

**Minutes of a meeting of Newbury's Neighbourhood Development Plan (NDP)
Steering Group
Held via Zoom
21/06/2022 at 7:00pm/19:00**

Present:

Newbury's NDP Steering Group:

- A) Newbury Town Council (NTC): Councillors Nigel Foot (Chairperson), David Marsh, and Vaughan Miller (Joint Project Manager)
- B) Members of the public: Ian Blake, Paul Millard, Anthony Pick, Louise Sturgess (Deputy-Chairperson)

Other Attendees:

Darius Zarazel (NDP Secretary and Democratic Services Officer, Newbury Town Council)

The meeting became quorate at 7:32pm/19:32

58. Apologies

Apologies were received from John Brownell, Kim Whysall-Hammond, and Councillor Martha Vickers.

Councillors Martin Colston and Gary Norman were absent.

59. Declarations of Interest

There were none.

60. Minutes

Proposed: Nigel Foot

Seconded: Anthony Pick

Resolved: That the minutes of the meeting of the NDP Steering Group held on 18/05/2022, be approved.

61. Communications Plan

The Steering Group discussed a potential Communications plan for the NDP (appended to these minutes as Appendix 1). This document lists the audience and stakeholders, potential targets, and communications approach.

The consultation methods agreed in this plan are through the holding of public exhibitions, stakeholder engagement activities, pop-ups and market stalls, and the online and physical questionnaires.

It was agreed that Bluestone Planning could do the analysing of the results from the full Questionnaire and that the Steering Group would ask them for ideas about running the Exhibition.

The Steering Group also discussed an associated activity plan (appended to these minutes as Appendix 2). This document details the projected timeline for activities as well as the key stakeholder details.

Sub-Group	Members of Sub-Group
Pilot Survey Questionnaire	Vaughan Miller and Louise Sturgess
Exhibition + Market Stall/Pop-up	Louise Sturgess and Kim Whysall-Hammond
Media	David Marsh, Vaughan Miller
NTC Channels (Social Media & Website)	Louise Sturgess
Stakeholder engagement – Business	Anthony Pick, Martin Colston, and Ian Blake
Stakeholder engagement – Cultural Bodies	Anthony Pick, Paul Millard, and Gary Norman
Stakeholder engagement – Education	Paul Millard, Louise Sturgess, and Gary Norman
Stakeholder engagement – Environmental Groups	Nigel Foot and Kim Whysall-Hammond
Stakeholder engagement – Faith Groups	Nigel Foot
Stakeholder engagement – Health & Welfare Bodies	Paul Millard, Nigel Foot, and Martha Vickers
Stakeholder engagement – Sports bodies	Ian Blake and Vaughan Miller
Stakeholder engagement – Voluntary bodies	Paul Millard and Anthony Pick

All Steering Group members not present during the meeting were encouraged to put their names forward for other items on the Sub-Group table.

62. Pilot Consultation

The Steering Group agreed that the pilot would run from the Tuesday the 5th to Friday the 15th of July.

It was also agreed that Steering Group members identify family members and close contacts (such as friends and neighbours) to participate in the pilot and inquire about the quality of the pilot – for example the feedback on the pilot should focus on how long the survey takes to complete and if the questions are understandable.

It was agreed that 10 physical paper copies of the questionnaire be provided for distribution in the pilot alongside the online versions of the full and shortened questionnaires.

63. Forward Work Programme

The next meeting was agreed to be the review of the pilot consultation.

The tasks to be completed by Tuesday the 5th was:

- That the DSO print the 10 physical questionnaires to be collected on Tuesday the 5th.
- That the DSO create the online full and short questionnaires and circulate the link to the Steering Group members.

64. To fix the date of the next meeting

The next meeting was agreed to be held on 20/07/2022 at 7:00pm/19:00 via Zoom.

There being no other business, the Chairperson declared the meeting closed at 20:56 hrs.



