Scheduled Ancient Monuments.*

1. Are there buildings in Newbury that, in your opinion, are a detriment to the town?
2. Do you think new businesses should be encouraged in Newbury?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Don’t mind |  |

1. What type of businesses would you find acceptable?

9. What type of businesses would you find unacceptable?

1. Thinking about retail and leisure facilities in Newbury town centre, what do we need more of?
2. Thinking about retail and leisure facilities in Newbury town centre, what do we need less of?
3. Do you have any other comments about heritage and design in Newbury?

**SECTION 6: SUSTAINABILITY & CLIMATE CHANGE**

1. Thinking about buildings in Newbury, to what extent do you agree or disagree with the following statements?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
| Vacant buildings should be re-used and re-fitted wherever possible, to help avoid new building and demolition. |  |  |  |  |  |
| Major refurbishments of existing buildings should go above and beyond current minimum building standards. |  |  |  |  |  |
| Buildings should be highly insulated and reduce heat loss as much as possible.  |  |  |  |  |  |
| Renewable energy (sunlight, wind, rain etc.) should be used to power new buildings and developments |  |  |  |  |  |
| All new buildings and developments should be Zero Net Energy (ZNE). *A ZNE building is one where the amount of energy it uses each year is the same as the amount of renewable energy it creates.* |  |  |  |  |  |

1. Do you think more charging points for electric cars should be provided for on-street parking?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Don’t mind |  |

1. Do you think more charging points for electric cars should be provided for new developments?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Don’t mind |  |

1. If yes, how many charging points per property in a new development should there be?

1. Do you agree that the parking spaces next to EV charging points should be reserved for electric vehicles?

6. Do you have any other comments about sustainability and climate change in Newbury?

**SECTION 7: BIODIVERSITY & WILDLIFE**

1. Thinking about biodiversity\* and wildlife in Newbury, how important are the following to you? (Please answer all)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Very important | Fairly important | Not important |
| Tree planting |  |  |  |
| Community orchards |  |  |  |
| Community / public gardens |  |  |  |
| Parks |  |  |  |
| Commons |  |  |  |
| Kennet & Avon canal |  |  |  |
| River Lambourn |  |  |  |
| Creating wildlife corridors |  |  |  |
| Increasing wildlife habitats (e.g. growing wild flowers, putting up bird boxes etc.) |  |  |  |

*\*Biodiversity describes the whole range of the different varieties of living things and systems on earth e.g. animal species, plant species*

1. How do you think we can increase biodiversity and wildlife in Newbury?

3. The Environment Act states that any new developments should have a 10% biodiversity net gain. This means that the natural environment should be left in a better state than it was before, by at least 10%. Do you think we should aim for more than 10%?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Don’t mind |  |

4.Do you think new developments should include public, open green and blue (water) spaces?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Don’t mind |  |

5.Do you think more trees should be planted across Newbury, to help provide protection from the sun?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Don’t mind |  |

6.Do you think there should be more allotments in Newbury?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Don’t mind |  |

If yes, where should they be located? Please describe fully.

7.Do you have any other comments about sustainability and climate change in Newbury?

**SECTION 8: ECONOMY & ENTERPRISE**

1. Thinking about facilities for remote working and start-ups/small businesses in Newbury, to what extent would you agree or disagree with the following statements?

Note: Co-working is an arrangement in which people from different companies / people who are self-employed / working from home share an office space

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
| I use a co-working space now. |  |  |  |  |  |
| I would use a co-working space if one was available in my local area. |  |  |  |  |  |
| I would use a co-working space for my small / start-up business now. |  |  |  |  |  |
| I would use a co-working space for my small / start-up business in the future. |  |  |  |  |  |
| There is a need for co-working spaces in the town centre. |  |  |  |  |  |
| There is a need for co-working spaces in Newbury’s suburbs. |  |  |  |  |  |
| There is a need for high quality office space in Newbury.  |  |  |  |  |  |
| The conversion of office space into housing should be restricted in Newbury town centre. |  |  |  |  |  |
| The conversion of office space into housing should be restricted in Newbury’s suburbs. |  |  |  |  |  |

1. Do you think that Newbury is seen as a great place to be for businesses?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Don’t know |  |

1. How important do you think it is for Newbury to be seen as a great place to be for businesses? (Please tick)

|  |  |
| --- | --- |
| Very important |  |
| Fairly important |  |
| Not important |  |

1. What improvements do you think should be made for Newbury to be seen as a great place to be for businesses?

5

1. Do you have any other comments about the economy or business in Newbury?