

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

A meeting of the **NDP Steering Group** is scheduled for **Thursday 27/01/2022 at 7:00 pm**. This meeting will be held via zoom:

Join Zoom Meeting:

<https://us02web.zoom.us/j/87944891853?pwd=K1pBK29tanFrdU5EMThEclBGaHBzZz09>

Meeting ID: 879 4489 1853

Passcode: 435883

Newbury's NDP Steering Group:

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

Other Attendees:

Jeremy Flawn (Bluestone Planning) and Darius Zarazel (NDP Secretary and Democratic Services Officer, Newbury Town Council)

Agenda:

1. **Apologies**
Secretary
2. **Declarations of Interest**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting.
3. **Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the NDP SG held on Thursday 13/01/2022.
4. **Election of a Deputy-Chairperson for the Steering Group**
Chairperson
To receive nominations and to elect the Deputy-Chairperson for Newbury's NDP Steering Group.
5. **The NDP Project Plan (Appendix 2)**
Chairperson
To agree and fill out the Project Plan.

6. The NDP Vision and Objectives

Chairperson

To discuss and agree upon the NDP Vision and Objectives.

7. Forward Work Programme (Appendix 3)

Chairperson

To note and agree any other items to add to the Forward Work Programme.

8. To Fix the Date of the Next Meeting

Chairperson

**Minutes of a meeting of Newbury's Neighbourhood Development Plan (NDP)
Steering Group
Held via Zoom
13/01/2022 at 7:00pm/19:00**

Present:**Newbury's NDP Steering Group:**

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

Other Attendees:

Umrah Mahadik (Senior Planning Officer, West Berkshire Council), Bryan Little (Planning Policy Manager, West Berkshire Council), Laila Bassett (Principal Planning Officer, West Berkshire Council), Jeremy Flawn (Bluestone Planning), Sharon Brentnall (Bluestone Planning), Darius Zarazel (NDP Secretary and Democratic Services Officer, Newbury Town Council), and Hugh Peacocke (Chief Executive Officer, Newbury Town Council)

9. Apologies

There were none.

10. Minutes

Proposed: Anthony Pick

Seconded: Councillor Martin Colston

Resolved: That the minutes of the meeting of the NDP Steering Group held on 20/12/2021, be approved.

11. To Receive a Presentation from WBC about NDPs

The Steering Group received a presentation from WBC Officers about NDPs.

Key information included:

- A NDP is a community opportunity to guide future development
- A NDP cannot stop development, but can help determine the type of development that can take place
- A NDP must meet 'basic conditions', one of which is that it is in conformity with the Local Plan and National Planning Policy Framework (NPPF)
- The NDP needs to pass at referendum to come into force
- The next stage for the Steering Group is to develop objectives, priorities, and vision

- WBC will provide advice and guidance to the Steering Group, review the NDP, and help the Steering Group liaise with relevant WBC Officers

WBC to circulate the full presentation to the Steering Group.

12. To Participate in a Question-and-Answer Session with WBC Officers

The Steering Group participated in a Q&A with WBC Officers. Key points were:

Q: On the public referendum, does the NDP need 50% of all voters to vote for it in order for it to be approved, or 50% of the people who vote on the day. Also, what turnout can be expected at the referendum?

A: The NDP needs 50% of people on the day to approve it for it to come into force. Turnout is generally low in these referendums but there are exceptions as some have reached a turnout of around 60%. It is for this reason why community engagement and support throughout the NDP process is essential.

Q: Do NDP have to increase development?

A: When NDPs were introduced, the intention was that they increase development. However, NDP do not need to allocate land in excess of the Local Plan.

Q: On the Local Plan Review, the NDP will be developed alongside this Local Plan and so what would happen if the Local Plan and NDP clashed. How do we avoid this? What sort of information about the Local Plan will the Steering Group receive?

A: Clashes between the Local Plan and the NDP can be avoided via close cooperation between the Steering Group and the Local Planning Authority (WBC). WBC will also provide the result of the Town Centre Masterplan (estimated release in February) for use by the Steering Group. There has been no substantial change in the Emerging Local Plan relating to Newbury.

Q: Can the NDP contribute to the Local Plan?

A: Some evidence from the NDP can be used, however this is unlikely.

Q: On community engagement, Newbury is a large town and so this process of engagement is more difficult, what scope do we have to engage with young people who cannot vote in the referendum, can we include them?

A: Use of existing parish social media, setting up a NDP website, and in person methods can be used to engage with the community. WBC would recommend speaking to similar size town for more information.

Although young people not on the electoral register cannot vote, engagement with them would be very helpful.

Q: Following on from the 'no-surprises' relationships between WBC and the Steering Group, before submission, would it be possible to have WBC look over the Draft NDP so that if there are any large issues they can be avoided before the final submission. Are WBC willing to do this?

A: Yes, WBC now have the resources to consider this and would look favourably upon it.

Q: On the Parish boundary, Newbury has no large Greenfield sites but does have brownfield sites. In the NDP, can there be a strategy for redevelopment of these brownfields?

A: Yes, the NDP can do this. However, one issue is that the level of evidence needed for this is substantial. Brownfield sites are by nature contaminated land and there are many policies to go through.

The Steering Group thanked the WBC Officers for their time.

13. Project Plan

The next stage for the Steering Group is to discuss the topics the Group wants to explore with the community and can be included in an NDP – the NDPs Vision and Objectives.

After this, drafting a questionnaire that can be provided to all members of the community, and asks for their input and feedback, on the Vision and Objectives will be undertaken.