NDP communications

21 June 2022

Audience & stakeholder overview

Audience
Children (5-10)
Young people (11-18)
Young people (19-30)
Single people (31-59)
Families
60-79
Over 80s

Stakeholder groups
Businesses
Cultural Bodies
Education
Environmental groups
Faith groups
Health and Welfare Bodies
Sports Bodies
Voluntary Bodies

Channels

Channel	Purpose	Audience	Direction	Frequency	Owner
NTC website	Town Council info	Residents of Newbury & surrounding villages	Broadcast / one-way	As required	NTC
NTC FB, Insta, Twitter	Town Council info, events	Newbury residents	One-way (two way)	As required	
Newbury Today website	News, views, events	Residents of Newbury & Berkshire area and surrounding villages	Broadcast / one way	As required	
Newbury Today Insta	News, views, events	Newbury & West Berks residents	One-way (two-way)	As required	
NWN	News, views, events	Newbury & West Berks residents	Broadcast / one way	Weekly	
Penny Post e-newsletter	News, views, events	Newbury, Hungerford, Marlborough, Wantage, Lambourn, Thatcham & Theale residents	Broadcast / one-way	Weekly	
Penny Post Insta	News, views, events	As above	One-way (two-way)	As required	
Kennet Radio	News, views	Newbury & Thatcham residents	One-way (two-way)		
Radio Berkshire	News, views	Berkshire residents	One-way (two-way)		
NTC surgeries	Responding to questions & concerns	Newbury residents	Two-way	Saturdays	NTC
Events	As required	As required	Two-way	As required	
Door knocking	Canvassing opinion	As required	Two-way	As required	

Channels – local Facebook groups

Channel	Purpose	Audience	Direction	Frequency	Owner
Community Matters	Local area news	Westfield residents	One-way (two-way)	As required	
Wash Common Lively (?)	Local area news	Wash Common & Falkland residents	One-way (two way)	As required	

Communications approach – three key stages

AWARENESS

Use of all available and relevant channels to promote consultation events, response mechanisms and timings

CONSULTATION

F2F:

- Exhibition(s)
- Door knocking – surveys
- Meetings

Online questionnaire:

- Web
- Social

FEEDBACK

Use of all available and relevant channels to communicate final Vision and Objectives, next steps and how to get involved further

Revision of Vision and Objectives in response to input from local community

- Sub-groups formed
- Evidence collection
- Policy drafts

Weeks 1 - 5

Weeks 6 - 9

Weeks 10 - 11

Weeks 12 - 14

Week 15 onwards

Key messages

AWARENESS

- A Neighbourhood Development Plan (NDP) sets out a vision for an area and planning policies for the use and development of land
- It gives communities the opportunity to influence the priorities for planning in their area and decide where and what type of development should happen
- We need your views to help us create a NDP for Newbury; we'll be opening a consultation on [5] September – these are the ways you can get involved

CONSULTATION

- The Neighbourhood Development Plan consultation is now open
- This is an opportunity for you to be involved in shaping your environment and the place you live for years to come
- Your views are important to us – these are the ways you can get involved

FEEDBACK

- Thank you to those who took part in our Neighbourhood Development Plan consultation
- This is what you told us [high level overview], which has helped shaped our vision and objectives for planning and development in Newbury which are [outline]
- We're now starting work on developing detailed policies – if you would like to get involved please get in touch

Communications activity plan

- Please see first tab of Excel document for communications activity plan
- Please see second tab of Excel document for stakeholder detail

Throughout the consultation period there will be daily check-ins on numbers of respondents. Communication activities will be adapted as required, depending on results.

Next steps

In order to achieve the time-lines set out in the communications activity plan, it is recommended that the Steering Group forms sub-groups in order to work on the different elements.

Sub-group	Lead/s
Pilot survey questionnaire	
Exhibition + market stalls/pop-ups	
Local press (NWN; Penny Post)	
Local radio (Kennet & Berks)	
NWN channels (Website, Instagram, Twitter, Facebook)	
Stakeholder engagement - Business	
Stakeholder engagement - Cultural bodies	
Stakeholder engagement - Education	
Stakeholder engagement - Environmental groups	
Stakeholder engagement - Faith groups	
Stakeholder engagement - Health & welfare bodies	
Stakeholder engagement - Sports bodies	
Stakeholder engagement - Voluntary bodies	

