

Neighbourhood Plans Steering Group Meeting
10th February 2015 at 19.30 hrs
Church Hall, Raven Road, RG27 9HH

Present Jane Bonnin (Parish Councillor)
Debra Davies (Parish Councillor)
Anne Atkins (Parish Clerk)
Liz Bourne . PLAN-et
Becky Hopkinson . PLAN-et
Barry Deller
Ernie Hobbs
Rob Leeson
Sue Mesher
Peter Moore
Sandra Smith
John Taylor
Diana Whittaker (Secretary)

15.10 Appointment of new Chairman

Barry Deller was proposed and seconded as Temporary Chairman. He was elected unanimously. BD accepted the position pending the Parish Council elections in May 2015.

15.11 Apologies for absence

Apologies were received from Mandy Butler, Anthony Hawkins and Brian Burchfield.

15.12 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.

15.13 Minutes of the NPSG Meeting held on 21st January 2015

15.13.1 The minutes were agreed by those present at the previous meeting as a correct record of that meeting subject to the addition of %major+in 15.06.02, i.e. % for more major development ..+ DW will arrange for the amended minutes to be put on the website. **DW**

15.13.2 **Matters arising**

15.07.02 Communications Coordinator

A request for a volunteer(s) has been included in the next update in Focus and placed on Parish Council noticeboards. SM will arrange for this to be included on the Communication screen. **SM**
DD will ask Marion Sharp to include the request on the website. **DD**

15.09.02 Project Plan Schedule

It was noted that the Schedule is in respect of the Plan as a whole, not just related to Community engagement.

15.14.1 **Decision and clarification of PC and NPSG separation and adoption of Hook NP**

15.14.1 The Terms of Reference had been circulated to members prior to the meeting and were noted. AA emphasised that it is essential that the various theme groups operate within the terms of reference. She explained that the Parish Council has certain responsibilities to engage on the Local Plan and this would be separate to the liaison between the NPSG and Hart. It is important that there is close liaison between the PC and NPSG, as it is the PC that has responsibility for submitting the NP to Hart.

15.14.2 Guidance was sought as to whether the Theme Groups will need separate terms of reference to give delegated authority. It was agreed that all sub-groups will automatically have delegated authority when requested to carry out their specific tasks. All finalising and signing off will be by the Steering Group.

15.15 Report on meetings with Hart DC – 27 January and 4 February – Testing of Options for Housing

15.15.01 BD reported that the first meeting has been very useful and Hook was represented by members from the Steering Group and Parish Council. It is planned that these meetings will be held quarterly.

In addition to Hook, representatives attended from Fleet, Winchfield, Crookham Village, Rotherwick and Hartley Wintney. Odiham, Crondall, Ewshott and Church Crookham were not represented. The Neighbourhood Plans for the parishes present are more or less at the same place as Hook, with the exception of Odiham. The latter is more advanced and it is anticipated that it will be completed well before the Local Plan, because they are not expecting to be required to make provision for additional housing. Hook and the other parishes must wait for development numbers from the Local Plan.

BD agreed with Tom Anderson of Rotherwick that Hook will work closely with the Rotherwick NP steering group.

It was noted that new sites have been put forward in Hook which are not presently included in the SHLAA.

15.15.02 The second meeting related to the testing of options for housing. The appraisal of SHLAA has started. A report shortlisting larger sites for detailed consideration is expected in late February; a shortlist of small sites in late March.

The Local Plan Steering Group is meeting monthly but the February meeting has been put back until early March to receive the first report.

Stage 2 will include visiting shortlisted sites and appraising finer criteria. This will take place in late May / early June 2015.

SM reported that the advanced draft of the business survey had been discussed with LB immediately prior to this meeting and will be finalised in the near future.

Consideration had been given as to the best method to engage local businesses and the sub-groups proposal was in the first instance to directly approach the top 10 employers in Hook and seek meetings. The following were suggested:

Lenovo
Serco (contact response awaited)
Virgin Media (contact being sought)
BMW (DD offered to identify a contact)
Tesco (AA has contact)
Taylor Wimpey
STI
Plasma Technology
Royal Mail
Rawlings
BMW dealership

DD
AA

The retailers and offices in Hook centre will be approached one to one. Murrell Green and Osborne Way probably by hand delivery. A list of companies with Hook registered office addresses has been sourced; also business directories.

A discussion took place as to how the survey should be completed. It was agreed that the businesses would be encouraged to complete the survey on Survey Monkey with the alternative of them being collected or posted back. It was agreed that the Community Engagement group could liaise with LB to format and load the survey onto Survey Monkey.

The time line is for the survey to be sent to businesses before the next meeting on 19 March 2015.

15.16.02 **Analysis of Residents' Survey**

The first draft of the analysis has been circulated and was tabled by LB.

It was agreed that the age ranges should be in 10 year bands and that the bands from the 2011 Census would be included for comparison purposes. It was noted that averaging the bands in different ways would produce differing results. JT agreed to look at the data to consider more detailed analysis.

JT

A few specific sections were noted, in particular residents concerns about antisocial behaviour, the environment and over-development. Also that the majority obtain local information from Focus and notice boards.

The principal comments related to the retail centre of Hook.

produce a precis or abbreviated schedule of
but that detailed consideration will be by the
at the final results would be put on the website.

BH

15.16.03 **Employees' Survey**

It was agreed that the format will be in line with the ResidentsqSurvey.
Consideration will be given to how this survey can be carried out in the
most cost effective way.

SM

15.17 **Vision & Objectives**

15.17.01 LB emphasised that the circulated document was an initial First Draft
prepared from the ResidentsqSurvey responses. From them she is
looking to pull out policy areas. First indications are that people want to
protect and enhance the area; maintain present infrastructure but that
new developments have their own infrastructure. It is a case of looking
to see what fits and does not fit.

15.17.02 RL questioned the Vision and how we can protect the balance of open
space. LB said that everything must be backed with data. Also we will
need to define people's wish to keep a %illage feel+.

15.17.03 LB reminded the Group of the workshops that she could organise.

LB

15.17.04 It was agreed that the Steering Group should make a presentation to the
Village Meeting on 22 April 2015. This will be discussed at the next
meeting. LB will keep that date free in the meantime.

15.18 **Project Plan Schedule**

EH had circulated an initial plan schedule based on a Gantt project
planning programme. It was agreed that EH will be the owner of the
document. He will chase for input and dates but all should bear in mind
the need to provide any relevant information and dates to him.

All

Significant dates are March 2016 for final submission of the HNP to the
District Council. There will be a statutory 6 week consultation period
prior to that submission which will therefore commence in mid-February.

LB agreed to provide other statutory deadlines.

LB

15.19 **Site Selection Sub-Group**

15.19.01 The members are as listed at 15.06.04 of the minutes of 22 January
2015. An agenda has been circulated for the first meeting on 3 March
2015. To reduce the need for duplicate meetings with the PC an
additional PC member will join the group. This will ensure both groups
are up to date with both partiesqpositions and receive reports from the
sub-group.

15.20 **Budget update**

15.20.01 AA had circulated relevant spread sheets and it was noted that there
was some funding which must be committed before the end of the
financial year at the end of March or lost.

Survey was commissioned by HPC it is an

15.20.03 Additional funds will be available in the next financial year and groups can apply to the DCLG (Department of Communities and Local Government) for an additional grant.

15.21 Any other business/questions

There was none.

15.22 Dates of the next meetings

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 21.53