14. Forward Work Programme

The following items were agreed to be added to the FWP and be included on the agenda for the next meeting:

- To elect a Deputy-Chairperson for the Steering Group from the non-Councillor members of the Steering Group
- To outline completion dates for all sections of the project plan
- To discuss the Vision and Objectives
- To agree on the future dates for Steering Group meetings

The Steering Group members are to consider what they like about Newbury and what they think can be improved.

The NDP Secretary to circulate the Local Plan and the Town Centre Masterplan to the Steering Group, for their information.

15. To fix the Date of the Next Meeting

The next meeting was agreed to be held on 27/01/2022 at 7:00pm/19:00 via Zoom.

There being no other business, the Chairperson declared the meeting closed at 21:11 hrs.

Newbury's Neighbourhood Development Plan - Project Plan

Date: 13/01/2022

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	13-Jan-22	196	
Start-up						
Agree TORs and appoint Steering Group members			01-Jul-21	01-Dec-21	153	
Hold initial meeting of SG			20-Dec-21	20-Dec-21	0	
Agree project plan and plan manager			20-Dec-21	20-Dec-21	0	
Meet LPA and discuss resources they will make available			13-Jan-22	13-Jan-22	0	Scheduled NDP SG meeting with WBC
Prepare for next stages of process			13-Jan-22			
Vision & Objectives Development; Initial Questionnaire						
Draft initial questionnaire for community consultation (what would you like the NP to cover?)						
As part of questionnaire, propose draft Vision text and series of Objectives						
Carry out consultation with local community and stakeholders						
Collate responses and write up						
Amend Vision & Objectives where necessary						
Finalise SEA / HRA reports (where required)						
Evidence Gathering / SEA			00-Jan-00	00-Jan-00	0	
All Evidence Studies						
Steering Group to agree sub-groups to carry out evidence gathering and collation of data						
Sub Groups to collate data, meet with stakeholders etc / SG to commission external technical evidence gathering						
Sub Groups to draft evidence reports						
Bluestone Planning to review evidence base reports						
Finalise evidence reports						
Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA)						
Submit Current SEA / HRA Screening Request						
SEA / HRA Scoping (where required)						
Receive SEA / HRA Reports (where required)						
Review SEA / HRA assessments & revise (where necessary)						
Finalise SEA / HRA reports (where required)						
Revisions to NP, Prepare Pre-Submission Version			00-Jan-00	00-Jan-00	0	
Produce Draft Policies, Text and Supporting Documentation / Appendices						
SG to Review Draft Policies and other Documents						
Produce Final Draft Policies, Text and Supporting Documentation / Appendices						
Informal submission to WBC prior to commencement of public consultation for comments / identification of any show-stoppers						
NTC Carry out Pre-submission Public Consultation (min 6 weeks)						
Revisions to NP, Prepare Submission Version			00-Jan-00	00-Jan-00	0	
Collate consultation responses and decide how to respond						
Tabulate comments and responses by Steering Group						
Update NP documents to reflect changes where SG decide to alter them in response to representations						
Liaise with statutory consultees and WBC as necessary in preparing final version of NP						
Submission of NP to WBC and External Examination			00-Jan-00	00-Jan-00	0	
Basic Conditions Statement						
Draft Basic Conditions Statement						
Review Statement						
Finalise Statement						
Consultation Statement						
Draft Consultation Statement						
Review Statement						
Finalise Statement						
Ask WBC to carry out informal review of revised NP, Basic Conditions and Consultation Statements, SEA/HRA screening assessment prior to formal Submission						

Newbury's Neighbourhood Development Plan - Project Plan

Date: 13/01/2022

Tasks / SubTasks	Responsibility/Owner	Current Status	Estimated / Actual Task Dates		Calendar Days	Comments
			Start	Finish		
<p>Independent Healthcheck (if required)</p> <p>Submission of Neighbourhood Plan NTC submits Neighbourhood Plan and other documents informally to WBC for final checking / show-stoppers WBC sense-checks NP prior to formal 'submission stage' consultation Finalise submission version of NP and associated documents in conjunction with WBC, if required WBC-led external consultation on Submission Version of Plan (min 6 weeks) and seeks availability of Examiners In partnership NTC and WBC decide who to appoint external examiner WBC submits NP to appointed examiner, together with all consultation responses from submission consultation</p> <p>External Examination Examination of Neighbourhood Plan by Examiner Update Neighbourhood Plan to reflect Examiner's recommendations, with NTC sign-off Final version of Neighbourhood Development Plan and associated documents produced Decision made by WBC to take NP to Referendum</p>						

Newbury's Neighbourhood Development Plan - Project Plan

Date: 13/01/2022

Tasks / SubTasks	Responsibility/Owner	Current Status	Estimated / Actual Task Dates		Calendar Days	Comments
			Start	Finish		
WBC / Newbury Town Council Community Ongoing Communication & Referendum			00-Jan-00	00-Jan-00	0	
Engage Community & Ongoing Communication Preparation for Referendum Agree date for Referendum Plan communications programme for referendum Referendum Date WBC Produce Referendum Result						
Adoption & Publication of Referendum Decision and Neighbourhood Plan (WBC)			00-Jan-00	00-Jan-00	0	
Acceptance by WBC of Neighbourhood Plan at Committee NP becomes part of Local Plan, when accepted Publication of Neighbourhood Development Plan Document						

Newbury’s Neighbourhood Development Plan Steering Group

Forward Work Programme for NDP Steering Group: 27th of January 2022.

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

27/01/2022	<ul style="list-style-type: none"> - To elect a Deputy-Chairperson for the Steering Group - To outline completion dates for all sections of the project plan - To discuss the Vision and Objectives - To agree on the future dates for Steering Group meetings
To be confirmed	To draft questions for the community questionnaire