

## **MEETING OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP HELD IN THE PAVILION ON TUESDAY 1 SEPTEMBER 2020**

PRESENT: Jeremy Gilmore (Chairman NDPSC) Trefor Fisher (SPC), (Peter Morrison (SPC) Lesley Bates (Minutes), .

APOLOGIES: Apologies were received from Tony Farnese, Mike Hart and Bob Hine.

The Chairman had met a representative from Eye & Dunsden NDP and agreed that we would keep each other updated and exchange information from time to time. Eye had produced Terms of Reference and it was agreed to use these as a base for NDPSC's Terms of Reference.

Unfortunately, the meeting would be somewhat limited due to the lack of attendees.

ASSIGNMENT OF ROLES. The Chairman had produced some suggested roles as follows:

- Deputy Chairman: Mr Fisher agreed to undertake this role.
- Finance/Grants. Mr Morrison would undertake some financial responsibility and it was agreed to ask Mr Driver to undertake responsibility for researching and completing applications for any grants.
- Historic Environment and Conservation Area. It was agreed to ask Mr Hart to undertake this role.
- Landscape/Environmental Issues. This would be discussed when more members were present although Mr Driver probably has the greatest depth of knowledge.
- Social/Community Issues. This would be discussed when more members were present.
- Transport and Other Infrastructure. Mr Fisher agreed to take this role on.
- Liaison with WBC and Alignment with Local Plan. This would be discussed when more members were present.
- Media and Communications. This would be discussed when more members were present.

TERMS OF REFERENCE. This had previously agreed (see above).

THE VOLUNTEERS. Contacting and assigning roles. The Chairman circulated the list of residents who had volunteered their help at the open meeting. Following discussion, it was agreed that the following would be approached with a view to assigning roles/tasks:

Matt Barton: Ali and Belinda Driver: Rory Herdman: Marian Kuyken: Mark Saunders: Troy and Kim Savage: Rod Thomas. At present there are a total of 14 volunteers who said they were happy to help.

COMMUNITY ENGAGEMENT:

- Contact and Encourage Volunteers. This would be agreed once the Lead Roles above had been agreed.
- Initial Community Questionnaire. The Chairman said that the Group were lucky to have a great deal of information, including examples, from Parishes that had successfully undertaken the process. Mr Fisher said that the Hurst example was worth looking at, particularly as they came under the Wokingham Area and the parish was similar in many ways to Sonning.

BUILDING THE EVIDENCE BASE.

Use of the Conservation Area Appraisal as a starting point. This was unanimously agreed.

There being no other business the meeting finished at 7.35pm.

DATE OF THE NEXT MEETING. The Chairman would circulate potential dates (week commencing 21 or 28 September Monday, Tuesday or Wednesday) to all members in order to have a majority of attendees.