

Minutes of the Hook Neighbourhood Plans Steering Group Meeting
Thursday, 22nd January 2015 at 19.30 hrs
Hall 2, Elizabeth Hall, Raven Road, RG27 9HH

Present Anthony Hawkins (Chairman)
Jane Bonnin (Parish Councillor)
Debra Davies (Parish Councillor)
Mandy Butler (Parish Councillor)
Anne Atkins (Parish Clerk)
Rob Leeson (District Councillor)
Liz Bourne – PLAN-et
Barry Deller
Ernie Hobbs
Sue Mesher
Marion Sharp
Sandra Smith
John Taylor
Diana Whittaker (Secretary)

15.01 Apologies for absence and withdrawals

Apologies were received from Sue Gibson

Richard Marks and David Lawrence have decided to withdraw from the Steering Group.

15.02 To approve the minutes of the NPSG Meeting held on 16th December 2014

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

15.03 Secretary

It was explained that DW's circumstances have changed since offering to act as Secretary which may cause difficulty in the next few months. She would be happy to stand aside if a permanent replacement could be found but, if not, then others may have to assist in the next few months.

15.04 Community Engagement Update

15.04.01 SM reported that, in order for her to endeavour to begin to understand actions which this sub-group will have to tackle, she had prepared a spreadsheet and, as a preliminary to calling the first meeting of the sub-group, had worked on this with a couple of other members. LB had been asked to review the document.

15.04.02 It was recognised at the preliminary meeting further surveys of both businesses and of those working in Hook would be required. AA offered to draft the latter, based on the residents' survey with additional questions which could be useful to the HPC. LB agreed to provide a draft business survey. EH suggested that the questions and answers should only relate to information required for the Neighbourhood Plan but AA explained that as the HPC would be funding the survey they would wish to use the opportunity to engage with the business community.

15.05 Liz Bourne Review

- 15.05.01 As the Community Engagement update raised many queries LB again gave a summary of the normal process.
- 15.05.02 A Residents Survey is the beginning consultation process.
- 15.05.03 A number of residents' surveys have been received both on paper and electronically. LB and her colleagues would normally process the survey information and prepare an analysis together with a draft Vision and Objectives Report for the Steering Group or a Sub-Group to work on and amend as appropriate.
- 15.05.04 The Vision and Objectives Report gives context for site selection and identification of most appropriate places for development when HDC notify the numbers of dwellings required.
- 15.05.05 LB suggested that a call should be made to landowners to notify sites they wish to put forward, which are not already included in the Strategic Housing Land Availability Assessment (SHLAA). This early notification of additional sites would enable HDC to process their suitability and viability and test chosen sites against objectives. (*see minute 15.06.01.*)
- 15.05.06 The Vision and Objectives Report proposes the Theme Groups e.g:
1. Transport, Communication and Movement
 2. Social infrastructure
 3. Leisure and Sports (parks and pitches)
 4. Economic development (employment and retail)
 5. Business and economy
 6. Natural environment
 7. Leisure health and wellbeing – health centres
 8. Education
 9. Housing design and provision – site selection
 10. Emergency services
- 15.05.07 LB offered a Planning Workshop for the Steering Group Themes together with key stakeholders. This will probably be possible in March. This would test policies.
- 15.05.08 The Steering Group would then consult with the Community on emerging policies.
- The meeting then discussed LB's Review.
- 15.05.09 EH was concerned that only one survey per house would not be valid. The meeting took the view that if households wished to return more than one survey they could do so. At present there is an 11% return which is very good. The demographic data will show gaps and those gaps can be targeted.
- 15.05.10 Although there are skills in the Steering Group to carry out the analysis, it was agreed that LB and her colleagues should carry out that task and produce the first draft Vision and Objectives Report. It was expected that this will be available for the next Steering Group meeting and will be sent to all members but used by other Sub-Groups, if necessary, in the meantime.

15.06 Site Selection Sub Group

- 15.06.01 With reference to 15.05.05, BD proposed and it was agreed that it was premature to call for sites not presently in the SHLAA until a figure is given by HDC, given the present knowledge of the land in Hook. However, queries could be raised regarding in-filling or brownfield sites if necessary.
- 15.06.02 RL stated that it is currently anticipated that there will not be a requirement by HDC for more major development in Hook other than is presently planned.
- 15.06.03 Until numbers are definitely know, LB suggested that the area be looked at as a whole because there may be some areas preferred over others and additions might be needed, depending on the numbers involved.
- 15.06.04 Meetings with HDC representatives are due to take place on 27th January and 4th February which may have a bearing on this Sub-Group. These will be attended by BD, SM and AH. It was agreed that BD will arrange a meeting of this Sub-Group which will comprise:

David Lawrence
Dermott Smith
Jane Bonnin
Barry Deller
Debra Davies

A Sub-Group Leader will be appointed from the above at their first meeting.

15.07 Communications

- 15.07.01 MS is looking after the website but needs conduits agreed.
- 15.07.02 There is a need for a communication co-ordinator with the appropriate skills, e.g production of Press Releases, updating Facebook and Twitter. The monthly Focus newsletter is currently produced by AA, but she is under work pressure. A request for help can go into the newsletter, but all members were asked to put out feelers to try to identify and recruit a suitable member. If an advert is placed it should be under the NPSG header.

15.08 Evidence/Documents

Documentary evidence will be required before the public examination in due course to demonstrate that sufficient and proper community engagement has taken place.

15.09 Template Documents

- 15.09.01 A draft Position Statement has been circulated.
- 15.09.02 Community Engagement – LB is commenting on SM's draft plan. A timetable is needed. SM will send the Action Sheet to EH who agreed to produce a spreadsheet of key items.

15.10 Any other business

It was agreed that future meetings would be held on the Third Thursday of each month at 7.30 p.m. at Elizabeth Hall.

AH stood down as Chair and a new Chair will be voted at the next meeting.

ACTIONS -

DW to send an electronic copy of the minutes to Marion Sharp for posting on the NP website in future.

DW to liaise with Marian Bright (HPC) to book a room for the next meeting.

BD to set up the first Site Selection Sub-Group meeting.

Date of the next meeting

19 February 2015
19 March 2015
16 April 2015
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 21.15