

**Minutes of the Hook Neighbourhood Plans Steering Group Meeting
Thursday, 17 September 2015 at 19.30 hrs
Hall 2, Elizabeth Hall, Raven Road, RG27 9HH**

Present Debra Davies (Parish Councillor)
Martin Whittaker (Parish Councillor)
Barry Deller (Temporary Chair)
Serena Dolby
Sue Mesher
Sandra Smith
Diana Whittaker (Secretary)
Therese Lawlor

15.67 Welcome

Approximately 15 residents attended the meeting, having indicated their willingness to participate in the theme groups, and were welcomed by the Chair.

15.68 Apologies for absence

Apologies were noted from Anne Atkins, Jane Bonnin, Ernie Hobbs, Rob Leeson

15.69 Minutes of the HNPSG meeting held on 20 August 2015

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

DW

15.70 Appointment of Chairman

15.70.1 BD confirmed that he was standing down as Temporary Chair now that the Hook Parish Councillors had been confirmed and other residents co-opted to form a full Council.

15.70.2 Martin Whittaker had been proposed as Chair by HPC and he was welcomed to the meeting. His appointment was nominated by BD, seconded by SM and, there being no other nominations, confirmed unanimously.

15.70.3 BD was thanked for his chairmanship.

15.71 Confirmation of Membership of NPSG

Janet West and Marie Walker had been invited to join the SG and, both being present, they confirmed their agreement. Their membership was confirmed by the SG.

15.72 Chairman's address

MW then presented his understanding of the previous and future work of the NPSG. The key points were:

- Valuable work had been done in the past 6 months, but the next step had to be to refine the V&Os, making them specific to Hook and within the scope of a Neighbourhood Plan.
- The most important thing to remember was that we should do the easy things first, and not get bogged down with complex issues that could be dealt with later.
- It was essential to get the Theme Groups operating, and it was hoped that Therese Lawlor would help with this.

MW's presentation slides are circulated with these minutes (from page 5).

15.73 Theme Groups

- 15.73.1 As reported at the previous meeting (item 15.63.10) Therese Lawlor was attending the meeting as the potential Theme Group Project Manager. As TL will be acting in her professional capacity she will not be a member of the SG but will attend meetings as and when necessary.
- 15.73.2 TL listed the likely theme groups and briefly ran through matters they might decide to consider, investigate and upon which they would need to seek evidence:
- Planning
 - Leisure & Environment
 - Central Area
 - Businesses & Services
 - Transport
 - Health & Education
- 15.73.3 TL had prepared a question for each group and the meeting then divided into groups for a 30 minute session, to discuss the questions posed, what action and investigation might be needed, and any other salient points.
- 15.73.4 When the meeting reconvened, a participant from each group presented their group's points, thoughts and suggestions.
- 15.73.5 MW thanked everyone for their participation. Mention was made that a similar number of other people had expressed interest in joining a theme group but had not been able to attend the meeting. He explained that the SG had not yet had sufficient opportunity to prepare the terms of reference and guidelines for each theme group. He confirmed that this would be done as quickly as possible in order that the theme groups could start planning their work. It was anticipated that the first meeting(s) would all take place at the same time in one venue.
- 15.73.6 The point had been made earlier in the evening that "Environment" issues were common to most theme groups. The point was accepted and it was noted that many of the theme groups will have overlapping boundaries which will require management in order that different groups do not carry out the same work.
- 15.73.7 The meeting also noted that HPC holds many maps, records and reports which can be made available to the theme groups.

The main SG meeting resumed at 8.45

15.74 NAG

- 15.74.1 Concern was expressed about the lack of communication and that no minutes or report were fed back to the SG membership following the Neighbourhood Plan Advisory Group meeting on 10 September. There had been expectation that the previously circulated V&O section of the skeleton draft plan would have been discussed with a view to producing information and guidelines for the theme groups this evening and exploring how the SG would run the theme groups.
- 15.74.2 A request was made that the terms of reference, roles and responsibilities of all groups, and particularly of the SG, be clearly defined. It was felt that NAG was taking decision making away from the SG. MW confirmed that, the NAG would not be making decisions: its recommendations would be brought to the SG for approval.
- 15.74.3 MW apologised that because there had been no opportunity for him to discuss matters with the SG, the 10 September meeting appeared to have had taken place without consultation, but this had been the first opportunity he had had to discuss the current progress and possible next steps for the Neighbourhood Plan. After the meeting he had circulated his preliminary Neighbourhood Plan structure document to those that had contributed to his thinking, and there had been a delay of a few days before this had been sent to the rest of the SG. He stressed that this document was a suggestion of how the Plan should be progressed as quickly and efficiently as possible, but this would not be done without the approval of the SG..
- 15.74.4 One of the conclusions of the NAG meeting was that its role should be to synthesize information into drafts, refine and amend drafts and present them to the SG for improvement, approval or amendment. The intention is to eliminate valuable time being wasted by the SG. LB would advise the NAG directly, ensuring that her advice could be directly incorporated – and recorded – in draft documents. It had also been suggested that the name be changed to the Document Subgroup.
- 15.74 Because there was insufficient time to fully explore some of the issues that had arisen at this meeting, it was suggested that an extra SG session should be arranged as soon as possible. The main items to discuss would be:
- Terms of reference of the SG and NAG
 - MW's Neighbourhood Plan structure document
 - What is and what is not in the scope of a Neighbourhood Plan
 - Managing the Theme Groups
 - Project tasks and plans
 - Budget for future work

