

**Minutes of the Hook Neighbourhood Plan Steering Group Meeting
Thursday, 20 April 2017 at 19.30 hrs
Hall 2, Elizabeth Hall, Raven Road, RG27 9HH**

Present Martin Whittaker (Chair)

Anne Atkins

Sue Mesher

Sandra Smith

Jane Bonnin (Parish Councillor)

17.18 Apologies for absence

Apologies were received from:

Jane Worlock (Parish Council Chair)

Debra Davies (Parish Councillor)

John Orchard (Parish Councillor)

Rob Leeson (District Councillor)

Janet West (JWe)

Mike Morris (District Councillor)

Brian Birchfield (District Councillor)

David Carlisle (AECOM) – technical support

Diana Whittaker the Secretary to the NPSG has resigned, Members expressed their appreciation of Diana's hard work and support.

17.19 Minutes of the NPSG Meeting held on 16th March 2017

Members agreed the minutes as a true record of the meeting.

17.20 Actions from previous meetings

17.10.1 Action: District Councillor Burchfield to pursue the request made by Hook PC for an Article 4 direction on the Business Park at Hook.

MW has received an e-mail from MM stating:

Daryl Phillips has informed me that an Article 4 cannot be imposed on Bartley Wood until the Local Plan (LP) is live as it will require that LP's approved evidence base to process it.

It is not clear why this should be the case.

Action: MW to forward e-mails received to DC for expert advice. MW

Action: MW to approach the PC to request a legal opinion from Counsel. MW

17.10.2 Action: DC to check for best practice SANG examples where suitable space is reaching capacity around a settlement

A preliminary response from the AECOM SANG specialist indicates that it may be difficult to use PC land in exchange for SANG. A more detailed note is in preparation. **Ongoing.**

DC

17.11 Action: DC to check eligibility for further grant funding for groups seeking allocations (in addition to technical support)

Information received, funds will be called down when required for the next stages of the NP preparation. **Complete.**

17.11 Action: DC agreed to share Call for Sites templates.

Template received. **Complete.**

17.13 Action: DC offered to transfer draft plan into AECOM plan template (including delivery chapter and projects/infrastructure table).

Expected in the next few days. **Ongoing**

DC

17.15 Action DC: DC kindly agreed to look at the results of consultations and the items that have been excluded from the scope of the NP to see if they are proper to the NP.

In progress. **Ongoing.**

DC

17.16 Action DC: Provide an indication on timeframes for call for sites, site assessment, SEA, Regulation 14 consultation and preparations for submission – to inform new plan programme.

In progress. **Ongoing.**

DC

17.21 Update on Local Plan.

SM informed Members that a scoping request for the requirement for an Environmental Assessment at West of Hook has been made to HDC by Wilbur Homes, who are pursuing an interest in the site. A development proposal could include 750 dwellings, a roundabout with access on to Newnham Road, a primary school, a doctor's surgery and retail facilities. The proposal would be built 2020-2030.

Action: SM will circulate details of the EA request for West of Hook

SM

17.22 Site Allocation

17.22.1 MW and AA have applied for technical support for site allocation. This has been granted and they were advised that with four sites to select this equates to 'medium' difficulty in relation to grant funding.

17.22.2 MW has e-mailed Katie Bailey HDC (e-mails previously circulated) for clarification on the process for request of SEA. KB replied that SEA is needed on all sites. MW has asked for initial screening that will no doubt say that SEA is required. The process will take three / four months.

90 dwellings are to be included in the Local Plan for allocation in the NP. The site selection can commence in parallel to the SEA process.

Action: AA and CR to review sites that could come forward for site selection including brownfield sites and advise the NPSG.

AA/CR

17.22.3 NPSG Questions for DC at the next meeting.

1. Can all existing retirement sites be retained? For example, Geffreys House and Gregory House be retained for older persons' accommodation.
2. Can areas be zoned as business areas? For example, London Road and Station Road between the two White Harts and the current Taylor Wimpey building.

3. Would it be appropriate/ possible for DC to attend the AVM to assist with the consultation on site selection?
4. What are the rules for a consultation to be valid? Would a consultation on Election day and at the AVM be evidence of consultation?
5. Could DC be available at the AVM to answer questions from the public?

Action: MW to pass these on to DC.

MW

17.22.4 Members discussed the Call for sites process. A list of some of the available sites has been received from HDC. AA and CR agreed to try to find out who has options or ownership of further available sites. The next step is to send out the call for sites letters then the selection process could begin when criteria are agreed by the NPSG. Members expressed concern that the site assessments have not been published for the proposed LP strategic site at Murrell Green, a reliable source has indicated that the assessments are available. AA agreed to approach HDC on behalf of the PC.

Action: AA and CR to refine HDC list of sites with all available sites.

AA/CR

Action: AA to ask HDC for a copy of the site assessments for the proposed LP strategic site at Murrell Green.

AA

17.23 **7th May Local Plan consultation at the Elizabeth Hall, Hall 3 (residents 11a.m -4p.m)**

The PC are presenting the LP to the public to gain responses from residents and to help residents to understand the effect the LP will have on Hook. Members of the PC, Officers and CR will be there to answer questions from 10a.m. – 5p.m. The PC would appreciate help from the NPSG if anyone is able to attend.

Action MW will circulate Doodle to the NPSG

MW

17.24 **Annual Village Meeting 24th May**

The AVM will open early at 7pm to allow residents to view various displays, Local Plan Wellworth Play area and progress on the NP.

The NPSG has a slot on the agenda and needs a draft plan available for consultation. Members discussed what form this consultation would take. Suggestions included a document broken down into slides 1 -10 with a maximum of 5 policies. Consultation responses, on paper, would be collected and reviewed.

Further questions were raised about DC attendance at the AVM and the validity of consultations. For clarity, the questions have been included in the actions at 17.22.

###who

Action: AA to book room 2 Elizabeth Hall for a NPSG consultation on 8th June (General Election Day)

AA

17.25 **Next Meeting**

Thursday 27th April 7pm PC office with DC

Next meetings – Room 2, Elizabeth Hall

18 May 2017

15 June 2017

The meeting closed at 9.15 p.m