

**Minutes of the Hook Neighbourhood Plans Steering Group Meeting
Wednesday 30th July 2014 at 19.30 hrs
Hall 3, Elizabeth Hall, Raven Road, Hook RG27 9HH**

Present Anne Atkins
Mandy Butler
Debra Davies
Anthony Hawkins
Simon Hickson
Rob Leeson

Daryl Phillips – Hart District Council\

Wendy Makepeace Browne – Hart District Council

14.18 Apologies for absence

Apologies were received from Jane Bonnin, Iain Chalmers, Sue Gibson and Mike Morris

14.19 To agree the minutes of the Steering Group meeting held on 1st July 2014

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

14.20 Update on Hart District Council perspective on Local and Neighbourhood Plans (NP) from Daryl Phillips and Wendy Makepeace-Brown

Wendy outlined her experience and involvement with the Crookham Village NP, which she started to work toward in June 2013. She confirmed that a Hook NP will not influence the current proposals for development. However, the NP is about protecting the other land which may be made available in the future.

She pointed out that a NP is not a Parish Council plan, but a Community Plan. However, the PC takes responsibility to apply for designation, referendum and acceptance of the plan. She felt the Steering Group is a better way forward, with delegated authority from the PC to undertake the work and report back to PC monthly. In Crookham Village there are three Councillors and three residents on the Steering Group and then working groups underneath covering the topic list.

A key element to the smooth running of the procedures is to ensure there are clear Terms of Reference for the Steering Group, approved by PC with delegated authority.

Crookham Village had undertaken a whole village questionnaire to gather initial data. They used the funding obtained from Hart and DCLG to employ Community Engagement Consultants (Towns Alive), contracted through the PC, to undertake most of the data collection. They held a drop in session - 2% turnout which was disappointing as there is plenty of apathy due to a lack of understanding of what NP's can and cannot do.

The Plan is not necessarily a very large document as the evidence base would be in a separate document. It does need to be simple, concise, contain the right information and be relevant to the community.

Funding – The PC holds and manages any funds. There will be £2k available from Hart and £7k from DCLG, which needs to be applied for. Crookham used their consultants to complete the application. Hook should also look for sponsorship from local companies through their Corporate Social Responsibility team.

Daryl referred to the way in which Fleet Futures Group undertook surveys and organised their topic groups. The topic groups fed their reports/date into two people who then pulled it together into a coherent document. We would benefit from having someone with experience of business and government document to consolidate all the elements into a final plan.

ACTION

Wendy - to provide a copy of the Crookham Village DCLG application form and their Terms of Reference.

Anne – Contact Liz Bourne for dates to come to speak to the Group. Probably in September.

14.21 Response from Hart District Council to Designation Application letter submitted on 4th July 2014 – Daryl Phillips

Daryl advised that Odiham and Crookham Village were the first to apply for designation of their neighbourhood area. Hook and Rotherwick followed. Hook's application will go to October Cabinet. One letter of support has been received by the District.

ACTION – Anne to remind Daryl to transfer £2,000.

Daryl explained the process for the consultation on the Local Plan. It was clear that the total housing need number would be higher than previously thought. All areas of evidence base are being looked at and refreshed, including the economic work for the area.

The Housing Market Area has been under discussion with neighbouring Authorities (Surrey Heath, Rushmoor, B&D) and consultants aligning with LEP, to reduce the chance of an objection to the new plan from the LEP. Informal consultations are taking place with those groups most likely to challenge the plan when it comes out. Independent assessment of housing need figures is being undertaken.

There is a problem that neither Surrey Heath nor Rushmoor are likely to be able to take the level of growth they should do. This is likely to impact on the rest of the area. It is a duty to co-operate and work together on apportionment of numbers. Basingstoke has its own housing market area.

Daryl explained the Options consultation which will be carried out between the summer and autumn and the subsequent processes.

There was a brief reference to a developer challenge to a NP elsewhere, due to the absence of a Local

All site options need to be appraised consistently. Basingstoke have a good template for this, which Daryl would like to work with PC on Hook sites.

14.21.1 Production of publicity material

There are a few opportunities for publicity and recruitment of volunteers during September.

- District Council Options Consultation - 9th September
- Autumn Fayre at Elizabeth Hall – 14th September
- Tesco foyer - TBA

14.21.2 Type of material

- Display stand
- Leaflets – Double sides A5
- To agree letters of invitation – A draft was produced as a model to send to consultees in neighbouring parishes etc to invite them to work with us.

Anne - Produce example display stand/banner, leaflet and logo

14.22 Publicity Plan

- Timescale – 9th September
- Events – EH HDC Consultaton, Autumn Fayre, Tesco lobby
- Media - All usual PC distribution
- Website www.np.hook.gov.uk

14.23 Actions from previous meetings not on the agenda

Redraft of terms of reference to be circulated to NPSG members to be agreed by e-mail. Final version to be approved at PC.

Brief to Sept PC - progress update, actions and recommendations

14.24 Review of example documents

There was a brief discussion on suggested work themes and possible future survey questions.

14.25 Local Plan Update

Discussed under item 14.21

14.26 Election of Officers including admin support

Not discussed

14.27 Any other business

14.28 Date of the next meeting

TBA when a date is set with Liz Bourne

The meeting closed at 10.10 pm