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| Eye & Dunsden NDP Steering Group Meeting Minutes 26th November 2020 | | | |  | |  | |
| **Attendees:** David Woodward, Richard Berkley, Ian Dick, David Breeze, Deborah Simmons, Nick Marks, Mandy Sermon John Plumer, Robin Page, Howard Crews.  **Apologies/not present:**  John Grimes / John Spooner, Ian Pringle, Julie & Steve Nicolson, Keith Maher, Peter Walton, Robbie/Sara Steward, Andrew Dunn.  DW welcomed John Plumer (Dunsden) to the steering group meeting and acknowledged Suzanne Abraham (Sonning) and John Grimes (Playhatch) had volunteered to join the character and transport working sub-groups.    All members 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 29th October meeting were agreed and adopted. | NDP SG |  | |  | |  |
| 2. | **ACTION POINTS Funding**  ID reminded the group that the current Locality Funding expires on the 31st March 2021.  **Consultants**  DW advised that Thames Valley Environmental Record Services (<http://www.tverc.org/cms/content/services>) can produce a reduced desk top environmental report for £345 + VAT and a Green Corridor Study (to identify local wild life sites such as the Span Hill Quarry and the A4155 / Spring Lane natural spring) for £550 + VAT. The SG agreed both reports are required and asked NM and MS to formally instruct TVERC to proceed. | NDP SG    Nick M  Mandy S | ASAP | |  | |  |
| 3. | **MATTERS ARISING**   1. **Steering Group Terms of Reference – Conflict of Interest**   DW raised the issue of ‘conflicts of Interest’ and the PC procedure of having a vested interest book containing members ‘personal interest’ (can speak but not vote) and ‘financial interest’ (removal from any debate). It was acknowledged that to date SG members who may have potential conflicts of interests had continued declared them whilst speaking. RB explained that all members of the SG had a vested interest and it is difficult to segregate personal from financial interests. DS explained the SG Terms of Reference states that the SG will adopt and adhere to the PC’s Code of Conduct, including those related to conflicts of interests and reminded members the policy can be found at <https://eyedunsden.org/policies> It was agreed DS will review the conflict of interest provisions on the PC web site and the NDP SG Terms of Reference and report back to the next meeting.   1. **NDP Vision and Objectives**   HC talked through the previously circulated draft V&O’s that he DS and DW had prepared. NM commented that addressing the climate emergency and loss of natural environment should be the primary focus and the objectives should flow from this. The SG members agreed and HC is to reissue the draft taking on board this and other comments for each of the working sub-groups to review and comment to HC ASAP in order for the V&O’s to be approved at the next SG meeting.   1. **NDP Working Sub-Groups**   HC explained that four working sub-groups had been established, namely, flooding, ecology, and sustainability (FES), character, landscape, and transport. HC had emailed local residents who had previously expressed an interest in the NDP on the 9th and 22nd November seeking volunteers to join the working sub-groups. HC reported that John Plumer had agreed to join the landscape group, Robin Page the transport group and Suzanne Abraham the character group. DW confirmed John Grimes had indicated a willingness to join the transport group. This leaves one vacancy in the FES and landscape groups to be filled.  The SG discussed and approved the following members of each working sub-group that will be Chaired by the SG members highlighted in **bold** below:  FES - **NM** – DS, DW, +1  Character - **DW** – DB, SA, HC.  Landscape - **HC** – DS, JP, +1  Transport - **RB** – NM, RP, JG.  Each working sub-group Chair will report to the SG on actions/progress made, will be the main contact for any external consultants and be responsible for managing any pre-approved budgets required to administer the working sub-group. | DS  NDP WS-G’s | 17th December  ASAP | |  | |  |
| 4. | **Flooding, Ecology and Sustainability**  Nothing further to report |  |  | |  | |  |
| 5. | **Character Assessment**  DW referred to the Heritage Assets Evidence Base Document (v2.0) that had been previously circulated and asked all SG members to review the document and provide any comments including thoughts on additional areas/buildings that members considered are valued across the Parish by the 9th December.  DW reminded SG members that SB has requested the following information **from residents/ businesses** to supplement her work on the Character Assessment:  *- Locally important buildings and structures that are not listed*  *- Information about the listed buildings in the parish, which may not form part of the designation details*  *- Important local history, particularly about the individual settlements and how they evolved*  *- Trees which are considered to be of good quality and of amenity value*  *- Important hedgerows*  *- Green spaces that are worthy of protection*  *- Important views and the reason why it is considered important*  *- any local photos which capture what it is that makes the area special*  It was agreed this evidence will be gathered through a newsletter to be prepared and circulated to all residents and businesses in the parish. | NDP SG  David W  Deborah S | 9th December  ASAP | |  | |  |
| 6. | **Landscape Character Assessment & Analysis of open land**  HC advised that some SG members met with Liz Allen(LA) on the 9th November to review the draft Landscape Assessment. LA intends to issue a revised draft taking on board comments raised at the meeting during w/c 29/11.  LA had issued a revised Parish Landscape Character Area (PLCA ) plan amending the PLCA 1,3A and 4 boundaries that DW and HC thought “fitted” better and DB concurred. HC flagged the nature reserve designation issue within the lakes area (PLCA 2) and explained DW had requested copies of the extant landscape restoration agreements from OCC to review and check what was originally intended in the PLCA 2 area as well as rights for the public to use the permissive pathways in the area.  HC invited DB to attend any future meetings with LA to discuss the ‘valued landscape’ of the parish. |  |  | |  | |  |
| 7. | **Transport**  RB confirmed there was no update on the current consultation of Reading’s Transport Strategy.  RB explained he was reviewing the various appendices of the Strategy and was gathering information that encourages walking, cycling, and using public transport. |  |  | |  | |  |
| 8. | **Community Engagement Strategy**  DS explained she was in the process of emailing 42 local businesses providing information about the ongoing NDP process and inviting engagement with them to establish any good points or bad points in operating a business in the parish.  DS has prepared an update on the progress of the NDP for the Parish web site that DW will publish shortly.  DW explained that he had created an NDP Facebook page at <https://www.facebook.com/Eye-Dunsden-Neighbourhood-Plan-116629060244611> and encouraged members to make residents / businesses aware of it and to “like” it in order for the page address to be shortened.  In order to encourage more community engagement with residents/businesses it was agreed a newsletter will be prepared and posted out across the parish and put on the PC’s web site and emailed to residents/businesses. The newsletter will include the local Character Assessment information required at item 5 above.  DS is to issue a list of parish business contacts to ID to update the master address database and extract a list of missing email addresses to circulate to the SG and agree how the missing email addresses can be obtained. | DS  David W  NDP- SG  David W  Deborah S  Mandy S  Deborah S  Ian D | Ongoing  ASAP  Ongoing  ASAP  ASAP | |  | |  |
| 9. | **Press / PR** – nothing to report. |  |  | |  | |  |
| 10. | **Next Steps / AOB**  HC reminded members that the Character working sub-group are meeting with Sharon Brentnall on the 10th December 2020.  RB suggested all working sub-groups should have initial meetings and be ready to report to the next SG meeting. It was agreed all working sub-groups should meet ahead of the next SG meeting | C WS-G  Nick M  David W  Howard C  Richard B | 10th December  16th December | |  | |  |
| 11. | **Next Meeting: Thursday 17th December 5pm via ZOOM. Joining details to follow.** | NDP SG | 17th December | |  | |  |