

Minutes of the Hook Neighbourhood Plans Steering Group Meeting
Thursday, 19th March 2015 at 19.30 hrs
Hall 3, Elizabeth Hall, Raven Road, RG27 9HH

Present Jane Bonnin (Parish Councillor)
Anthony Hawkins (Parish Councillor)
Anne Atkins (Parish Clerk)
Liz Bourne – PLAN-et
Barry Deller (Chair)
Ernie Hobbs
Rob Leeson
Sue Mesher
Peter Moore
Sandra Smith
Diana Whittaker (Secretary)

15.23 Apologies for absence

Apologies were received from Debra Davies, John Taylor, Brian Burchfield and Mandy Butler

15.24 Confirmation of Membership of NPSG

Due to a change of job responsibilities, Sue Gibson has resigned from the Steering Group, but offered her services within an appropriate themed group.

15.25 Minutes of the NPSG Meeting held on 19th February 2015

- 15.25.1 The minutes were agreed by those present at the previous meeting as a correct record of that meeting subject to:
The date in the heading at paragraph 15.13 being corrected to 22nd January 2015;
Rob Leeson being shown as being a member of the Steering Group in his own right and not as a District Councillor.
DW will arrange for the amended minutes to be put on the website. **DW**

15.25.2 Matters arising

15.07.02/15.13.2 Communications Coordinator

There have been no offers of assistance in respect of this role. It was agreed that, if necessary, the Steering Group could pay for professional assistance as and when required.

AA agreed to go through the offers of assistance received early in the process to see whether there might be suitable candidate(s) to carry out all or part of this role. **AA**

15.26 Membership of NPSG

- 15.26.1 Mandy Butler has written to say that as she will not be standing for re-election for the Parish Council at the forthcoming election, she has, therefore, resigned from the Steering Group. However, Mandy has recorded her interest in joining the Transport Theme Group. It was **BD**

agreed that BD will reply thanking her for her contribution to date and accepting her offer of assistance. It was further agreed that she would be an ideal candidate to lead that group.

15.26.2 Alan Saunders of Neighbourhood Watch has contacted BD and asked to join the Steering Group. It was agreed that his knowledge and abilities would best be used in an appropriate Theme Group. **BD**

15.26.3 Newnham Parish Council have requested that their Clerk be permitted to attend the Hook NPSG meetings. It was agreed that, as all the Steering Group meetings are open to the public, anyone who wishes may attend, although they would not have a right to participate.

15.27 Community Engagement

15.27.1 Business Survey and Employee Survey

SM tabled the finalised Business Survey and Employee Survey. These have been put on Survey Monkey. The Surveys have in the past week been delivered to businesses in the centre of Hook and most businesses have completed this face to face; others have agreed to complete the survey on line. The feed back has been positive.

Surveys will be hand delivered to businesses at Murrell Green and Osborne Way. BD agreed to assist SM and other offers of assistance would be appreciated; training would be given.

Approaches are continuing to be made to the larger employers (e.g. HP, Serco, Wimpey, STI) to identify the most appropriate contact point.

SM also tabled a flyer which is being hand delivered to 900 businesses which have been identified in Hook.

A draft poster was tabled. Its purpose is to encourage and remind employees to participate in the Employees' Survey.

15.27.2 SM reported that she is also working on a Young Residents Survey, aimed primarily at under 20s. SM's son and his friends are assisting. It was agreed that the survey will be broadly based on the Residents' Survey. It is anticipated that the majority will be completed on line and a budget for Survey Monkey was approved.

LB suggested that a short survey be prepared for infants or they be encouraged to participate in some other form.

15.27.3 Residents' Survey

It was agreed that a summary or report on the results of the Residents' Survey should be made available to the public. It was agreed that the possibility of a large spread in the May edition of Focus would be explored. This could either be self sufficient, or give a link to the website and invite people without computer access to request a printed copy.

