

MINUTES OF A MEETING OF
SILCHESTER DEVELOPMENT PLAN STEERING COMMITTEE
SILCHESTER VILLAGE HALL
14TH DECEMBER 2023

Present: Graham Wright (Chair), Vanessa Richards, Steve Wells, Neil Holmes (O'Neil Homer guest)

Apologies: George Abbott, Peter Allison, Dan Male

Items 1 & 2 discussed with Neil Holmes present. Other items discussed by the steering committee only.

ITEM		ACTION
1	Neil Holmes introduced O'Neil Homer to the group and gave background of their experience in the development of neighbourhood plans.	
2	- Discussion of the costs associated with the engagement of O'Neil Homer. Recommended that we apply for a grant for the work which can be invoiced in the current financial year which will avoid having to potentially return any unused funds. - Estimate total consultant time will be about 30 days over the course of the project. - Consultant will principally do the technical work in writing the policies in the draft which the committee do not have the necessary skills to do. They will also prepare necessary documentation. - Consultant proposed that if we engage them they would run a scoping program in February 2024 which would then enable the committee to set up teams (e.g. environment, land) to do the necessary work. Consultant would write action plan brief to take the project through to the Reg 14 draft stage. - From that scoping work, a village consultation would be done and then an estimated 3 to 4 months work by the project teams to bring evidence to prepare the first draft of the plan following a second consultation with the village - If the project moves smoothly the work could potentially be handed to B&DBC for finalisation end of Q1 2025. - Consultant indicated that Silchester should be eligible for the full £18,000 grant funding. In addition to applying for the funding for work invoiced this year, we should apply for technical support for the Strategic Environment Assessment (SEA) and design code. The technical support is done by AECOM. Application must be completed by end of January 2024 to get funding for current financial year. - Consultant recommended that we determine what the plan should be and base work on that rather than trying to base plan on number of houses allocated. Also recommended managing expectations in the first consultation with the village. - Consultant recommended we develop a communication plan to outline when and how communications will be sent out.	Consultant to provide scope of work and quotation for the work which can be invoiced by end of financial year by 20 December. GW to complete on line application for funding as noted. Topic for next committee meeting

	• Consultant recommended monthly meetings of steering committee, either online or face to face. The use of hybrid meetings was agreed to be avoided. • Consultant introduced the Community Land Trust initiative and suggested there may be application for this in Silchester.	Topic for next meeting GW to seek further information online.
4	• Discussion by attendees concluded that O'Neil Homer should be recommended to act as our consultant	GW to request acceptance at PC meeting 8th January
5	• Terms of Reference for the committee have been reviewed by the Parish Council, expect to have agreed at council meeting 8 January 2024	GW to get on agenda
6	• Discussion on next steps to take with project. Decided best option would be to take an initial SurveyMonkey survey of the village in late January 2024 in anticipation of a scoping meeting with the consultant in mid to late February 2024. • Survey to be done via Facebook as have over 900 followers for Silchester there and there is no comprehensive email address list for the village. • Would be easier to collate if the paid version of SurveyMonkey were available.	All to consider questions to be raised in the survey to enable survey to be prepared. GW to ask council to fund.
7	• Next committee meeting for mid-January 2024.	GW to poll for most appropriate date, time and format.