



**Minutes of The Hook Neighbourhood Plan Steering Group
Thursday, 19th April 2018 at 19.30 hrs
Hall 2, Elizabeth Hall, Raven Road, RG27 9HH**

Present:

Jane Bonnin (Hook Parish Councillor)
Rob Cowell
Rob Leeson (Hart District Councillor)
Sue Mesher
Acting Chairman John Orchard (Hook Parish Councillor)
Secretary Christine Randall (minutes)
Sandra Smith
Christopher Terrey
Janet West (JWe)
Martin Whittaker
Jane Worlock (Parish Council Chair) Joined the meeting late as agreed
Also:
Sarah Nelson South Downs National Park Authority

- 18.30 Apologies for absence.**
Apologies were received and accepted from Anne Atkins, Debra Davies, Angelo Arulchelvam and Mark Hughes.
- 18.31 Appointment of Chairman.**
No nominations received by Secretary, JO agreed to continue as Chairman.
- 18.32 Minutes of last meeting held on 15th March 2018.**
Members agreed the minutes of the meeting held on 15th March 2018 as a true record of the meeting.
- 18.33 Outstanding Actions from previous meetings**
17.46 **Action:** JB and MW to look at website news feeds.
MW agreed to load the minutes from the January and February minutes AA or JB will be asked to help if MW is pressed for time with work commitments.
News items can also be published if any Member wishes to send an item of interest. **Complete**
Action: CR to forward January and February minutes and a list of meeting dates to MW to upload to the web, this might encourage residents to attend. **Complete**
Action: JO to send MW paragraph on the latest news to include the next Locality Technical Support Packages we are going to apply for - **ongoing**
17.86 JWe agreed to review the environmental issues in the NP and write a section **Complete**
Action: JWe advised Members that new Environmental legislation will impact on the requirements in the NP, it is essential to work with HDC on the new process
Action: MW to confirm progress on SEA actions have been completed. **In progress awaiting reply.**
Action: MW understands SEA Scoping Report approved but actual SEA is outstanding but to send the group a note explaining the current position.
Complete

Commented [J01]: I have not seen this note? So is it complete?

18.11 **Action:** Mark will be reminded by JO to send some examples of Policies that would reinforce the objectives of the Masterplan for the Village Centre similar to those implemented

in other Neighbourhood Plans.

JO informed that the provision of Policies to support the Masterplan will be provided as part of the new Technical Support Package. **Ongoing**

18.12 Meeting with NE Hants MP

Action: All Members: Any comments on the notes to be sent to JO **Complete**

18.13 Masterplan: JO confirmed that with the existing grant there is one further iteration to reflect the results of the consultation.

Action: Project Plan: JO will review as document production is part of the NP.

Action: MW will put the project plan in the drop box when it is set up for JO to provide any future updates.

Action: JO will consider any nominations for a potential Qualified Town Planner to review the draft Plan and members are asked to forward any suggestions to JO and CR. Members will agree the brief for the consultant before progressing with any appointment. **In progress**

JG informed Members that there will be a grant available for any specialist input to the NH Plan from his devolved budget in June 2018. **Ongoing**

18.25 **Action:** CR Response to the Reg 19 consultation Hart DC Local Plan to be agreed with Members and sent to HDC. **Complete**

18.26 **Action:** MH will present the revised iteration of the Masterplan at the next NPSG meeting. **Agenda item**

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

18.27 **Action:** RC and CT will e-mail their sections to JO.

Action: RC and C will meet with JO to discuss their suggestions for the improvement of the NP.

Action: JO will chase inputs to the various sections from all and within the next two weeks will collate the sections to provide the next full draft.

18.34

Presentation by Mark Hughes

Village Centre Masterplan and Policies.

This item was deferred MH being unable to attend the meeting. There will be a special meeting held in Bartley within the next two weeks. An updated report on the Masterplan has been received by JO this has been circulated to Members. The report incorporates comments from the consultation and has also corrected any errors on the previous iteration.

JO has spoken to MH about the Village square concept as he has concerns regarding shadowing by the buildings around the square. MH has agreed to test this with a computer modelling based shadowing exercise.

CT pointed out that the butcher is not mentioned in the narrative but is shown on the front page. Members agreed that this needed amendment. Also, the pub is mentioned but not what MH proposes would take its place.

Action: MH Shadowing exercise and amendments to include the Butcher in the narrative and suggestions for the pub site.

