

**Newbury's Neighbourhood Development Plan (NDP)
Steering Group Meeting**

A meeting of the **NDP Steering Group** is scheduled for **Wednesday 25 January at 6:30 pm** and will be held over Zoom.

Newbury's NDP Steering Group:

- A) Newbury Town Council (NTC): Councillors Nigel Foot (Chairperson), Martin Colston, David Marsh, Vaughan Miller (Joint Project Manager), Gary Norman, and Martha Vickers
- B) Members of the public: Ian Blake, John Brownell, Paul Millard, Anthony Pick, Louise Sturgess (Deputy-Chairperson), and Kim Whysall-Hammond (Joint Project Manager)

Other Attendees:

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

Agenda:

- 1. Election of Secretary**
- 2. Apologies**
Secretary
- 3. Declarations of Interest**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting.
- 4. Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the NDP SG held on Wednesday 30/11/2022 (Attached)
- 5. Review of survey responses- presentation by Jeremy Flawn, Bluestone Planning**
Chairperson
- 6. The Local Area Plan Review Regulation 19 Consultation (Appendix 2)**
Chairperson
- 7. To review the Project Plan (Appendix 3)**
- 8. Forward Work Programme (Appendix 4)**
Chairperson
To note and agree any other items to add to the Forward Work Programme.
- 9. To note the Date of the Next Meeting (All meetings at 6.30 pm, on Zoom, unless otherwise stated)**
Chairperson
15 February 2023 and monthly thereafter, if required (third Wednesday each month)

**Minutes of a meeting of Newbury's Neighbourhood Development Plan (NDP)
Steering Group, Held via Zoom, 30/11/2022 at 6:30 pm**

Present:

Newbury's NDP Steering Group:

- A) Newbury Town Council (NTC): Martin Colston, David Marsh, Vaughan Miller (Joint Project Manager) (Gary Norman, and Martha Vickers)
- B) Lay Members: Ian Blake, Anthony Pick, Louise Sturgess (Deputy-Chairperson) and Kim Whysall-Hammond (Joint Project Manager)

Other Attendees:

Hugh Peacocke (NDP Secretary, Newbury Town Council)

100. Apologies

Apologies were received from Councillors Martin Colston and Martha Vickers, Mr. Ian Blake and Mr. John Brownell.

101. Declarations of Interest

There were none.

102. Minutes

The Chair thanked Lousie Sturgess for chairing the last meeting in his absence.

Proposed: Councillor Vaughan Miller

Seconded: Councillor Gary Norman

Resolved: That the minutes of the meeting of the NDP Steering Group held 16/11/2022, be approved.

103. Review of responses to date

The SG heard that 350 responses had been received. Some concern had been expressed regarding these numbers. The Secretary advised the meeting that according to research by The Consultation Institute, that when it comes to public consultations, "*... even on salient issues, participation rates of 1% of the affected population is normal.*" Given the population of Newbury, this is roughly the response rate to date.

Cllr. Vaughan Miller had analysed the responses by age group and reported that the numbers from the younger age groups and the more senior age groups were very low.

The meeting agreed to extend the closing date for responses to 31 January 2023 in order to encourage more responses from these age groups.

Actions agreed:

- The secretary to draft PR re extension (Louise Sturgess to review)
- The secretary to ask Bluestone to commence analysis of the data to date

- The Chair to approach Berkshire youth to do a short video for social media to encourage young people to complete the survey
- Cllrs. David Marsh and Vaughan Miller to ask James Wilder, teacher, St. Barts, to appoint a sixth form ambassador re NDP.
- Paul Millard to contact the St. Barts ambassador and arrange a meeting for students to put forward their ideas and responses
- The secretary to re-issue the visions/ objectives and the project plan to SG members. Also have them published on the NDP page of NTC website.

104. Forward Work programme

Discussion around the Local Area Plan (LAP) consultation which the PA plan to run from January 2023 for 6 weeks. This will provide vital information for NDP, which cannot conflict and need not duplicate LAP provisions.

NTC Planning and Highways Committee may invite Planning Policy officers to a special meeting of the Committee, to which the non-councillor SG members could be invited.

Bluestone to be invited to a future meeting (25 January) to discuss outcomes of data analysis.

105. To fix the date of the next meeting

It was agreed to cancel the meeting scheduled for 14 December.

It was agreed that the Group should hold an in-person, informal meeting so that members could physically meet each other. This was agreed to be on 10 January in The Globe.

Bluestone to be invited to a future meeting (25 January) to discuss outcomes of data analysis.

Then meeting on 15 February 2023 and monthly thereafter.

(all at 6.30 pm and on Zoom, unless otherwise indicated)

There being no other business, the Chairperson declared the meeting closed at 20:02 hrs.

From: [PlanningPolicy](#)
Cc: [Umrah Mahadik](#)
Subject: Consultation on the West Berkshire Local Plan Review 2022-2039 Proposed Submission
Date: 20 January 2023 12:13:16
Attachments: [image001.jpg](#)

This is an **EXTERNAL EMAIL. STOP. THINK** before you **CLICK** links or **OPEN** attachments.

Dear NDP Steering Group,

West Berkshire District Council is preparing new planning policies to plan for development across the District up to 2039 in its Local Plan Review (LPR).

What is the LPR?

