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| Eye & Dunsden NDP Steering Group Meeting Minutes 28th January 2021 | | | |  | |  | |  |
| **Attendees:** David Woodward, Richard Berkley, Ian Dick, David Breeze (for part), Deborah Simmons, Nick Marks, John Plumer, Mandy Sermon, Howard Crews.  **Apologies/not present:**  John Grimes **/** Robin Page, John Spooner, Ian Pringle, Julie & Steve Nicolson, Peter Walton, Robbie/Sara Steward, Andrew Dunn, Suzanne Abraham  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 17th December 2020 meeting were agreed and adopted. | SG/S-G Members |  | |  | |  | |
| 2. | **ACTION POINTS**  **Funding**  It was agreed Sharon Brentnall and Liz Allen should be contacted to confirm what outstanding fees are due to complete the Character and Landscape Assessments.  **Communications**  It was agreed that if SG and S-G members were contacted by external agents, consultants or other interested parties regarding the progress of the NDP all enquiries should be referred to DW.  **NDP drafting and development**  After some discussion it was agreed DW and HC will meet with Sharon Brentnall to discuss the drafting of all aspects of the NDP and if appropriate, obtain a quote for Bluestone to draft the whole plan. | David W  Howard C  SG/S-G Members to note  David W  Howard C | 25th February  25th February | |  | |  | |
| 3 | **MATTERS ARISING**  **a) Steering Group Terms of Reference**  DS had updated and circulated the NDP Terms of Reference that now refers to the revised PC Committee and Sub-Committee standing orders that can shortly be viewed at <https://eyedunsden.org/policies> . RB commented that he had reviewed the revised standing orders relating to code of conduct and conflict of interest provisions and was happy with them. It was also agreed the Terms of Reference should also identify individuals mentioned as members of the SG or S-G’s.  The updated Terms of Reference document was approved.  Members were reminded that 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 act appropriately when fulfilling their roles. Those with a declared interest in any particular topic are expected to withdraw from debate unless an exception is agreed in advance. | SG/S-G Members to note |  | |  | |  | |
| 4. | **NDP VISION & OBJECTIVES**  HC confirmed he had updated the draft V&O’s and sent them to Sharon Brentnall on the 15th January for comment. It was agreed to invite Sharon to the next SG Meeting to discuss and agree the V&O’s and talk the group through the NDP process. | Howard C | 25th February | |  | |  | |
| 5. | **NDP WORKING SUB-GROUPS**  **a) Flooding, Ecology & Sustainability.**  NM confirmed the S-G had met on the 26th January and commented:   1. The S-G will be reviewing the sustainable energy policies of the recently adopted SODC Local Plan 2036. 2. The S-G will be considering habitat protection across the Parish but particularly at the lakes and Span Hill chalk pit and will investigate getting Local Nature Reserve designation for extra protection of these areas. 3. TVERC have been chased up to send through a green corridor report to look at accessibility, footpaths and the movement of flora and fauna. 4. DS had reviewed TVERC’s habitat survey and gave an example that there are 82 species of birds in the Parish. DS is now looking at the diversity of the numbers of species recorded. 5. Caversham Flood Protection Group are to be contacted to build relations with the Environment Agency with a view to looking to increase flood capacity in the Parish and reduce infill restoration schemes.   NM also commented that the Sonning Action Group will be joining Bioabudance Community Interest Company who should provide useful biodiversity and carbon footprint information that will be relevant to the NDP.  DW confirmed the S-G were still looking to instruct an environmental sustainability and carbon impact consultant to provide a desk top survey.    The next S-G meeting will be on the 23rd February at 5pm.  **b) Character**  DW explained he had met with Sharon Brentnall ahead of the SG meeting and that the draft Character Assessment should be issued within two weeks. DW confirmed he had seen the draft for Sonning Eye and commented that certain elements of the overall NDP such as historical background will need to be drafted by the S-G. In addition settlement boundaries may need to be considered as well as identifying ‘local green spaces’ within the boundary, that may be inaccessible to the public but have historic / biodiversity interest.  The Character S-G will meet after the draft Character Assessment has been received and considered.  Sharon Brentnall is working on identifying potential Green Gaps and draft policy in line with the work at Kidmore End. He explained that if E&D and Shiplake had similarly aligned policies it strengthens the case to protect green gaps locally.  DW reminded all SG and S-G members to consider and put forward additional properties / features / landscapes that are considered of value to the Parish for the Heritage Assets Report. Images were needed.  **c) Landscape**  HC reported that he had received the revised draft of the Landscape Assessment from Liz Allen on the 20th January. HC has reviewed and commented on the draft and circulated it to the S-G members to review and hopefully agree the content of the Assessment at their next meeting.  HC and DW are to meet to review the diagrams attached to the Landscape Assessment to ensure they are colour blind accessible.  The next S-G meeting is on the on the 9th February at 5pm.  **d) Transport**  RB explained that the Transport S-G met on the 23rd December 2020 to agree the Groups objectives for the NDP.  RB went on that he has been reviewing the extant planning permissions and associated Section 106 Agreements for the gravel extraction and restoration schemes in Playhatch and Sonning Eye. This initially is to establish what should have been provided under the restoration schemes, what has actually been provided and who is responsible for maintaining these areas. This is important as some elements of the restoration schemes include areas for public access so from the NDP perspective it is important to get these areas open to the public and try to get connectivity between all the sites.  Whilst work is in progress RB considered that some of the terms of the Section 106’s are not helpful and gave the example that in some cases there is no obligation for the landowners to fulfil the requirements of the S106’s. These have limited timespans and do apply to the current application for the swimming lake.  The next S-G meeting will be on the 10th February.  **d) Community Engagement, Press & PR**  The S-G met on the 21st January to discuss community engagement and agreed there will be quarterly Parish newsletters, web site updates and monthly NDP newsletters (sent by email and post). It is hoped the first of the monthly newsletters will be published at the end of February.  The monthly newsletters will focus on an NDP related or Parish related topics such as species or character buildings etc perhaps tied in with a corresponding walk (when permitted) to engage families particularly and hopefully draw people into the NDP. DS asked the S-G’s to provide some interesting facts from their allocated topic that can be used in the newsletters.  DS will prepare and circulate a comms plan to incorporate proposed workshops etc  It was noted ID is responsible for the Parish register of residents and businesses and is the main contact for the register.  DS had previously circulated comments received from local businesses that were comments from 5 business out of approximately 40 that are based in the Parish. DS asked that if SG and S-G members knew any business owners could they try and influence to get them more involved in the NDP process. DS will circulate the list of businesses.  The next S-G meeting is on Thursday 18th February at 5pm | David W  David W  SG/S-G Members  Howard C  David W  S-G Chairs  Deborah S  SG/ S-G Members to note  SG/S-G Members | 25th February  TBC  25th February  25th February  25th February  25th February  25th February | |  | |  | |
| 6. | **Next Steps / AOB** |  |  | |  | |  | |
| 7. | **Next Meeting: Thursday 28th January 5pm via ZOOM. Joining details to follow.** | All to Note | 25th February | |  | |  | |