

MINUTES of the first meeting of the **Neighbourhood Plan (NP) Steering Group** held on Monday 5th April 2018 at 7.00pm in the Library, Church St, Hungerford

Present: Cllrs Knight (KK), Downe (JD), Crane (MC), Chicken (RC), Hudson (RH), Clerk, Anthony Drewer Trump (TDT), Geoff Greenland (GG), Chris Scorey (CS) – Representative from Town & Manor

- 1. Note apologies** – Cllrs Farrell, Cusack, Brookman, Whiting and Benneyworth
- 2. Agree last set of minutes of 19th March 2018** – *JD proposed the minutes as a true record, seconded by TDT, all in favour.*
- 3. Update on the registration of the area as the Town/Parish boundary** – The Clerk has spoken with Leila who advised our application looks fine and this will be processed next week. The next step will be signing the Service Level Agreement.
- 4. Consider roles of each member including appointment of Chair, Vice, and Secretary** – JD has been recommended as chair as he headed up the NP process for West Hoathly. GG and TDT assured JD he has their support and commitment and they will provide help particularly with local knowledge of Hungerford.
RH proposed JD as Chair, seconded by RC, all in favour.
GG proposed TDT as Vice Chair, seconded by RC, all in favour.
RH proposed Clerk as Secretary, seconded by RC, all in favour.

ACTIONS -

- It was noted the Clerk's hours should be logged and come out of the budget.
 - Officer roles should be ratified at FC. Add to agenda.
- 5. Consider a name for the NP Group** - Suggestions were: - Project team, Hungerford Community or Vision. Does it need to include the word plan? The NP is not just a plan although it will include site allocations. The NP is a long term vision to 2036 but will need to be revisited approx. every 5 years. After discussion it was decided on '**Hungerford 2036 Project Team**'. A sub heading could refer to plan and parish. MC and RC left.
 - 6. Agree any changes to the Draft Terms of Reference** – The TORS were read through and some amendments made (See attached revised copy). Town & Manor as a landowner should declare an interest. CS will attend as many meetings as he can as a member of the 'Project Team'.

Skillset of Project Team –

JD – IBM for 30 years. Sales Marketing, Parish Council, IT

GG – Chartered civil engineer overseas and UK, Public Sector and freelance, Physical asset management, Masters

TDT – Accountant, Project manager, IT Communications, Video Conferencing

CS – Computer science degree, Programmer, Management, Design of passport scanners, Owner of company, Sales consultant

KK – British Airways 33 years, overseas Finance, Governor sports college, Own Transport business

Clerk – Insurance, Finance, qualified Clerk

Project team requires more females and differing age groups

- 7. Practical Aspects of a Neighbourhood Plan – Chris Scorey** - If we are looking for a 'defence' document we need to act as soon as possible. It is worth noting work-in-progress for the NP is valid. A Town Plan refresh is ambitious but may not be right for our Neighbourhood

Plan. It is the quality of content that is most important not the presentation. We need to have in mind what we want the end result to be. Help is available with budget and grants. The Town plan obtained a grant of £5,000 but the cost was in excess of £25,000. Greenham Common Trust supported the Town Plan both financially and in kind.

What do we want to see as the final outcome from the NP? This could range from 30 pages on the web to a hard copy delivered through every door. We need to look at the intention at the outset, focus on working out subheadings and the number of words. The Town Plan graphic template still exists and this could be reused at no expense. General consensus was delivering a copy of the NP to every household would help with the referendum. What is our vision?

ACTIONS –

- Chris Scorey will provide a **breakdown of the £25,000 the plan cost.**
 - **Obtain views** from the public. Go out and talk to groups. Approach all age categories.
 - **Decide on our main focus. Define scope.**
 - **Gather data** from West Berkshire Council, the Police, the NHS etc. How does this data translate into a vision? Need to consider infrastructure against data. An audit of facts is useful in informing the public to avoid misconceptions.
 - **Look at other neighbourhood plans** and their structure. The main policies in the NP need to be those that the planning officer will consider. The Examiner can modify policies.
 - We need to decide the **direction of expenditure of the CIL** money.
 - **Obtain the history of housing growth in Hungerford from WBC.** Hungerford is likely to receive housing as it is a Rural Service Centre. WBC provides low density housing across the AONB. Hungerford may have demand for two or three bedroom housing and need a higher density to make good use of the available land. There are only a small number of rural service centres.
 - **Review the Housing Need Survey**
- 8. Identify key local partners and stakeholders and agree actions to gain their involvement and support**

ACTIONS –

- Clerk to consolidate **list of contacts**
- **Website** – TDT to speak to Julian May and Newbury College. Clerk to speak to JOG and B Quinn. Bring back to next meeting
- **RH to forward info** on vintage/vigorous/ from Reading Uni / from TP. TP questions and responses are available on our website to view.
- **Clerk to set up google drive** or similar for sharing documents
- TDT to speak to clerk about next meeting **agenda items.**
- **Visit other towns with NPs.** KK to visit Marlborough TC.

DONM Thursday 19th April 7pm, The Library