STAKEHOLDER GROUPS	KEY CONTACT	NDP KEY CONTACT	ENGAGEMENT STRATEGY	DETAILS
Businesses				
Apple Print	Andrew Watts, Director sales@appleprint.co.uk info@barriforkin.com			
Barry Forkin	Melissa Hughes, Chief Executive Officer info@newburybid.com			
BID	Madeleine Thompson, General Manager info@camphopson.co.uk			
Camp Hopson	Colline's Kitchen colline@collineskitchen.com			
Colline's Kitchen	Empire Café Mrs Wendy Berkeley orders@theempirecafe.co.uk			
Empire Café	Gardner Leader Derek Rodgers, Managing Partner d.rodgers@gardner-leader.co.uk 01635 40948			
Gardner Leader	Hetheron's Bakery			
Hetheron's Bakery	London Road Industrial Estate (LRIE)			
London Road Industrial Estate (LRIE)	Micro Focus Stephen Murdoch, Chief Executive Officer Phillippa Cardno, Chief Executive (access through the web site)			
Micro Focus	Newbury Building Society stephen.millyard@mrmoojuice.com			
Newbury Building Society	Mr Moo Juice Emma Benson emma@mrsb.kitchen			
Mr Moo Juice	Mrs B's Kitchen			
Mrs B's Kitchen	Oppermans Gears enquiries@philipbrownviolins.co.uk			
Oppermans Gears	Philip Brown violins Ian Furness, CEO info@roctechnologies.com			
Philip Brown violins	Roc Technologies Access through the web site			
Roc Technologies	SPX Flow Technology enquiries@stryker.co.uk			
SPX Flow Technology	Stryker hello@theglobenewbury.com			
Stryker	The Globe paulandivana@teashopbythecanal.co.uk			
The Globe	The Teashop by the Canal Jessica Munday jessicamunday@trianglertravel.co.uk			
The Teashop by the Canal	Triangle Travel			
Triangle Travel	Vodafone			
Vodafone	Cultural bodies			
Cultural bodies	Ace Space acespacenewbury@btinternet.com			
Ace Space	City Arts Isabel Carmona isabel@ca-sa.co.uk			
City Arts	Corn Exchange Katy Griffiths, Director katy@cornexchangegenew.co.uk			
Corn Exchange	Harmony Newbury Helen Tuck mrshelentuck@gmail.com			
Harmony Newbury	USA Rosemarie Franklin, Chairman office@newburyusa.com			
USA	The Arts Society (aka NADFAS) Daniel Carr, Chairman info@theartsocietynewbury.org.uk			
The Arts Society (aka NADFAS)	New Era Players			
New Era Players	Newbury Choral Society Liz Wallace, Chairman secretary@newburychoral.org.uk			
Newbury Choral Society	Newbury District Field Club			
Newbury District Field Club	Newbury National Trust Association Colin Waltho, Chairman waltho298@btinternet.com			
Newbury National Trust Association	Newbury Society Dr David Peacock, Chairman dpeacockhist@gmail.com			
Newbury Society	Newbury Spring Festival Julian Chadwick, Chairman enquiries@newburyspringfestival.org.uk			
Newbury Spring Festival	Education			
Education	Falkland Primary School Linda Wood, Headteacher headteacher@falkland.w-berks.sch.uk			
Falkland Primary School	Fir Tree Primary School Mrs Lindsay Wood, Associate Headteacher office@firtree.newburyacademytrust.org			
Fir Tree Primary School	Highwood Copse School Serraphina Robinson, Headteacher admin@highwoodcopse.co.uk			
Highwood Copse School	John Rankin School Mr F Rayner, Executive Headteacher office@jrs.w-berks.sch.uk			
John Rankin School	Newbury College Iain Wolloff, Principal & Chief Executive info@newbury-college.ac.uk			
Newbury College	Park House School Damian Crabb, Interim Principal office@parkhouseschool.org			
Park House School	St Bartholomew's School Ms J Mortimore, Headteacher office@stbarts.co.uk			
St Bartholomew's School	St John the Evangelist School Mr K. Harvey, Acting Executive Headteacher office@stjohnnev.w-berks.sch.uk			
St John the Evangelist School	Speenhamland Primary School Mrs J Lewry, Headteacher office@speenhamland.newburyacademytrust.org			
Speenhamland Primary School	West Berkshire Training Consortium Anthony Bravo, Chairman rachel@wbtc-uk.com			
