**APPENDIX 1.**

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

**meeting, held on Zoom at 6.30 pm on 19/07/2023.**

**Present:**

**Newbury’s NDP Steering Group:**

1. Newbury Town Council (NTC): Councillors Nigel Foot (Chairman), David Harman and Vaughan Miller.
2. Lay Members: Ian Blake, Paul Millard, Anthony Pick, Louise Sturgess and Kim Whysall-Hammond

**Other Attendees:**

Jeremy Flawn, Bluestone planning consultants

Hugh Peacocke (NDP Secretary, Newbury Town Council)

1. **Apologies**

Councillors Andy Moore, Gary Norman and Martha Vickers.

1. **Declarations of Interest**

Councillor Antony Pick declared that he was the chairman of West Berkshire Heritage Forum.

1. **Minutes of meeting held on 4 July 2023.**

Agreed by the meeting.

1. **Vacancy for Lay Member**

The Secretary advised that he had not heard back from Carl Pearce, despite several emails and trying to contact by phone.

The meeting discussed this matter and noted that under the Steering Group’s terms of reference they may recruit extra persons.

Councillor Vaughan Miller will discuss with an interested party.

The Secretary was requested to contact Burnie Owens to see if he was still interested in joining.

1. **To confirm the membership of the Topic Subgroups**

The meeting agreed the following members on Subgroups:

* + - Heritage and Design Anthony Pick, Ian Blake
    - Sustainability and Climate Change Cllr. Martha Vickers, Louise Sturgess
    - Biodiversity and Wildlife Cllr. David Harman and Kim Whysall-

Hammond

* + - Transport and Access Cllr. Nigel Foot, Cllr. Andy Moore
    - Community Facilities Cllr. Vaughan Miller, Paul Millard
    - Economy and Enterprise Cllr. Gary Norman, Burnie Owens?

The following points were also noted:

* + - Each topic subgroup may “recruit” others who can assist with the topic
    - Each topic subgroup may consult persons, groups or organisations on their topic
    - The Secretary will write to other members of the Council advising them of the topic subgroups and inviting them to participate
    - The Secretary will raise the Economy and Enterprise Topic Subgroup with the BID and invite their support/ participation.

1. **To review the guidance documentation received from Bluestone Planning Consultants**

The Steering Group thanked Jeremy Flawn for the guidance from Locality, which was helpful and well-written.

1. **To agree the workings and methodology for Topic Subgroups**

Agreed:

1. Consider the Guidance received from Bluestone Planning Consultants

2. Consider the options table presented by Bluestone

3. Consider if there is anyone else you might invite to participate or consult on the topic

4. Draft policy options/ progress update to be presented to the Steering Group ( 19 September 2023)

5. When policy options are drafted, the Steering Group will ask for the LPA/ Bluestone to review those options in light of the guidance and current policy statements (the Regulation 19 LPA proposals, the current LAP, the core strategy, the site allocations and the NPPF)

6. Bluestone/ LPA will advise which policy options might be taken forward

7. Each topic subgroup will then consider available evidence and identify evidence gaps

8. Each topic subgroup will then report back to the Steering Group for further direction re evidence, etc.

1. **Forward Work Programme**

Next meeting:

* + - Progress reports from Topic Subgroups
    - Set high level milestones/ project planning

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

The next meeting 6.30 pm, 19 September 2023

After that, 19 October and 14 November

**There being no other business, the Chairperson declared the meeting**

**closed at 7.40 pm.**