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| Eye & Dunsden NDP Steering Group Meeting Minutes 17th December 2020 |  |  |  |
| **Attendees:** David Woodward, Richard Berkley, Ian Dick, David Breeze, Deborah Simmons, Nick Marks, John Plumer, Suzanne Abraham (in part) Howard Crews.**Apologies/not present:** John Grimes, Mandy Sermon  **/** Robin Page, John Spooner, Ian Pringle, Julie & Steve Nicolson, Peter Walton, Robbie/Sara Steward, Andrew Dunn. DW welcomed Suzanne Abraham (Sonning Eye) to the meeting. 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 26th November meeting were agreed and adopted. | SG/S-G Members |  |  |  |
| 2. | **ACTION POINTS****Funding**ID reminded the group that the current Locality Funding expires on the 31st March 2021. Post meeting MS confirmed that Liz Allen’s invoice 01/EDP/2020 for £4,201.00 and TVERC’s invoice for £267.00 had been settled leaving a balance of £15,266.29 for the NDP budget. DW reminded members that the PC can recover any VAT charged.**Communications** It was agreed the circulation of documents including the Parish register of residents and businesses (that is a confidential document) is limited to members of the SG and Sub-Group. Members of the SG WhatsApp Group will be limited to SG and Sub-Group members only. With the exception of the Parish register all documents will be freely available to residents and businesses upon request. It was further agreed SG meeting agendas and minutes will continue to be circulated to SG, and Sub-Group members and those residents and businesses who have expressed an interest in the NDP process and who are welcome to attend the SG meetings. |    SG/S-G Members |  |  |  |
| 3 | **MATTERS ARISING****a) Parish Register of Residents and Businesses**ID reported that he has merged the residents and businesses databases, created and circulated lists of missing email information. It was agreed the following SG members will be responsible for populating the missing information:Sonning Eye - NM Playhatch - RBDunsden - JPOthers - DW**b) Steering Group Terms of Reference – Conflict of Interest** DS had circulated the PC’s code of conduct that is available at <https://eyedunsden.org/policies> and reconfirmed the SG Terms of Reference will adhere to the PC’s code of conduct. RB reiterated that all members of the SG had a vested interest and it is difficult to segregate personal from financial interests and agreed to review the code of conduct and report any comments he has to DS.It was agreed MS will keep a register of members interests for the purposes of the code of conduct. SG and Sub-Group members should email MS to declare any interests and note what they are and then act accordingly in the meetings.DS agreed to review the NDP Terms of Reference document to ensure the Sub-Groups are included in them and to take account of the revised communication arrangements noted in 2. above and any changes to the code of conduct. | Richard B SG/S-G MembersDeborah S | ASAPASAP28th January 2021 |  |  |
| 4. | **NDP VISION & OBJECTIVES**FES – NM explained the Sub-Group had circulated their amendments.Character - DW confirmed V&O’s will be reviewed in the new year.Landscape – HC explained that he had added 3 further objectives drafted by Liz Allen.Transport - RB confirmed the V&O’s that will be considered at the Sub-Group meeting on the 23rd December after which the amendments will be circulated.HC will update the current draft of the V&O’s and send to Sharon Brentnall after the Transport Sub-Group circulate their amendments. | Howard C | 31st December |  |  |
| 5. | **NDP WORKING SUB-GROUPS****a) Flooding, Ecology & Sustainability.**NM confirmed the Sub-Group had met on the 16th December. The Group had amended the V&O’s to seek more tree protection and encourage more planting. The desktop environmental report had been reviewed and DS is to extract some of the key statistics about notable species. DW has contacted Community First Oxfordshire seeking carbon footprint information.**b) Character**DW confirmed the Sub-Group will be meeting early in the new year. He explained Sharon Brentnall had been delayed in issuing the draft Character Assessment. HC asked that the draft Character Assessment is issued ahead of the Christmas break so it can be considered by the Sub-Group members ready for their first meeting in early January. DW will chase up Sharon.DW invited any further comments on the draft Heritage Assets Report and acknowledged that HC had proposed The Granary on Foxhill Lane be added to the local important buildings list. Any other nominations would be welcomed whether being a building, or a feature such as a good example of flint walling or a part of the landscape **c) Landscape**HC explained that the Sub-Group met on the 9th December and reviewed the draft Landscape Assessment. HC then met with Liz Allen on the 14th December to relay the Groups comments and a revised draft is awaited from her. HC went on to explain that the diagrams in the report had been analysed and most were not accessible to colour blind people. HC and DW agreed to review this.**d) Transport** RB is looking forward to the first Sub-Group meeting that is taking place on the 23rd December. The Group will consider their own vision and objectives as well as the NDP V&O’s. RB went on that it is likely traffic surveys will be required to establish movements throughout the Parish. DW suggested RB contacted Paul Matthews, (a retired highway consultant) in the first instance.RB kindly offered to review the recently circulated mineral extraction restoration agreements and will circulate a brief summary report on them.**d) Community Engagement, Press & PR (Comms Group)**DS proposed that setting up a sub-group focusing on community engagement would be worthwhile. DW and ID agreed to join the sub-group that DS will chair. DS said that she had been in touch with Jennifer John of Ceres PR about being involved or someone in the parish with her skill set.DW explained he is currently drafting a Parish newsletter that will be mailed out across the Parish and that the PC web site will be updated also. DW reminded the meeting that local residents and businesses had to be engaged with to gather evidence for the Character Assessment that Sharon Brentnall had requested.DS suggested that, to get the best response from residents, a rolling programme of communications should be agreed e.g a) Newsletter/PC web site update b) Character Assessment information c) Thoughts on local buildings, interesting features - updating photographs of listed buildings etc. DS proposed that this be the focus of the Comms Group and will arrange a meeting in the new year. HC reminded the Group that a schedule containing the list of residents’ “other comments” from the questionnaire is still outstanding. DW agreed to speak with Claire Murdoch | David W SG/S-G MembersResidents / BusinessesHoward CDavid WRichard B Richard B Deborah S David W Deborah S David W  | ASAP18th January202128th January 202128th January 202128th January 202128th January 2021ASAP28th January 2021ASAP |  |  |
| 6. | **Next Steps / AOB**DB and DW advised the SG that Wokingham’s plans to develop 15,000 dwellings in Grazeley have potentially had to be shelved as the AWE/Burghfield had designated the proposed sites as emergency evacuation zones. This strategy was to provide a substantial amount of Reading’s housing need so alternative sites will be sought and may put pressure on sites around the boundary of Reading. Critically, the Government’s draft new housing distribution policy also looks likely to impose 35% increased housing targets on Reading as it is one of the 20 most populated towns in the country. | All to note  |  |  |  |
| 7. | **Next Meeting: Thursday 28th January 5pm via ZOOM. Joining details to follow.** | All to Note | 28th January 2021 |  |  |