

**Minutes of the Hook Neighbourhood Plans Steering Group Meeting  
Wednesday 10<sup>th</sup> September 2014 at 19.30 hrs  
Hall 3, Elizabeth Hall, Raven Road, Hook RG27 9HH**

**Present** Anne Atkins  
Jane Bonnin  
Mandy Butler  
Debra Davies  
Barry Deller  
Anthony Hawkins (Chairman)  
Rob Leeson  
Peter Moore  
Liz Bourne, Towns Alive Consultant

**14.28 Apologies for absence**

Apologies were received from Sue Gibson and Mike Morris.

**14.29 To approve the minutes of the NPSG Meeting held on 30<sup>th</sup> July 2014**

Minuted not circulated

**14.30 Address by Liz Bourne, Neighbourhood Planning Consultant**

Liz began by outline funding options –

**DCLG** - the current funding has dried up. It is expected this will be available again from April and may be a higher figure, but for more specified uses with additional funds for special projects. Total pot could be up to £11k.

**Awards for All** (Lottery) – A grant may be available for up to £10k, but this is for Community Engagement (CE), not Neighbourhood Plans. The Parish Council can bid for this and use it to update the research elements of the Parish Plan, which are now out of date. This information could then then feed into the Neighbourhood Plan. Liz can help with bids and the CE Surveys.

**Hart** – It is worth asking Hart if there is more finance available for support. They have an initial grant of £5k available.

There was a brief discussion about CIL. With a NP the PC gets 25%. Liz indicated that some other Councils are set at £80 psm on new builds. Without a NP it is capped at £100 per elector. If the NP process is underway the PC should get the 25%, but only on developments not granted permission at the time.

**ACTION – Rob** to look at CIL Schedule for Hart and which development would come under CIL

Liz outlined the process for production and adoption of a NP:

- a) Define the neighbourhood – This is imminent for Hook
- b) Position Statement – this sets out where we are now e.g. size, demographic, geophysical features, development over the last 20 years, what development is already committed or in process, employment. etc. such as was produced for the Hook Parish Plan. Sources include the Census, SMHA and Local Plan.
- c) Community Engagement. A key factor in preparing the plan is making sure that local people are involved in and supportive of the process as much as possible.

The results provide the headings for draft policies and support the reasons why those policies were selected. Check with Hart if an Environmental and Sustainability Assessment is required to avoid the plan being rejected on this basis.

During this phase there will be further CE to consult on draft document. This could be done via drop in sessions, focus groups etc – probably need 35 people to feedback on the policies.

Further edits and a first draft to be shown to Hart so they check it against the local plan, NPPF, European and Human Rights law etc. Hart will receive approx. £10k to undertake this.

More edits may follow before the document is ready to be examined.

- c) Get it checked independently – Once you have drafted the plan, it will need to go to an independent examiner. The examiner is checking that it meets the basic requirements:
  - be in general conformity with local (Local Plan) and national (National Planning Policy Framework) planning policies
  - be compatible with EU obligations
  - be compatible with human rights requirements
  - not be used to block development that Hart has said is needed.

The examiner can ask for the plan to be amended. Hart will then be responsible for organising the independent examination. If that examination is OK the next step is -

- d) Hold a community referendum - Organised by Hart (They get £15k for the cost of a referendum, which is preceded by a 6 week consultation process. It requires a simple majority (more than 50

per cent) of those voting in favour is required for it to be successful. Average turnout has been 60%. If the referendum is successful -

- e) Adopt the plan – If the referendum approves the plan, Hart is obliged to bring it into force as a formal document within the local plan and carries legal weight in planning decisions.

Note - It is possible to undertake a Business Neighbourhood Plan in areas which are primarily business in nature. In this case there are two referendums at the end of the process – one for the community and one for the businesses. Both need to achieve a simple majority in order for the plan.

Towns Alive can provide as much or little advice as required. She gave examples and estimated time required:

- 1) Provide an outline Project Plan for NPSG to fill in e.g. a list of tasks which can be developed into a project plan – ½ day.
- 2) Prepare and deliver community engagement strategy or provide a template document for NPSG to follow - 1.5 hours.
- 3) Complete an application for an Awards for All grant – 1 day.
- 4) Provide a template for a Position Statement – 1 day

Based on a total of 3 days' work the cost of the above would be approximately £1,000.

Pitfalls at the early stage:

- Avoid too much detail
- Be clear about expectations and limitations.

#### **ACTIONS :**

**Liz** – provide a template for the Terms of Reference for the Steering Group and a cost estimate for the services Towns Alive can offer.

**Anthony** – Prepare a brief for PC in October advising that the £2k grant has been received from Hart, seek approval for Terms of Reference with delegated powers to spend the budget, appointment of Towns Alive (based on quote to be supplied by Liz) and approval to make an application to Awards for All to undertake Community Engagement (update position from Parish Plan – not for Parish Plan).

#### **14.31**

#### **To discuss the Local Plan Options Consultation and recommendations to Hook Parish Council on response**

A summary of the Options document was circulated. The total housing numbers for Hart are 7032, which is a significant increase over the previous figures.

It is expected there will be further negotiation on numbers with neighbouring authorities, which may not be able to accommodate their required numbers.

The 4,000 referred to in the Options Consultation document are additional to the 700 dwellings in the existing applications for Hook.

There was a discussion about each of the options. Barry gave an initial view that the best option will be a mix of the options:

- 1 Is a given as it is already happening
- 2 Having taken 700 dwellings already, the distribution of housing may not be as high for Hook
- 3 Could be the worst for Hook
- 4 Potentially correct in the long term – assuming this would happen in the 2<sup>nd</sup> half of the new plan and 1<sup>st</sup> half of the next plan. A new secondary school would be deliverable with this option – could be a key driver.
- 5 A non-runner

There was a brief discussion about Option 4 and the Sustainability Appraisal. Barry to borrow a copy to read. A further meeting should be arranged before 25<sup>th</sup> September to make recommendations to the Development Strategy Committee for consideration by the PC on 1<sup>st</sup> October.

**14.32 To agree Terms of Reference**

Await example document from Liz Bourne

**14.33 Actions from previous meetings not on the agenda**

Not discussed.

**14.34 To agree communication plan with potential new members following publicity events.**

Defer to next meeting.

**14.35 Election of Officers including admin support**

Not discussed.

**14.36 Any other business**

Nothing raised.

**14.37 Date of the next meeting**

Wednesday 22nd September 2014