West Berkshire Training Consortium	Willows Primary School Miss MacArthur, Headteacher office@willows.w-berks.sch.uk			
Willows Primary School	Winchcombe School Mr Neil Filsforth, Headteacher office@winchcombe.w-berks.sch.uk			
Winchcombe School	Environmental groups			
Environmental groups	Friends of the Earth Susan Millington, Joint Chair millington.susan@gmail.com; Amy Pattenden, Joint Chair amypattenden3@gmail.com			
Friends of the Earth	Growing Newbury Green Tony Hammond, Chair orchards@hammond.plus.com			
Growing Newbury Green	Extinction Rebellion (XR)			
Extinction Rebellion (XR)	Faith groups			
Faith groups	Baptists Rev. Richard Littledale, Minister office@newburybaptistchurch.org			
Baptists	Methodists Revd Peter Bennett, Minister minister@newburymethodistchurch.org.uk			
Methodists	Newbury Jamma Mosque Mr Lucky Nizami, Chairman newbury.masjid@yahoo.co.uk 01635 904105			
Newbury Jamma Mosque	Quakers Rev. Becky Bevan, Vicar bbevan.vicar@stg-stj.org.uk			
Quakers	St George's Church			
St George's Church	St John's Church See above			
St John's Church	St Joseph's Church (Roman Catholic) Fr. Michael Fava CBE, Parish Priest office@stjosephsnewbury.org.uk			
St Joseph's Church (Roman Catholic)	St Nicolas Church Rev. Will Hunter-Smart, Rector will@st-nics.org			
St Nicolas Church	Health & Welfare bodies			
Health & Welfare bodies	Aee UK Tracey Bright, Interim CEO 0118 959 4242			
Aee UK	Berkshire Youth David Seward, Chief Executive david.seward@berkshireryouth.co.uk			
Berkshire Youth	BUPA Phil Cowhig, Chair 01635 516605			
BUPA	Citizens Advice West Berkshire David Ormrod, Chair of Trustees office@newburycancer.org.uk			
Citizens Advice West Berkshire	Community Matters, Westfields group 58 West Street, Newbury RG14 1BD			
Community Matters, Westfields group	Home Start West Berkshire Paul Massara, Chair 01635 572222			
Home Start West Berkshire	Macmillan Cancer Support wendygosden@hotmail.com			
Macmillan Cancer Support	Newbury Cancer Care Trust Berkshire Youth admin@berkshireryouth.co.uk			
Newbury Cancer Care Trust	Young Carers Project Stephen Luff Smith, Trustee info@wbmenap			
Young Carers Project	Sports bodies			
Sports bodies	Falkland Cricket Club John Bolan, Chair 07768 696291			
Falkland Cricket Club	Monks Lane Sports Hub John O'Sullivan, Chairperson johnosullivan01@gmail.com			
Monks Lane Sports Hub	Newbury Cricket Club Keith Moss, Chairman 07817 723846			
Newbury Cricket Club	Newbury Football Club Steve Dawes, Chairmen (access through website)			
Newbury Football Club	Newbury Road Club Louise Goodall, Chair 07787 225789			
Newbury Road Club	Newbury Rugby Club Glen Knight, Chairman Glen.Knight@newburyvelo.cc			
Newbury Rugby Club	Newbury Velo contact@phoenixax.co.uk			
Newbury Velo	Phoenix Lacrosse Nick Bull, Chairman chairman@teamkennet.com			
Phoenix Lacrosse	Team Kennet Athletics & Triathlon Club			
Team Kennet Athletics & Triathlon Club	Voluntary bodies			
Voluntary bodies	Community United Shelly Hambrecht info@empoweringwb.org.uk / shelly@empoweringwb.org.uk			
Community United	Empowering West Berkshire James Wilcox, Chief Executive hello@fairclosecentre.org			
Empowering West Berkshire	Fairclose Day Centre Royal Berkshire Lodge of Hope*			
Fairclose Day Centre	Freemasons (Newbury) Mauline Akins, Chairman ml.akers18@gmail.com			
Freemasons (Newbury)	Kennet Valley Probus Club John Coleman, President president@newburylions.org.uk			
Kennet Valley Probus Club	Lions Club of Newbury			
Lions Club of Newbury				

Newbury Probus Club

Richard Jones, Chairman
enquiries.newburyprobus@gmail.com

Rotary
Scouts

Joyce Lewis, President Elect joycerlws@aol.com
Garry Poulson, Director garry@vcwb.org.uk

Soroptimists

Volunteer Centre West Berkshire