

**Minutes of the Hook Neighbourhood Plans Steering Group Meeting
Monday 24th November 2014 at 19.30 hrs
Hall 4, Elizabeth Hall, Raven Road, RG27 9HH**

Present Anne Atkins
Jane Bonnin
Barry Deller
Sue Gibson
Anthony Hawkins (Chairman)
Rob Leeson

14.50 Apologies for absence

Apologies were received from Mandy Butler, Debra Davies, Peter Moore and Mike Morris

14.51 To approve the minutes of the NPSG Meeting held 21st October 2014

The minutes were unanimously agreed as a correct record of the meeting held on 21st October.

14.52 To discuss the effectiveness of the public meeting on 18th November and agree actions resulting from the meeting:

There were approximately 40 people who attended the meeting, which was lower than had been hoped. Liz Bourne, the Neighbourhood Planning consultant being employed to assist with the process, made a presentation. This has been published on the NP website. A number of questions were raised on a range of topics, including timings for the plan, membership of the steering group, development proposals, site selection and the local plan.

ACTIONS: Anne

- Arrange meeting presentation and minutes to go on NP Website
- Send e-mail with update and form to all on the original list

14.52.1 To review the list of volunteers and next steps

Forms were returned from 11 attendees. One offered to help with delivery of leaflets, with 10 expressing interest in participating in the Steering Group and all stages of the process.

It was agreed to invite all 10 to the next meeting of the NPSG to set out the roles and tasks.

14.52.2 To agree the restructuring of the Steering Group and roles within it

Liz Bourne will be asked to attend the next meeting to explain the key roles and help putting a structure in place to include the new volunteers. The aim is to identify appropriate roles, either within the Steering Group itself or a Theme Group for all attendees.

The key functions for Stage 2 will include:

- Chairman – Parish Council member
- Secretary – Organise meetings, minutes
- Finance and Consultant Contract Co-ordinator – Clerk to PC
- Project planning – Agree plan, monitor and manage progress
- Data gathering and analysis
- Site selection and prioritisation
- Community Engagement – Organising events, Communications and Media, website management etc.
- Volunteer Co-ordination

There was a discussion about when site allocations need to be identified and preferred sites selected. Indications from Hart are the site allocations should be done sooner rather than later to ensure they do not miss the opportunity and sites then get allocated through the Local Plan. At this early stage that may simply involve a ranking (ie. 1-10) of the sites, both within the SHLAA or still to be identified within Hook. Hart has agreed that the Adams Henry report on site viability will be available to the parishes.

The Hart Local Plan: Preferred Strategy for Housing Growth will be considered by Hart Council on 27th November. It is hoped an indication of housing numbers for Hook will follow. Indications are that the preference will be for a new settlement, but this is also dependent on Rushmore and Surrey Heath having their 5 year land supply or at least some of it. So in terms of timetable, we still need to do the site allocations as soon as practicable.

14.53 To review the Terms of Reference and agree a Code of Conduct for approval by the Parish Council

14.54 To discuss the template documents provided by Liz Bourne and actions

14.54.1 The Position Statement

Liz Bourne has been provided with the text from the Parish Plan and will produce a template position statement incorporating the relevant section of the Parish Plan, which may need statistical updates.

14.54.2 Community Engagement Strategy

A template document has been provided by Liz and circulated to the NPSG members.

14.54.3 Project Plan

A template is awaited from Liz.

14.55 Any other business

The Parish Plan survey questionnaire will be presented for approval to PC on 3rd December, but comments on the content were invited from the NPSG members. There was some discussion about whether this was aimed at households or individuals and whether businesses would be included. This will be finalised at the PC meeting.

14.56 Date of the next meeting – 16th December 2014 at 7.30 Venue TBC