

DRAFT MINUTES of the meeting of the **Hungerford 2036 Project Team** held on Thursday 6th September 2018 at 7.00pm in the Library, Church St, Hungerford

Present: Clerk, Geoff Greenland (GG), Tony Drewer-Trump (TDT), Denise Gaines (DG), Richard Hudson (RH), John Downe (JD)

1. **Note apologies** - Janette Kersey (JK), Chris Scorey (CS), Keith Knight (KK)
2. **Agree last set of minutes of 2nd August 2018 and update on actions from last meeting not included in the agenda**– *Minutes proposed by GG, seconded by DG, all in favour.*
3. **Feedback from HTC Full Council meeting– Councillors (3 mins) - TOR, Meeting dates, Car Parking** – The new TORS were agreed at the meeting and the principle of joint meetings and training was supported. As training date for H2036 and HTC had been pencilled in for 25th Sept. However, a few of the H2036 members cannot attend on this date. **Action:** Clerk to request availability of Plan-ET on 26th Sept.
RH advised Hungerford ideally needs a Transport Study and car park analysis to include a congestion forecast for 2036 but this can cost £50K. However, a parking study alone is not too expensive. When we lose the Oakes temporary car park the WBC car park will fill up. RH advised we need to find 60 more places and should encourage a supply of parking at the station it being an important hub for town, businesses and surrounding villages. It was suggested we need to ask those parking in the area where they are travelling from and to.
4. **Analysis of surveys – Update re plan and cost – Clerk (3 mins)** – The clerk advised the surveys had taken longer to input than expected which was due to many comments and deciphering handwriting. The inputting of data from 328 paper surveys on-line is now completed, averaging 10 an hour at agreed rate of £7.50 an hour. *TDT proposed payment to Mary Barnes of £246, seconded by GG, all in favour.* It was agreed that as much of the survey data as possible should be published. Answers can be related to postcode areas of Hungerford. **Action:** Clerk to arrange press notice to go out by 18th Sept utilising the graphs/charts from smart survey. JD to help.
Action: TDT and GG to group comments by theme and look at work/live overlap. Figures to be exported into excel.
5. **Hiring of Consultant and Notes from AECOM Meeting** – Clerk has written to Plan-ET confirming terms and payment details. We are embarking on engagement phase 1. The training event will be approx. 1.5 hours with questions at the end. Clerk and GG had conversation with AECOM and we will hear back in 2 weeks about the technical support application which starts with an HNA. Over 55s is worth looking at. AECOM advised a Masterplan can be created for the whole of the town and this works alongside the Design Codes technical support package.
6. **Project Programme V8 – (GG)** – 2.4 refers to a call for sites. Contact has been made with the main landowners in the town. A general call for sites has yet to be done, for sites with more than 5 dwellings. **Action:** Clerk to draft this ahead of Thursday and circulate to GG and TDT. Once agreed the call for sites will need to be widely advertised through NWN, Adviser, Penny Post, website and social media.
7. **Draft proposals for engagement – (GG)** – GG and TDT were thanked for their work in producing 8 draft documents (an introduction to Community Engagement, Housing and Design, Employment and Economy, Getting About, The Next Generation, Heritage, Leisure – Sport & Culture and Well-being). GG referred to 5 levels of engagement – Informing,

Consulting, Involving (workshops etc), Collaborating (user forums, community needs analysis etc.) and Empowering (e.g. self-management of allotments). WBC local plan scope was considered alongside the choosing of the themes and titles may need tweaking.

Action: GG to amend 'Heritage' to 'Our Heritage'.

Action: The content of the draft documents is to be scrutinised further and any suggested amendments should be sent to GG.

Action: GG to widen the age categories

Action: RH to review 'getting about'

Action: GG to add wording about press engagement

Action: Theme champions need to be considered. Suggestions for contacts were through local Industry and Commercial business, via the Chamber of Commerce, gifted/talented students, and through a list provided of council contacts.

It was felt that these groups shouldn't be led by Councillors but by residents instead.

- 8. Vision 2036 Plan Development Draft – (TDT) –** The draft was talked through step by step. The document includes the Policy Formation Process, Proposed Plan structure and Policy Themes in graphic form. The naming of 'plan policies' box was queried, and this may need some thought.

9. Revised meeting dates were agreed as follows: –

Wednesday 26th Sept – training with HTC and Plan-ET – Town Hall

Thursday 27th Sept – H2036 meeting - Library

Mon 15th Oct (joint meeting with HTC with Plan-ET present) – Town Hall

Thursday 8th Nov – H2036 meeting (Clerk to book Fire station as main library not available)

Thursday 29th Nov – H2036 meeting (Clerk to book Fire Station as main library not available)

Note – All meetings start at 7pm

Meeting closed 9.10pm

DONM Thursday 27th September 7pm Library