JO informed Members that there has been some discussion of progressing a CPO to enable re-generation of the Village Centre with HDC which we hope to progress. **Ongoing**

JB expressed concern about the existing shopkeepers, continuity is needed, the Post Office being considered important by residents. JO explained that a re-location policy can be used to protect the existing shopkeepers.

MW asked about this policy and JO explained that if we apply for the technical package we can have the policies written for the plan.

CT expressed concern that there is nothing in the Village for teens and that there has been a rise in the use of guns and knives supported by JB. JB pointed out that the Base has contributed by running new courses.

Members agreed to look for a solution and suggested the Café terrace run by someone else later in the day, used for youth. A café combined with a library as seen on the continent and in America. Board game cafés seem to be coming in to fashion and young people are meeting in coffee shops as in the 50's. MW suggested that the community could take units in the retail spaces for the disadvantaged.

Action: All Members to suggest improvements to take into account the needs of younger people.

18.35

Presentation by Sarah Nelson, The South Downs National Park Authority.

JO introduced Sarah, one of the lead Planners for the South Downs National Park (SDNP) who was recommended by Katie Bailey as a consultant to help the NPSG with the NP.

Following introductions Sarah explained that together with 3 colleges they help communities in the National Park, there are 178 parishes in the park. 58 parishes have commenced the NP process with 20 parishes gained 'made' plans.

The SDNP funding comes from DEFRA who suggested that the staff try to generate income. The staff put forward that they had extensive experience in the production of NPs Any funds are used to help the park. The approach and service they can offer is different because they are day to day public sector planners not commercial planners, they cannot make a profit on the service they can provide at the present time. Because they are flexible and do not need to keep to a commercial timescale they can do packages of work and then give them back to the NPSG to conclude if they have the in-house expertise.

They are currently working on the NP for Thruxton. The sections of the plan were written up by different people and lacked continuity. They re-wrote the plan into 'planning speak'. Thruxton are running their own consultation and may not need further help depending on the response to the consultation.

They have wide ranging in house experience and experience of working with the DC.

The SDNP team are able to pool resources complete specific tasks in a short timescale.

In response to a question on timescales from RC Sarah estimated that to put the Hook NP into planning speak would probably take 4-5 months although they could resource more time as a team effort and pass tasks to the group as appropriate.

The cost would be £375 a day. At 10 or 12 working days resourced to the task The total is likely to be about £5,000 for the Hook NP.

MW discussed with Sarah if the Hook NP should include a policy on self-build.

They discussed the problems associated with self-build, landowners do not want - no profit, no community benefit from self-build, delivery very difficult as the landowner has to be committed and if a road is needed there can be problems co-ordinating road-access and infrastructure.

Members agreed to rely on the policies in the Local Plan

Members talked with Sarah about issues that appear to be a barrier including passages taken from approved plans on how to define good design do we need to include the size of rooms for example.

Sarah advised Members that the Inspectors will always encourage NP groups to make the plan more specific to the prevailing character of the location i.e. specific to Hook.

Sarah advised that this is what they would be able to do. Liss is a NP they have already worked on is similar to Hook even have a 'grand parade'. Sarah will need illustrations they have a standard template they have developed but we have to give the material photos.

Members were very interested in what Sarah can offer to expediate the NP.

Sarah agreed to look at the current version of the plan together with the consultation taking into account comments to be used for the next draft and comments from previous advisors where material was removed from the NP.

Members agreed that all the available information and the updated current plan be sent to Sarah within next two weeks.

Action: JO to send the collated updates of the various sections of the plan to Sarah.

Members discussed how to capture all the information on surveys, archive material and the evidence base. A central depository was agreed and dropbox seemed to be the best share point.

This will be under PC control.

Action: JO will ask AA to set up a document control dropbox specific for the NP.

Sarah asked about progress with the SEA requirements. MW explained the current status of the initial step of screening, SEA and habitats regulations. We are currently waiting for further advice from technical support at AECOM.

E-mails are to be copied to Sarah if we engage any further work from Locality..

With regard to the sustainability appraisal there are 3 documents to take into account. If an SEA is needed all 3 documents will be required. If an SEA is not needed there will only be a requirement for a light touch sustainability appraisal and habitats regulations document.

Sarah agreed to pull all the current information together and give an estimate of time and cost to get to Reg14 document. They could do this in 2 months, 4 months maximum but plans, maps and photos needed.

If we have the gap analysis before the Village Meeting we can get the evidence of consultation with residents at the meeting.

