

# Hook Neighbourhood Plan



## Minutes of the Hook Neighbourhood Plan Steering Group Meeting Thursday, 18 May 2017 at 19.00 hrs HPC Meeting Room Community Centre Ravenscroft RG27 9 NN

### Present **Martin Whittaker (Chair)**

Jane Bonnin (Parish Councillor)  
John Orchard (Parish Councillor)  
Jane Worlock (Parish Council Chair)  
Debra Davies (Parish Councillor)  
Christine Randall (minutes)  
Sandra Smith  
Sue Mesher  
Anne Atkins  
Barry Deller

### 17.35 **Apologies for absence**

Apologies were received from:

Rob Leeson (District Councillor)  
Mike Morris (District Councillor)  
Janet West  
David Carlisle (AECOM) – technical support

### 17.36 **Minutes of the NPSG Meeting held on 27<sup>th</sup> April 2017**

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

### 17.37 **Actions from previous meetings**

**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.**

SM SS to contact DC for a progress report

**SM/SS**

**17.22 4 Action: AA to ask HDC for a copy of the site assessments for the proposed LP strategic site at Murrell Green.**

AA has circulated the information received from HDC, this is however the previous assessment. The information is accepted by the Group as not available and no further action can be taken.

AA to ask Hart again

**AA**

**17.24 SM and SS to prepare materials and presentation for AVM**

**SM/SS**

### 17.33 **The NP document**

The Chairman informed the Group that RL Leeson has agreed to take over the production of the NP document. Meetings will be held with Steering Group Members and in the interim any revised text should be sent to RL.

### 17.38 **Project plan – comments and suggestions**

JW questioned the timelines of the project plan, for example the October submission, Task 27 and Task 4. JW asked if the dates can be brought forward. The Chairman agreed that this may be possible but the SEA requires a 5 weeks consultation. Technical support has had input to the plan and advise that SEA will not start until well into the site assessment process.

JW was not content with this explanation, the Group agreed that:

The Chairman is meeting with Daniel Hawes (Policy Manager HDC) and Katie Bailey (Corporate Strategy and Policy Development Manager HDC) on Monday 22nd May 2017. The meeting will discuss What protection an emerging NP (or LP) might offer West of Hook and What happened to all the Adams Hendry site assessment work. The Chairman is then meeting with RL in the afternoon. There may be an opportunity to reduce the document production time. It was noted that the business element of the NP did not have resource allocated, this was agreed as SM and SS.

**Action: Giving regard to information gained at the meeting with HDC the Chairman and RL will revise the project plan on the afternoon of Monday 22nd May 2017.**

### 17.39 **FAQs from Consultation**

The PC held a consultation on the draft Local Plan on the 7th May 2017 at the Elizabeth Hall. Members of the NPSG attended. The District Councillors - one of whom attended the consultation - were not in agreement with the information provided for residents. SS took note of resident's questions and concerns on behalf of the NPSG and MW used them to draft an FAQ. This was circulated to the NPSG, PC and District Councillors for comment on possible answers. A meeting was held between HPC and District Councillors with MW in attendance on 17th May 2017 and changes to the answers agreed. The answers were then revised again by District Councillors and this document was the subject of discussion at this meeting.

Members discussed in detail the replies put forward by the District Councillors, paper copies were circulated by the Chairman as the replies had arrived too late to circulate to all Members.

JW agreed to revise the list in line with Members agreement, the grammatical and spelling errors to be amended at JW's discretion.

Errors of fact (using the draft Local Plan) were corrected. Political statements were deleted from the replies. Questions deleted were re-inserted into the document. This document will be made available to residents at the Annual Village Meeting on 24th May 2017.

**Action: JW to correct and amend the list of questions in line with the agreement of the NPSG, grammatical and spelling errors to be amended at JW's discretion.** JW

### 17.40 **AVM presentation etc – progress and planning**

Members discussed the content and representation to be made by the NPSG at the AVM.

An invitation to the Joint CE at Hart Daryl Phillips had been declined as DP is away on sick leave. A substitute could not be provided by HDC and DP suggested the District Councillors. This was circulated but no reply or confirmation had been received by AA. Assuming that there will not be a presentation by HDC or District Councillors after

discussion Members agreed that JO will present the slides used for the public consultation. Members were concerned that residents do not appreciate the level of development already agreed or with prior approval for Hook.

The NPSG will have a stand at the meeting and give a presentation.

The Chairman and CR will man the stand, this will be the pull-up information boards about the neighbourhood plan used at a previous AVM.

**Action AA: AA to make sure the information boards are still in usable condition and position at the AVM.**

**AA**

SS and SM will write and give the presentation. SS and SM will circulate the suggested content of the presentation by Monday 22nd May 2017. This will include an explanation of the Call for Sites and inform residents of the quality technical resource (grant funded) being provided by Locality. Residents need to understand that the site assessment exercise is an obligatory part of the process for a NP. If asked why a NP explain the level of CIL available to parishes with a NP. If asked why other parishes such as Rotherwick have already produced a NP explain the complexity of the situation in Hook.

Questions during the presentation will be answered by any member of the NPSG.

**Action: SS & SM to circulate proposed presentation for the AVM by Monday 22nd May 2017.**

**SS/SM**

**17.41 Vision/Objectives/Policies**

This item was deferred due to time constraints.

**17.42 Site allocation update**

Members agreed that West of Hook should be included in the site assessments.

**17.43 Masterplanning for business park**

The Chairman informed Members that RL is against the NPSG producing a masterplan for the business park at Hook as it would deliver too late and may delay the NP. DC suggested that this wasn't the case as the NP was for the next 15 years. As the situation was unclear, on DC's advice it was agreed to apply to Locality for technical support for masterplanning.

**Action: JO to apply for technical support for masterplanning.**

**JO**

**17.44 NPSG response to LP consultation**

As the response of the NPSG to the draft Local Plan will be similar to the views expressed by HPC the Chairman will revise the suggested HPC response and circulate for comment. David Lawrence will be consulted as Members suggested that he can provide positive contribution.

**17.45 Meeting with Katie Bailey and Daniel Hawes**

This is explained at 17.38

**17.46 Website management and input**

The Chairman has updated the NPSG website and is posting comments and information. Members were asked to contact the Chairman if they disagree with any comments/information. A

volunteer was requested to update Facebook. AA suggested that the Parish Office may be able to help and JB and MW agreed to look at the news feeds process.

**Action JB and MW to look at website news feeds**

**JB/MW**

**17.47 Next meetings – Room 2, Elizabeth Hall**

15 June 2017

CR agreed to book a room for the 3<sup>rd</sup> Thursday of the month for the rest of the year

**CR**

The meeting closed at 8:45pm