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| D R A F T Eye & Dunsden Parish NDP Steering Group Meeting Minutes 23 April 2020  |
| **Attendees:** David Woodward, Richard Berkley, Nick Marks, Ian Dick, David Breeze, Claire Murdoch, Howard Crews, Sharon Brentnall (for part)**Apologies/not present:** None received. Deborah Simmons, Nicola Furlong, John Spooner, Ian Pringle, Julie & Steve Nicolson, Keith Maher, Andrew and Caroline Dunn, Peter Walton, Robbie, Sara Steward, Ginny/Peter ThomasDavid Woodward welcomed and thanked Sharon Brentnall of Bluestone Planning Partnership LLP for joining the meeting.Howard Crews kindly agreed to take the minutes. All are requested to be ready to report back on their actions at the next meeting. |
|  | Minutes / Action Points | Who | Complete by |  |
| 1 | **PREVIOUS MINUTES** – the minutes of the 26thth March 2020 meeting were agreed and adopted. It was noted Nick Marks had attended the meeting. | NDP SG  |  |  |
| 2  | **ACTION POINTS** **Funding:**SODC: £5,000: ID reported that the grant application had been successful.E&D PC: £4,000-5,000: For information, TBC.LOCALITY GRANT (LG): £9,000-20,000: E&DPC will instruct Blue Stone Planning to prepare the funding application imminently. SB to provide application template to ID and progress the application. ID to forward SODC application documents to SB. **Consultancy:** Instructions on hold pending security of funding.DW to source Ecology consultants DW to contact Paul Matthews (retired transportation consultant) to explore possible involvement with reps to be made on RBC’s Transportation Strategy.**Questionnaire:**DW circulated a slightly revised questionnaire and confirmed he had received feedback from SODC who were concerned the questionnaire was “light” in content. However as the purpose of the questionnaire was only to get community engagement at this stage it was agreed to run with the current format as it is likely more detailed questionnaires will be required during the NDP process.DW and CM are to liaise to finalise the questionnaire before DW gets SODC final sign off.E&DPC will mail out the questionnaire by post with a pre-paid reply envelope to all electoral registered addresses (approximately 150 in total). CM explained that residents can use the prepaid envelope, or scan and email their responses or fill out the questionnaire on Survey Monkey. Survey Monkey will allow up to 40 free responses, If this becomes a popular way for residents to respond E&DPC will consider subscribing to Survey Monkey. Posters promoting the NDP process and questionnaire circulation will be put up throughout the Parish ahead of the questionnaire being sent out.It was agreed not to add questions from the proposed house type survey to the initial questionnaire, this could follow on subsequent questionnaires.**Steering Group Terms of Reference Document:** DW to complete and circulate. DW raised SODC’s Statement of Community Involvement that sets out how the Council will consult with communities when forming or reviewing planning policy and felt this should be referred to in the SG Terms of Reference. DB is to review SODC Statement | Ian DSharon BDavid WDavid W Claire M David B | 7th May  7th May7th May Next Meeting  |  |
| 3 | **MATTERS ARISING** **NDP Vision and Objectives:** DW and DB had prepared a first draft document that was circulated for comments to be sent to DW by 7th May. The document sets out the background and purpose of the NDP (it’s vision and objectives) from which a framework can be developed that will assist with devising and refining policies. Vale/SODC have a standard framework that SB recommend the SG uses and will circulate a copy for information.DW suggested a climate change section should be added to address saving energy. NM suggested flooding should also be addressed. DW to contact DS to review SODC’s climate change policy in the Local Plan and come up with ideas that the NDP may want to incorporate including the prospect of worsening flooding in the Parish. | NDP SG Sharon BDavid WDeborah S | 7th MayNext Meeting Ongoing Ongoing  |  |
| 4 | **RBC Transport Strategy:**Further to DB’s review of the Strategy at the last meeting DW reminded the SG that there will be deadline for making representations on it. RB offered to find out the deadline for submitting reps and would think about what is required. HC suggested that E&DPC considers appointing a transport consultant as the representations could be quite complex. DW will approach Paul Matthews in the first instance.  | Richard B David W | 7th May  |  |
| 5  | **SODC Local Plan Examination in Public:**DW explained the process was ongoing and asked HC to look in to where the process had got to and whether E&DPC could get involved / wanted to get involved. DW to ask the Clerk to check what representations E&DPC had made on the emerging Local Plan. DB flagged the issue that the Inspector wanted to understand why no potential development sites has been put forward by SODC around the edges of Reading. This suggests he is not satisfied with the SODC’s response that there was not enough time to consult that could have implications to the Parish in the emerging Local Plan. Post meeting: DB agreed to check Kidmore End and Mapledurham’s responses. DW agreed to write to the Chairman of Kidmore End Parish Council for an update also. | Howard CDavid WDavid BDavid W  | Next meetingNext Meeting  |  |
| 6 | **PRESS /PR** CM agreed to prepare a newsletter to update the Parish on the progress the NDP process was making and a press release based on the success of the SODC grant funding and the proposed application for the Locality Grant. | Claire MDavid W | 7th May |  |
| 7 | **Future roles and activities** RB noted that DW seemed to be responsible for a lot of the action points and that moving forward these should be delegated across the SG particularly where items are well suited to individual members skill sets / interests. The following had been agreed at the last meeting:Nick Marks to lead minerals, flood risk, and the Thames path as an amenity.Howard Crews to be SODC planning lead. | NDP SG | Ongoing  |  |
| 8 | **Next Steps / AOB** The SG had noted that there had been no apologies received from absent members for this meeting. DW will chase up non attendees to see if they remain interested in being part of the Steering Group and to try and get them to attend meetings particularly as they are currently being held online so shouldn’t be too much of an inconvenience for members to participate.DW raised that the SG should reach out to business owners in the Parish also.  | David W | Next meeting  |  |
| 9 | **Next Meeting Thursday 28th May, 5pm via Skype.** | NDP SG | 28th May 2020 |  |