



**Minutes of The Hook Neighbourhood Plan Steering Group  
Thursday, 17<sup>th</sup> May 2018 at 19.30 hrs  
Hall 2, Elizabeth Hall, Raven Road, RG27 9HH**

**Present:**

**Anne Atkins (EO Hook PC)  
Rob Cowell (Parish Councillor)  
Chairman John Orchard (Hook Parish Councillor)  
Secretary Christine Randall (minutes)  
Sandra Smith  
Martin Whittaker**

**18.40 Apologies for absence.**

Apologies were received and accepted from Jane Bonnin, Jane Worlock, Sue Meshier, Janet West, Rob Leeson and Chris Terrey  
Debra Davies and Jane Worlock stepped down as PC representatives at the last Parish Council meeting, Chris Terrey and Rob Cowell are now PC representatives.  
Mark Hughes Aecom Technical Support also sent apologies.

**18.41 Minutes of last meeting held on 19<sup>th</sup> April 2018.**

Members agreed the minutes of the meeting held on 19<sup>th</sup> April 2018 as a true record of the meeting subject to the deletion of comments.

**18.42 Outstanding Actions from previous meetings.**

**Action:** JO to send MW note on update of progress and forward programme for up-load onto website. – **OUTSTANDING**

**Action:** SM to speak to the business owners and advise the best course of action for them to keep abreast of the emerging proposals. - **ongoing**

**18.35 Action:** JO to send the collated updates of the various sections of the plan to Sarah Nelson, SDNP Team. - **Complete**

**Action:** JO will ask AA to set up a document control drop box specific for the NP.  
AA - Agreed possibly share a folder in the PC drop box. - **ongoing**

**18.36 Action:** CR to forward comments from the consultation to Sarah. - **Complete**

**Action:** JW and DD to update Chapter 7.0, Education Wellbeing Sport and Leisure - **OUTSTANDING.**

**Action:** CT asked to provide update to Chapter 10, Community Aims – **OUTSTANDING**

**Action:** JB to prepare a new Chapter 11, Built Heritage - **OUTSTANDING**

- 18.43 Appointment of SDNP Team**  
The proposal from SDNP had been circulated and was discussed. Queries raised by RC had been clarified. Members agreed to appoint the SDNP Team to help with preparation of the Reg 14 draft of the NP. Members were satisfied with the terms and the PC will be asked to confirm terms in a letter of intent and the appointment ratified at the next meeting of the full Parish Council. A budget of £5K will be applied for, which is the SDNP quote plus contingency.
- 18.44 Update of the Concept Masterplan**  
JO reported that he is in discussion with Technical Support team of Locality to refine the recommended next steps and the final draft Masterplan will be ready for consulting with residents at the AVM.  
Members viewed the new proposals - Market Square is different with some buildings removed because of the issue of shading previously identified by JO. The remaining buildings are also further from the road to increase the sense of space.  
Engineering technical support are testing the concept of a signal-controlled crossing that gives priority to the A30. Station road will then be used less and make access and egress safer for Elms Road.  
When the Masterplan is finalised, this particular Technical Package will be complete
- 18.45 Stall at the Annual Village Meeting**  
SS SM and CR will man the stall for the formal consultation.  
The final draft of the Village Centre Masterplan will be available for comment by residents together with an illustration of the Priority Sites for Development resulting from Site Selection process. Members will explain to residents that certain parts of the Village Centre needs redevelopment because we need regeneration to bring more vitality to the Centre.  
An updated A1 size illustration of the Masterplan and the Village Centre to be provided and will be displayed using display boards. This can be set up before the meeting. Response forms will be provided and residents will be advised to follow the NP website for updates.
- 18.46 Presentation at AVM**  
**The NHP SG has been asked to provide a short presentation.**  
**Action: JO is going to give residents the headlines, JO will draft out bullet points and circulate for comment to Members.**
- 18.47 Application for new Technical Support Package – Policies and Evidence**  
JO informed Members that we have been recommended by AECOM to apply for the new technical package called Policies and Evidence,  
As part of the process on completion of a technical package the PC must complete a questionnaire. Problems with communication of progress and technical issues plus co-operation were identified by Members but it was recognised that resources may be an issue.  
**Action: AA and JO to complete response to Locality and request further package for Policy and Evidence.**
- 18.48 Summary update of the SEA and HRA Technical Support**  
AECOM Technical Support advise that the process now is that they will prepare the SEA for the draft Neighbourhood Plan when the Reg 14 draft is available. This will need to accompany the Statutory Regulation 14 consultation. The AECOM Technical Support team is in liaison with SDNP.

- 18.49**            **Progress on editing of the NP for Sections 7,10 and 11.**  
CT probably ready but he is ill at the moment. JW and DD have assured JO that there section will be completed despite leaving the NPSG. JB is working on the Heritage section of the plan, Other members to assist where possible.
- 18.50**            **Updated NP programme target dates.**  
John to incorporate dates in note for the village meeting, as some query the advice provided previously.
- 18.51**            **Next meeting 21<sup>st</sup> June 2018. PMN; later amended to 11<sup>th</sup> June to consider initial feedback from SDNP**

The meeting closed at: 8:58