

**Minutes of the Hook Neighbourhood Plans Steering Group Meeting
Tuesday 16th December 2014 at 19.30 hrs
Hall 2, Elizabeth Hall, Raven Road, RG27 9HH**

Present Anne Atkins
Debra Davies
Barry Deller
Anthony Hawkins (Chairman)
Peter Moore
Liz Bourne – PLAN-et
David Lawrence
Richard Marks
Sue Mesher
Ernie Hobbs
John Taylor
Diana Whittaker

14.57 Apologies for absence

Apologies were received from Jane Bonnin, Brian Burchfield, Mandy Butler, Sue Gibson, Rob Leeson, Mike Morris, Marion Sharp and Pat Taylor.

14.58 To approve the minutes of the NPSG Meeting held 24th November 2014

The minutes were unanimously agreed by those present on 21st October, as a correct record of the meeting.

14.59 To welcome volunteers

Anthony welcomed all the new members to the meeting.

14.60 Liz Bourne to introduce roles and tasks

Liz outlined some of the work she is already doing with four other parish councils within Hart. The DCLG funding has been confirmed so the group can consider which tasks should be funded and which will be done by the volunteers.

14.60.1 To agree the composition of the Steering Group

The role of the Steering Group is to steer the process and make sure things happen. Liz explained the key roles:

- Roles – Chair
- Secretary to take minutes

- Finance co-ordinator - To liaise with the Parish Council, which must hold the funds, on how the budget is spent.

The process tasks –

- **Community Engagement Co-ordinator.** To co-ordinate the various consultations and find out what the community wants work towards forming the policies based in the survey data. This is important as there needs to be evidence to demonstrate that the whole community has been involved and had the opportunity to engage with the NP. How the young, old and 25-40 groups are to be consulted will need consideration.

Anne advised that a Quality of Life Survey questionnaire will be delivered to every household early in January. This will also be available to all residents to complete via a range of media and formats. Analysis of the initial survey will show which groups have not been reached.

From this survey Theme Groups will form to look at the specifics which the data highlights. Within the Community Engagement role could be:

- Project co-ordinator.
- Web development
- Communication co-ordinator - dealing with media, newsletters, PR etc.
- **Evidence co-ordinator** – Pulling together the supporting data to satisfy the Inspector e.g if bungalows are demanded by the community, there will need to be evidence such as demographic and technical data to support the statement. There is also a need for someone to put the final document together and probably the support of a graphic, creative person to make the publicity material and finished documentation look professional and create the right image.

14.60.2 To invite volunteers to join the Steering Group or Theme Groups

It was agreed that all the volunteers could join the Steering Group initially as this is likely to evolve as work gets underway. Other roles would be undertaken by:

- **Chair** – There needs to be liaison and feedback between the Steering Group and the Council and this should be done by a Councillor. There was a brief discussion on whether, going forward, the Chair needs to be a Councillor. It was felt this may not be necessary, but the current Chair is a Councillor.
- **Secretary** – Diana Whittaker.

- **Finance co-ordinator** and liaison with Liz - PC Clerk.
- **Community Engagement Co-ordinator** – Sue Mesher agreed to take the lead, but a group was formed to split the work in the first instance e.g. data gathering and analysis, leaflet distribution, website, Social Media, PR etc. The initial group will be - John Taylor, Sue Mesher, Anne Atkins, (? Pat Taylor, Ernie Hobbs, Diana Whittaker, Marion Sharp.
- **Theme Groups/project co-ordinators** - These roles will probably be filled later, but likely themes are.
 - 1 Transport, Communication and Movement
 - 2 Social Infrastructure
 - 3 Leisure and Sport (parks and pitches)
 - 4 Economic development (employment and retail)
 - 5 Natural environment
 - 6 Leisure health and wellbeing – health centres
 - 7 Education
 - 8 Housing design and provision – site selection
- **Evidence / document co-ordinator.** This will also involve secretarial, production, editing and graphic design input - Diana Whittaker and Peter Moore.

14.60.3 To invite volunteers to undertake specific roles and tasks

As 14.60.3 above

14.61 To discuss the template documents provided by Liz Bourne and agree actions

14.61.1 The Position Statement

This is the baseline data setting out where we are now, e.g the background, demographic, geographic information etc. Liz has begun work on this. At the end of the process this becomes the evidence base so it is a living document as the group goes through the process.

14.61.2 Community Engagement Strategy –

A template document was circulated to the group to use and take forward.

14.61.3 Project Plan

By April the sites need to be selected, but this is linked to the work of Hart's consultants. In the meantime, the Theme group can be formed.

ACTIONS -

Anne to

- send a Doodle link by e-mail with dates for the CE Group to meet
- Circulate:
 - NP Steering Group Terms of Reference
 - Draft Position Statement
 - Quality of Life Survey

Liz to send

- Examples of good plans – e.g. Rollaston on Dove (Derbyshire)
- Project Plan outline

Anthony referred to the Neighbourhood Plan roadmap guide which can be found at – <http://locality.org.uk/wp-content/uploads/Roadmap-worksheets-map-May-13.pdf>

14.62 Any other business

No matters were raised.

14.63 Date of the next meeting

22 January 2015 at 7.30 pm. Venue to be confirmed.