15.75 Budget

- 15.75.1 AA's Budget summary was circulated. Concern was expressed about the amount which has already been spent with what seems a large amount of work still to be undertaken.
- 15.75.2 It was agreed that TL would be retained for hours totalling 3 days at the rate of £400 per day, i.e. £1,200.

15.76 Other business/questions

15.76.1 **Project Plan**

SM

There is need for a Plan for the Neighbourhood Plan. SM said that she would circulate EH's original project plan to see whether it could be updated and adopted.

15.76.2 **SG management of Theme Groups**

It was suggested that each theme group appoints its own leader who would produce a highlight report for the SG meetings. Each theme group would have an appointed SG liaison who would be in a position to answer any SG questions.

15.76.3 **Hart DC Plan meetings – Hook representation**

SM asked whether the meetings were still taking place and, if so, who from HPC and the SG were attending. Nobody could confirm that they were still taking place, but the general feeling was that they were of limited value.

15.76 Date of next meetings

In order to start the theme groups' work as soon as possible, it was agreed that an additional meeting of the SG would take place on

Thursday, 1 October 2015 at 7.30 p.m. – Parish Meeting Room, Community Centre

Terms of reference of the SG and NAG

MW's Neighbourhood Plan structure document

What is and what is not in the scope of a Neighbourhood Plan

Managing the Theme Groups

Project tasks and plans

Budget for future work

Dates of following meetings – all Hall 2, Elizabeth Hall & 7.30 p.m.

15 October 2015

19 November 2015

17 December 2015

The meeting closed at 10.00 p.m.



Hook Neighbourhood Plan

Where are we and what should we do now

1

Me

- Martin Whittaker
- Lived in Hook for 22 years
- Parish Councillor for 16 years
- Member of Site Selection Group

3

Where are we?

- Done an excellent survey
- Have a Vision
- Have Objectives
- But:
 - Advised that Vision and Objectives need to be "Hookised"
 - Refined
 - Evidenced
 - Turned into Policies

How do we do it?

- Refine Objectives so they are:
 - Specific to Hook
 - Can be controlled by a Neighbourhood Plan
 - Evidence of support from the Community
 - Factual evidence

For example:

- Specific to Hook
 - Not "Develop at a suitable rate"
 - But: "Develop at a rate that allows Hook to retain its current village atmosphere, and integrate newcomers into the community"

Examples (cont)

- Controlled by a Neighbourhood Plan
 - "All new developments must have high speed broadband"
 - Covered by government policy; NP wouldn't affect it

Examples (cont)

- Evidence of support from community
 - Surveys?
 - Public Meetings?
- Factual Evidence
 - Photos?
 - Expert reports?
 - Maps?

Keep it simple!

- Do the easy things first
 - Green spaces?
- Don't get sidetracked by difficult/out of scope
 - Redesigning Junction 5 to improve traffic flow
- Add complexity later if required

Examples of plans on the Internet

- Malmesbury
- Odiham
- Buckingham
- Have a read...get a feel of what's needed

Theme Groups Role

- First tasks:
 - Refine Objectives
 - Consult
 - Provide evidence
 - Report to the Steering Group
- Once agreed, suggest how they can be met
- Consolidate
- SG will help set scope/terms of reference

Theme Groups

- Therese Lawlor – organisation and management
- Groups:
 - Planning (includes Site Selection)
 - Transport
 - Central Area
 - Leisure and Environment
 - Education and Health
 - Business and Services

Theme Group Sessions

Next Steps

- Steering Group to refine Vision and Objectives
- Develop questions for Groups to answer
- Groups to set up regular meetings to progress...
 - ...and report back to SG
- We'll be in touch!