Action: SDNP proposals awaited

18.36 Progress reports on editing of the NP from Section Leaders.

JO informed Members that comments have been received for all Sections from SG members apart from the Section 7 allocated to JW and DD. MW also needs to make amendments to Section 9 to be in line with the new iteration of the Local Plan which removes the requirement for 86 dwellings on greenfield sites.

Comments from the consultation to be forwarded to Sarah including those sent by developers. It was agreed that MW is taking no further action on the developer's letters sent in response to the consultation.

Action: CR to forward comments to Sarah.

18.37 Updated NP programme target dates.

JO informed the meeting that he can now produce the NP programme document with target dates included as agreed at the meeting.

Technical packages that are not concluded could be included in the programme.

Members agreed that there needs to be an efficient way of turning around requests from Sarah, hybrid of methods being the most probable.

Action: JO to produce NP Target Programme asap.

18.38 Meeting with Katie Bailey at Hart DC on the 20th March 2018.

On behalf of the Hook Neighbourhood Plan Steering Group a meeting was held with Hart District Council on the 20th March 2018

The attendees were Katie Bailey Corporate Strategy and Policy Development Manager

Jane Worlock, John Orchard and Christine Randall

The tone of the meeting was very positive and Katie was most helpful.

Katie explained that HDC do not have the team to assist with NPs that most DCs have in place. Katie works 3 days a week with only occasional help and is also working on the Local Plan.

There are, however, documents on the HDC website that explain the role of HDC in the preparation of NP.

Katie showed Members a timetable for the process of moving towards Reg14 and talked about other resource that is available on the web.

Katie agreed to a high-level review of the next iteration of the NP. After a brief review she noted that the following contents/documents are missing:

1. Introduction: date of agreement of Qualifying Body and agreement of designated area, which will need to be accompanied by a suitable map showing the Parish Boundary.
2. Summary of Engagement – Consultation statement Reg 16
3. Statement of Compliance – Basic Conditions Statement Reg 16

The Planning Inspectorate offers a pre-examination service to help NP groups. Katie suggested that we review the three adopted plans, Odiham, Winchfield and Rotherwick for lessons we can learn from other NPs in Hart. Members explained the resource and technical problems with obtaining the maps required for the NP.

Katie explained that the mapping layers needed can be provided by HDC to use in preparing next draft. HDC do not provide a service but can give access to mapping layers and suggested that we contact Kate Smith, in Planning Policy who hold the licence for the necessary mapping.

Katie agreed that we will need an ongoing working relationship with HDC as we approach the key stages of Independent Examination and Referendum.

HDC will provide a timeline once the NP is submitted at Reg 14.

Katie suggested some candidates for a professional planner to help the group:

Andrew Ashcroft helped Rotherwick and is helping Crondall

John Slater ex- head of planning was going to help Crookham & Chris Collison.

Katie confirmed that an SEA is needed for the NP and if sites are allocated then a habitat regulations assessment is also needed. However, if the plan includes a policy on SPA and indicates where SANG is to be provided the habitat regulations assessment will probably not be needed.

The NP needs to set out what we want to see on the brownfield sites and include for any additional residential impact on the SPA. Katie informed Members that the NP carries even more weight if they have allocated site and the DC fall behind with the required Land Supply.

Katie urged the NPSG to communicate when necessary particularly when we are ready to submit.

Members asked for an update on the three strategic employment sites included in Hook in the Reg19 consultation draft LP and asked about the progress of the Article 4 Direction. Katie expects that there will be a consultation April 2018 for 6 weeks. This will be a proposal to remove permitted change of use for strategic employment sites. This will come into force after a 12month time period (this is because sooner could trigger expensive challenges). HDC are obliged to send a copy to the Secretary of State who can intervene.

Jo agreed to forward a copy of the Project Plan to assist Katie with the planning of her own resources.

18.39 **Representation at the Annual Village Meeting**

Members agreed that a presentation at the Village Meeting and an invite to assist with populating further evidence using the gap analysis and the results of the last consultation could be used as evidence of further consultation.

The stall at the Meeting could be used to present the next draft of the Village Centre Masterplan to residents and explain the changes (taking account of the consultation).

Members suggested that some form of a competition could be used to assist with gathering evidence on the stall.

Action: JO will do a summary sheet to be used for the meeting.

Action: Sue plus Sandra will work with Christine will collate the material and to manning the SG's stall, but all SG members to contribute – agree final content at next meeting on 17th May .

18.40 **Next meeting 17th May 2018.**

JW JB JWe gave apologies for the next meeting.

The meeting closed at 10:00

Christine Randall 1st May 20108