

**Minutes of a meeting of the Hook Neighbourhood Plans Steering Group
held on Tuesday 1st July 2014 at The Elizabeth Hall, Hook at 19:30hrs**

Present: Anne Atkins
Mandy Butler
Sue Gibson
Anthony Hawkins
Simon Hickson
Rob Leeson
Mike Morris

14.10 Apologies for absence and approval of minutes of the inaugural meeting.

Apologies were received from Jane Bonnin, Brian Burchfield and Iain Chalmers.

The minutes of the inaugural meeting were unanimously agreed as a correct record of the meeting.

14.11 Agree the process for the development of the NP:

14.11.1 Agree the type of NP to be produced for Hook

Hart is keen for Hook to make a request for a designation area. This requires a formal letter and map and Hart can then release £2,000 which could be used to employ someone to assist. This is separate to the £7,000 from DCLG.

It was agreed that the whole of the Parish of Hook will be included in the designation area.

Action

- **Anthony** to draft and circulate a letter to apply for designation ASAP.
- **Anne** to contact Daryl and Wendy Makepeace Brown to invite them to come to the next NPSG meeting in July or August.
- Next NPSG meeting to be arranged to fit Daryl and Wendy.

There was a brief discussion about the difference between a Neighbourhood Plan (NP) and a Parish Plan (PP). For clarification, Hook already has a PP NP which can be updated and form part of the NP. The NP has to be limited to issues which relate to development, land use and the impact of development, which would include crime prevention.

It was agreed that the work themes list, which Simon produced, covered all the areas.

14.11.2 Finding good examples of NPs and sharing knowledge

There is a need to identify the –

- Key guidance on preparing a plan
- Key examples of good plans
- Key people

An agreed way of sharing the work and knowledge within the group.

Action – Anne to circulate the Basingstoke and Dean NP Protocol which sets out the process and steps to producing a plan in a clear manner.

Sue suggested contact should be made with Jo Dixon, Senior Rural Officer at Action Hampshire. She helps groups plan community led planning initiatives.

14.11.3 Development of a project plan with timelines

Review after Basingstoke protocol document has been considered.

14.11.4 Identify the skills required for the project.

- Secretarial and Administration
- Project management
- IT skills - Mike
- PR skills
- Graphic skills - Mandy
- Market research - survey
- Environmental Science
- Town Planning Consultant
- Infrastructure planning

Actions

- **Anthony** - request a budget of £500 is made available for an awareness campaign to promote the project and try to attract volunteers with necessary skills to join.
- **Anne** – develop ideas for a logo so the NP can be identified. Then draft content for production of a display such as 'role up banner stands to be support with 'recruitment and information' leaflets.
- **Anne** - speak to Tesco about a foyer promotion event.

14.12 Actions from previous meetings.

14.12.1 To agree Terms of reference

Anthony stated that the chairman of the group need not necessarily be the chairman of the Development Strategy Committee. There was discussion on the Terms of Reference and a number of changes proposed

HPC will seek funding, but no money in the budget for Neighbourhood Plans at present.

Action - Simon to redraft and circulate again.

14.12.2 To agree letters of invitation

With a few minor amendments the wording was agreed. The letter to be distributed at the appropriate time.

14.12.3 To agree suggested work themes

Initial issues list supplied by Simon was agreed to move forward.

14.12.4 To agree survey questions

Deferred

14.12.5 website www.np.hook.gov.uk

Web page has been set up

Anne – to ask Jane how the content is expected to be managed and when will that be possible.

14.13 Election of Officers including admin support.

Deferred to next meeting.

14.14 The Local Plan

14.14.1 Transport Evidence Base

Mandy referred to a very comprehensive transport document produced by a consultancy in Basingstoke. However, she is concerned that the local public transport is not adequate. The population figures show that the other areas of Hampshire have excellent transport and infrastructure compared to Hook.

The NP is an opportunity to set out what transport is wanted from the NE Hook development. A FOI request was made to find out how much money is spent per head in Hampshire. The subsidies for buses and ferries were shown. Mandy compared this information with Census and calculated how much per person is spent. North Hampshire gets the least.

Transport should be a key element of the survey questionnaire. This evidence can be used to respond to the CIL and/or local plan policies.

14.14.2 Response to the Sustainability Appraisal Scoping SA6 'To encourage Community Well Being' - Not discussed.

14.14.3 Progress reports

The 'Options' consultation on the Local Plan will come out late July/early August. This is based on 379 dwelling pa and there are a number of options as to how that will be distributed around the District.

The NPSG will advise the Parish Council's Development Strategy Committee on how to respond to the Options document.

14.15 The five year land supply.

District Council figure shows Hart has a five year land supply.

14.16 Information sharing.

Nothing to report.

14.17 Date of the next meeting.

Confirm when dates available from Daryl and Wendy