

**Minutes of the Hook Neighbourhood Plans Steering Group Meeting
Tuesday 21st October 2014 at 19.30 hrs
Elizabeth Hall, Raven Road, Hook RG27 9HH**

Present Anne Atkins
Mandy Butler
Barry Deller
Sue Gibson
Peter Moore
Anthony Hawkins (Chairman)
Liz Bourne – Plan-et

14.44 Apologies for absence

Apologies were received from Jane Bonnin, Debra Davies, Rob Leeson and Mike Morris.

14.45 To approve the minutes of the NPSG Meeting held on 22nd September 2014

The minutes were agreed as a correct record of both meetings.

14.46 To finalise Terms of Reference and Code of Conduct for NPSG

The Terms of Reference were approved by the Parish Council as circulated. However, there is a need for some form of code of conduct or principles of conduct which will need to be agreed and approved by the Parish Council.

There was a discussion about what delegated authority the Steering Group had, particularly whether the group would have a role in discussions directly with developers. It was confirmed that the NPSG was a working group and not a formal sub-committee of the Parish Council. The NPSG will only make recommendations to the Development Strategy Committee for approval by the Parish Council. This position needs to be reflected in the Terms of Reference after the public meeting when there may be amendments made to reflect the changed membership of the group.

Anne - Send out the Nolan principles with a view to adapting these and agreeing at next meeting.

14.47 To discuss with Liz Bourne and agree actions in respect of:

14.47.1 Novation of the agreement on consultancy services for Liz Bourne from Towns Alive to Plan-net Ltd

Since the meeting with Liz Bourne, she had terminated her contract with Towns Alive. She submitted a quote and contract terms, under her company name of Plan-et, for consideration. These were the same as previously approved by the Parish Council in November.

There was a discussion about the planning expertise which Plan-et had available. Liz explained that Plan-et had an associate planner who has worked alongside them on many NP's. It would be his job to ensure the sites which are put forward will not be open to a successful challenge from developers.

Recommendation: That the Parish Council confirm the appointment of Liz Bourne and contracts with Plan-et

14.47.2 NP timeline – see Appendix attached.

Liz provided a timeline document to show what steps had to be taken and by when. The key date is end of May 2015 when the sites need to be submitted to Hart. There was a long discussion about the practical implications of the timeline and challenges to achieving this date, in view of the Parish, District and General elections at the beginning of May. The site selections will need to be approved by the Parish Council in April, probably with the final submission to Hart to be delegated to the Development Strategy Committee. The NP end date should link to Local Plan in 2016.

The Parish Council has discussed an update of surveys done for the Hook Parish Plan. As this data could be used as supporting evidence for the Neighbourhood Plan and funds may be available from Awards for All, the Council approved the funding to ask Liz to apply for funds to undertake the Community Engagement exercise.

Anne confirmed she will be asking Liz to apply for the Awards for All grant to undertake the village wide consultations on behalf of the Parish Council. In the first instance this will involve an update of the original Parish Plan questionnaire with additional questions.

Liz explained the discussions she had with Hart in respect of availability of data, which they are willing to share with the NPSG. In particular, the infrastructure needs were highlighted.

Anne - to circulate questionnaire from Parish Plan and ask for input into additional questions. Including businesses. The Parish Council will make the survey data available to the NPSG as soon as it is available.

Anthony – to arrange to meet with officers at HDC to discuss early indication of when evidence data will be available.

14.47.3 The position statement

This is a similar to the introduction to the Parish Plan – location, demographics, geography etc of Hook. It is hoped to identify a small group of people who can undertake this update following the public meeting.

Liz will send a sample position statement and sources of information to be circulated to members.

14.47.4 Site selection criteria

Once the housing allocation numbers are known, work will begin identifying suitable sites which can then be consulted on.

14.47.5 The future vision for Hook

Liz to provide examples of visions and objectives from other NP's.

14.47.5 Format and content for the public meeting

The desired outcomes for the meeting are that people understand:

- What the NP is
- the process
- the tasks needed
- how they can get involved in the process or tasks

Agenda

- Welcome and Introduce Liz – Anthony
- Presentation and explanation – Liz
- Q & A
- Get people to sign up to help with – Do they have contacts for funding or other people who can help
- What happens next – they will hear end of November / early November.

Anne to provide:

- Forms and pens for responses to task list
- Display banners
- Projector and screen for Liz
- Chairs will be set out by school.
- e-mail contacts for Anthony and Mandy to Liz

14.48 Any other business

14.49 Date of the next meeting

Monday 24th November at 7.30 at Elizabeth Hall.

The meeting closed at 10.10 pm.