AA/BD

15.28 Vision & Objectives

- 15.28.1 LB emphasised that this needs urgent attention. LB strongly advised that the Steering Group consider the documents submitted and accepted in respect of Yapton and Woodcote.
- 15.28.2 LB ran down the various headings for Yapton which are at: **All**
<http://www.ynp.org.uk/#/objectives/4577925899>
- 15.28.3 Woodcote is at: **All**
<http://www.woodcotendp.org.uk/>
then open up the Plan and Objectives are at section 3.2
- 15.28.4 The Vision & Objectives document does not have to strictly follow only the questions contained in the various surveys, the responses can be used as the basis and flavour of what is contained in the final document. Almost certainly, some aspects will have to be revisited when the required development is known.
- 15.28.5 It was agreed that the next meeting will focus on the Vision & Objectives, will include a workshop and LB will do some more work on the document in the meantime. AA will endeavour to locate a flip chart and stand if possible. **LB**
AA

15.29 Preparation for Annual Village Meeting (22 April)

- 15.29.1 The meeting is to be held at the Community Centre the formal part commencing between 8.30 and 8.45 p.m. with the expectation of ending by 10.00 p.m.
- 15.29.2 The NPSG will have a slot of approximately 30 minutes, including questions.
- 15.29.3 The Annual Report will be published on Monday, 23rd March, and it mentions the Local Plan and explains how the Neighbourhood Plan fits in.
- 15.29.4 It was agreed that AH will set the context by giving an update from last year's Village Meeting and will summarise what developments have received planning permission in the meantime.
- 15.29.5 Representatives from the Steering Group will give a summary of work carried out so far, e.g. the Residents', Business and Employee Surveys, and report that the Vision and Objectives document is in process. They will also explain that, although sites are being evaluated by the District Council the site selection process has not started and consultation on that selection will take place, probably during the summer.
- 15.29.6 LB has agreed to be present at the meeting to assist if necessary. She will make suggestions on content and perhaps include some indications from the surveys.
- 15.29.7 SS agreed to work on a generic flyer to be handed out at the Village Meeting, similar to the A5 flyer relating to the Business Survey.

- 15.29.8 It was agreed that the Village Meeting meeting will be discussed at the Community Engagement meeting to be held on Monday, 30 March at 7.30 – to be confirmed and venue notified.

15.30 Project Plan Schedule

EH confirmed that he has received information from LB which will enable him to update the Schedule and he anticipates circulating this by 23rd March 2015.

EH

15.31 Theme Groups

- 15.31.1 A “Centre of the Village” theme group will be added to the list of potential groups (see appendix to these minutes).

DW

15.31.2 Site Selection Sub Group

- 15.31.3 BD reported on the inaugural meeting of the Site Selection Group held on 3rd March 2015. The Parish Council members are Jane Bonnin, Debra Davies and Martin Whittaker. The NPSG members are Barry Deller (Chair), David Lawrence and Dermot Smith. Christine Randall, Deputy Clerk, will carry out an administration role.

- 15.31.4 BD ran through the draft minutes of the meeting, including terms of reference. The next meeting is to be held on 7th April 2015.

- 15.31.5 It was agreed that the minutes of the Site Selection Group will be included on the website as and when approved.

15.32 Budget update

- 15.32.1 AA tabled an updated schedule. It was noted that all funds which could not be carried over to the next financial year had been committed.

- 15.32.2 AA confirmed that a grant of £8,000 was available for the next financial year. However, any allocation has to be spent within 6 months and, therefore, it was agreed that application would be made for two tranches: £6k for the first half year and £2k for the second half year. It is anticipated that the expenses will be much greater at the beginning of the year.

15.21 Any other business/questions

- 15.21.1 DW requested that she be given a hard copy of any publication or document which will be required to be exhibited in support of the Plan.

- 15.21.2 It was agreed that an electronic copy of all documents will be stored in the dropbox. LB will circulate details of the location.

15.22 Dates of the next meetings

16 April 2015 (Elizabeth Hall : Hall 2)
21 May 2015
18 June 2015
16 July 2015
20 August 2015
17 September 2015

15 October 2015
19 November 2015
17 December 2015

The meeting closed at 22.00.