The LPR sets out the Council's vision, objectives and spatial planning strategy for West Berkshire up to 2039. Within this context the:

- Development strategy sets out the overall approach for managing growth and change;
- Strategic policies set out the overarching principles for development focusing on: a place based approach; the environment and surroundings; delivering housing; and fostering economic growth and supporting local communities;
- Non-strategic site allocation policies allocate large, medium and small residential and mixed-use sites and also employment sites for development; and
- Development management policies provide more detail on specific issues.

The LPR is accompanied by a number of documents, including a Sustainability Appraisal which explains how alternative proposals were assessed and a Consultation Statement, setting out the outcomes of the consultation we have undertaken so far. It is also underpinned by a wide ranging evidence base.

On 1 December 2022 the Council approved the version of the LPR which it proposes to submit to the Secretary of State for public examination. This is now being published for a statutory six week period of public consultation from 4:00pm on Friday 20 January to Friday 3 March 2023. This is known formally as the Regulation 19 stage. It allows local communities, businesses and other interested stakeholders to make final comments in advance of its submission to the Secretary of State.

Where can I view the documents?

All of the Proposed Submission documents and evidence base can be viewed online at <https://www.westberks.gov.uk/lpr-proposed-submission-consultation>. The Proposed Submission LPR itself can also be viewed easily on our Local Plan Consultation Portal at <https://consult.westberks.gov.uk/kse/>.

A paper copy of the Proposed Submission LPR documents will be available for public inspection at the West Berkshire Council Offices, Market Street, Newbury RG14 5LD (8:30am – 5:00pm Monday to Thursday and 8:30am – 4:30pm on Fridays)

How can I comment on the LPR?

The consultation on the Proposed Submission LPR starts at 4:00pm on Friday 20

January 2023. It will run for 6 weeks and **close at 4.30pm on Friday 3 March 2023**.

Online: The easiest and most efficient way to respond to the consultation is via our online Local Plan Consultation Portal (<https://consult.westberks.gov.uk/kse/>). You will need to register, but then any comments you make will be stored in your account for your future reference.

Representation Form: (available electronically on the Council's website and in hard copy from the Council Offices in Market Street, Newbury) which will need to be returned by either: email to planningpolicy@westberks.gov.uk; or by post to the Planning Policy Team, Development and Regulation, West Berkshire District Council, Market Street, Newbury. RG14 5LD

All representations must be accompanied by your full name, address and contact details. Guidance on making representations is available with the representation form and on the online [Local Plan Consultation Portal \(https://consult.westberks.gov.uk/kse/\)](https://consult.westberks.gov.uk/kse/). Representations should relate to the 'legal compliance' and 'soundness' of the LPR. They should specify the matters to which they relate and the grounds on which they are made. They may also be accompanied by a request to be notified at a specified address of the submission of the LPR for independent examination, publication of recommendations of the Inspector carrying out the independent examination and adoption of the LPR.

Only those representations that arrive at the address specified above within the six week period **ending 4:30pm Friday 3 March 2023** will be considered alongside the submitted LPR, which will be examined by an independent Planning Inspector.

Please note that individual comments received will only be made available to view on the Local Plan Consultation Portal (<https://consult.westberks.gov.uk/kse/>) after the consultation has closed and after individual representations have been processed.

What Happens Next?

All comments will be made available to view on the Council's Local Plan Consultation Portal and will be submitted later in 2023 to the Secretary of State, together with the submission LPR, supporting documentation and a summary of the main issues raised in the representations. A Planning Inspector will be appointed to carry out an independent examination of the LPR. The Inspector will use the NPPF and comments submitted during the Regulation 19 consultation to determine whether the LPR is sound and legally compliant.

If you require any further information please do not hesitate to contact a member of the Planning Policy Team.

Yours sincerely,



Eric Owens
Interim Executive Director – Place

Find out more about the [Local Plan Review](#) and follow [@WBerksPlanning](#) on Twitter

Newbury Neighbourhood Plan - Project Plan

Date: 31-Oct-22

Tasks / SubTasks	Responsibility/Owner	Current Status	Estimated / Actual Task Dates		Calendar Days	Comments
			Start	Finish		
Initial Stages (post Confirmation of Neighbourhood Area Application)			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-Submission Version			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 Submission Version			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 External Examination			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	
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Newbury Neighbourhood Plan - Project Plan

Date: 31-Oct-22

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			Start	Finish		
Ask WBC to carry out informal review of revised NP, Basic Conditions and Consultation Statements, SEA/HRA screening assessment prior to formal Submission			12-Oct-23	26-Oct-23	14	
Independent Healthcheck (if required)			TBC			
Submission of Neighbourhood Plan			10-Nov-23	11-Nov-23	1	
Submission version of NP and associated documents			TBC			
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 appointed examiner, together with all consultation responses from submission consultation			TBC			
External Examination			TBC			
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			

Newbury Neighbourhood Plan - Project Plan

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WBC / Newbury Town Council Community Ongoing Communication & Referendum			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 Referendum Decision and Neighbourhood Plan (WBC)			00-Jan-00	00-Jan-00	0	
Acceptance by WBC of Neighbourhood Plan at Committee			TBC			
NP is 'Made'			TBC			

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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: 25 January 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 collate and write up the responses to the Draft NDP and make any necessary amendments.	By Sept 2023
To get the draft NDP approved by Newbury Town Council.	By October 2023