

**Minutes of the Hook Neighbourhood Plan Steering Group Meeting  
Thursday, 18<sup>th</sup> June 2015 at 19.30 hrs  
Hall 2, Elizabeth Hall, Raven Road, RG27 9HH**

**Present** Debra Davies (Parish Councillor)  
Anne Atkins (Parish Clerk)  
Liz Bourne – PLAN-et  
Becky Hopkinson – PLAN-et  
Barry Deller (Chair)  
Rob Leeson  
Sue Mesher  
Sandra Smith  
Diana Whittaker (Secretary)

**15.43 Apologies for absence**

Apologies were received from Ernie Hobbs, Jane Bonnin, Serena Dolby and Brian Burchfield.

**15.44 Minutes of the NPSG Meeting held on 21 May 2015**

The minutes were agreed by those present at the previous meeting as a correct record of that meeting. DW will arrange for the amended minutes to be put on the website.

**DW**

**15.45 Matters arising**

**15.45.1 Annual Village Meeting**

It was reported that the presentation at the AVM had been a great success and appeared to have been well received by the audience.

**15.45.2 Publicity**

SD had prepared a report for Hook Focus and submitted the same for publication in the July issue.

**15.46 Site Selection**

15.46.1 RL reported that the Appellant's Counsel's closing argument in the Hop Garden Planning Appeal contained some sections which could be pertinent to the preparation and presentation of the Hart Plan and would be a useful reference for the Steering Group (SG). He said that he would circulate a link to members.

**RL**

15.46.2 Housing numbers for the Hart Plan are still fluid, with some possible additions, particularly from unexpected brownfield sites, but also some deductions. Currently there is no definite number for the Site Selection Group to use in their considerations. Although this will not halt the

process, some potential sites may have to be considered which may not be needed to meet the target.

#### **15.47 Site Assessment Criteria Schedule**

- 15.47.1 LB tabled an initial draft.
- 15.47.2 The first column lists relevant objectives taken from the Vision and Objectives (V&O) document.
- 15.47.3 The second column sets out draft criteria which will need to be considered in respect of each site to meet the Objectives.
- 15.47.4 It was agreed that an additional SG meeting would be held on Wednesday, 24<sup>th</sup> June, of as many SG members as are available, to redraft the criteria. The schedule will then be considered by the Site Selection Group at their meeting on 7 July. Their comments and suggestions will be available for finalisation at the next SG meeting on 16 July 2015.

#### **15.48 Theme Groups – Policies**

- 15.48.1 LB tabled a skeleton Plan which incorporates outline draft policies for each theme. This is currently a working document only and not yet ready for proof reading, but it helps identify policies which are in green highlighted boxes. The document is in the correct order but the page numbers are presently obviously incorrect. DW will circulate the document to members. **DW**
- 15.48.2 The first two sections, Introduction and Local Context, are sections which LB will redraft and resubmit for consideration and comment.
- 15.48.3 The Theme Groups will initially need to formulate policies. LB will also check policies against the Local Plan for unnecessary duplications and to identify any which need to be enhanced in respect of Hook. Any objective which does not require a written policy can be included in the appendix. The Inspector is not required to consider the appendix but the items in the appendix should strengthen control when the Plan is in operation.
- 15.48.4 The yellow highlighted sections are less urgent.

#### **15.49 Theme Groups - Membership**

Some forms have been completed by people wishing to be involved with the theme groups. It was agreed that all members would approach others whom they consider could usefully be involved. There are eight persons willing to be considered for co-option to the Parish Council and they might be useful candidates for the theme groups. **All**

#### **15.50 Budget**

An initial application for £6,025 was submitted and approved against the second tranche of grant and the funds are awaited.

#### **15.51 Any Other Business**

LB will be on holiday on 16 July. It was agreed that the finalised criteria would be sent to BH as soon as available and she will arrange

feedback as appropriate.

**Dates of the next meetings – all Hall 2, Elizabeth Hall & 7.30 p.m.**

16 July 2015

20 August 2015

17 September 2015

15 October 2015

19 November 2015

17 December 2015

The meeting closed at 21.30