

**NOTES OF THE NEIGHBOURHOOD DEVELOPMENT PLAN TEAM MEETING  
HELD VIA ZOOM IN VARIOUS LOCATIONS IN SONNING ON MONDAY  
5 OCTOBER 2020**

PRESENT: Jeremy Gilmore (Chairman NDPSG), Rebecca Bullard (from 7.05 pm), Nigel Borshell, Trefor Fisher (SPC), Mike Hart (Society), Bob Hine (Society), Bob Hulley, Peter Morrison, Mark Sanders, Lesley Bates (Minutes).

APOLOGIES: Apologies were received from Tony Farnese (SPC).

WELCOME. The Chairman welcomed everyone and thanked them for attending the meeting.

MINUTES OF THE LAST MEETING (21 September). One typo was changed, Garde to Garde, and the minutes were accepted.

CURRENT TEAMS. The Chairman had provided a chart showing the different teams. The Chairman said that rather than have a Steering Group and a separate Team Leaders Group he felt that as several people were involved in both groups to combine both in the early stages.

Following discussions one or two changes were made to the teams, (Mr Morrison would not lead Finance and Grants but would be part of the team, Tony Farnese would join Transport and Infrastructure, Mr Hine would lead Liaison with WBC and Local Plan and Mrs Bates would be part of the team). The revised teams were as follows:

	Team Leader	Volunteers
Finance & Grants		Peter Morrison Tim Pascal
Historic Environment & Conservation Area	Mike Hart	Gordon Jones
Housing Development	Mark Saunders	Matt Beck Rory Herdsman
Landscape & Environment	Nigel Borshell	Alastair Drive Paul Etherington
Social & Community	Rebecca Bullard	Ruth Beck
Transport & infrastructure	Trefor Fisher	Bob Hulley Tony Farnese
Liaison with WBC & Local Plan	Bob Hine	Lesley Bates
Media & Communications	Jeremy Gilmore	

UPDATES. The Chairman had added links on the website to Locality and various examples of Neighbourhood Plans and Questionnaires. More would be added more as good examples were discovered. Mr Borshell said there were many examples of Neighbourhood Plans to be found on the internet. It was quite daunting until he realised that the questionnaires drove the policy, it was easy to search through the questionnaires as they were all essentially the same and everyone copied each other's. Whole sections could be lifted from other published Plans to produce a Sonning questionnaire. It was the answers that made it relevant to individual parishes. Mr Saunders asked about timing and the platform to be used. The Chairman said timing had not been agreed and paper versions as well as internet versions would be needed as not everyone had access to a computer. Paper questionnaires would be more challenging to transpose onto a spread sheet. The possibility of publishing the questionnaire just before Christmas was discussed, which was an appealing option.

Mr Hart asked if Mr Borshell preferred any of the published Plans. Mr Borshell thought that Thurleigh in Bedfordshire and Sutton Courtney were both good references, Sutton Courtney was of a similar size to Sonning and Thurleigh was smaller, but both faced the same issues as Sonning. Other Plans had lots of maps, which were not necessarily useful and some, probably of an earlier vintage, sought to stop housing development. The Chairman said that he would post material on the web site as it became available and asked if there was a way of communication with each other rather than through email, but email remained the preferred choice.

PARISH MAP. Mr Hart said this raised lots of questions. A map with lots of layers, including boundaries (parish and Conservation Area), flood areas, possibly one showing the areas that had been designated for development in the Local Plan. A layer showing all the listed buildings was suggested but Mr Hart felt that Listed Buildings would not affect the Local Plan, however other layers could always be added at a later date. Mr Fisher asked if a question asking residents for their views on development, and where it might go, should be included and Mr Hart agreed it should. The Chairman said a basic map should be obtained, one showing the parish and CA boundaries, settlement boundaries and areas of permitted development as well as areas liable to flooding. Not all Sonning residents had lived in the area for as long as others and they were unfamiliar with, for instance the green areas and road names. The Chairman thought it would be useful to include a map with each questionnaire.

Mr Hulley had prepared a map showing all the street furniture, but the Chairman said although this was interesting it was probably more than was currently needed. The Chairman said that once he received the map from WBC he would circulate copies to all Team Leaders. Asked about separating the different map layers the Chairman said that a full version of the Adobe program allows the layers to be separated. The Chairman said that Mr Bates could be asked to produce copies up to A3 but larger documents would need to go to the printers.

THE QUESTIONNAIRE. Mr Borshell said ways to encourage a good response to the questionnaire were important, one parish had a disappointing return of 5%. Sonning Buzz, a random prize for returning the questionnaire, large banners reminding residents to return their questionnaire, and adverts in the Parish Magazine were all good suggestions. Posters around the parish would also be important way of alerting residents. Mrs Bullard said that Sonning Buzz would be helpful in publicising a request for assistants with the Social and Community Group as she would like to involve all sections of the community. Mr Saunders would assist Mrs Bullard in spreading the word.

Mr Borshell said it might be necessary to produce two different questionnaires, one for young people/teenagers and one for adults. Some of the questionnaires were set up for one person per household to answer, this would not produce the range of views that were needed to get a full selection of opinions. Mr Borshell felt that resident's answers to the questions would show what was needed. A number of questions were raised about the questionnaires, the need to stress that the views of all members of the household were being sought, a preamble about filling the questionnaire in, were volunteers needed to formulate the questionnaires. The Chairman said that, if the questionnaires were to go out before Christmas then additional help was needed but the individual groups would decide their questions. Mr Borshell said that the questionnaires should be kept concise, it was likely that the return would be lower if they were not, a balance was needed. Mr Morrison said that the example questionnaires should indicate

the length of the questions. Mr Borshell said that Thurleigh was very similar to Sonning, one question asked was 'if you show someone around the village, where would you take them'. This produced excellent feedback.

The Chairman said that the next thing to do was for each group to meet up and discuss their subject with a view to having a set of questions ready by the end of November. Mr Fisher said he would sit down with his group and identify the problem in each street, he then gave his apologies as he had a previous appointment. Mr Saunders asked what the general view was, should a weighting system be set. Mr Hart said that he would like to see the proposed questions from each group, it may well be that some overlapped and be repeated. Mr Borshell agreed it would be a good idea to consolidate everything but it would be difficult to achieve a delivery before Christmas if the questions weren't ready until the end of November.

DATE OF THE NEXT MEETING. The next meeting would be held on Monday 2 November at 6.45 pm following the Parish Council Planning Meeting.

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