

ST. NICHOLAS HURST PARISH COUNCIL

MINUTES OF THE MEETING OF THE HURST NEIGHBOURHOOD PLAN
WORKING GROUP
HELD IN THE COMMITTEE ROOM, SCHOOL ROAD, HURST
ON TUESDAY 5TH JUNE 2018 at 7.30 p.m.

PRESENT: Councillor Wayne Smith (Chairman, St Nicholas
Hurst PC).

Howard Larkin, David Boyd, John Edwards, Duncan
Kendall, Gemma Moore, Penny Curry, Mac
Stephenson, Lou Robinson and Brian Thomas
(Parishoners).

OFFICERS: Mrs. M. Bradshaw (Clerk).

0017 **Apologies for Absence**

Apologies for absence were received from Derek Birtles. The Clerk informed the Group that the Chairman would be slightly late arriving at the meeting and David Boyd agreed to Chair until his arrival.

0018 **Prejudicial Interests**

The Clerk explained the meaning and reasons for needing to declare prejudicial interests. There were none to declare.

0019 **Minutes**

The minutes arising from the meeting on the 16th May 2018 were agreed as a true and accurate record.

0020 **Matters arising and update from previous meeting**

The following matters were noted:

- Lou Robinson explained that she was uncomfortable with the process being referred to as the Hurst Development Plan. The Chairman reiterated that the process was to be called the St Nicholas Hurst Neighbourhood Plan.

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- David Boyd noted his thanks, on behalf of the group, to Duncan Kendall for his swift production of the neighbourhood planning website. The Clerk confirmed that she had set up a link to this website on the main Parish Council's website. Minutes etc would be uplifted to this website. The Clerk noted that, at present, Duncan is the person who owns the site and therefore any enquiries being directed to the enquiries e-mail address would be received by Duncan.

RESOLVED: Duncan Kendall to redirect e-mail traffic to the enquiries e-mail address to clerk@hurstpc.org.uk to enable the Clerk to monitor.

- David Boyd requested that a standing item be put on all subsequent agendas covering "Update from each sub group".

RESOLVED: the Clerk to amend the agenda to include regular feedback from all sub groups.

- Lou Robinson confirmed that she would be shortly setting up meetings with Officers from Wokingham Borough Council (WBC) to start the process regarding the responsibility steams she was leading on. John Edwards would be researching heritage to assist this part of the process. Lou felt that the task was not overwhelming for a few good people if managed well. She had concerns about numerous people being involved in certain processes as this could become difficult to manage. The Clerk confirmed that the Officer to liaise with at WBC would be James McCabe in the first instance.

0021 **Feedback from Parish Council meeting on the 21st May 2018**

Howard Larkin reported that, at its Parish Council meeting on the 21st May 2018, the Parish Council agreed the terms of reference for the Neighbourhood Planning Working Group along with a time scale of 20 years.

0022 **Use of Bell Cornwell Consultant**

Wayne Smith joined the meeting and took the Chair. The Group discussed the use of Bell Cornwell as potential consultants to lead this project. It was felt, that on first impressions, the group would need to be convinced that Liz Alexander from Bell Cornwell would have all the relevant experience to project manage this neighbourhood plan. The Group agreed it vital that a good project manager was employed to steer and direct the process. The Chairman updated the Group on a conversation he had had with another potential consultant, Mike King of People and Places Insight Ltd. Mr King has worked on the survey element of 12 neighbourhood plans for various Councils, including Wendover whose survey document had been presented as a good example at the previous meeting. The Chairman had been provided with an initial quote by Mr King to provide services for various elements of the survey process, namely:

- Survey question design;
- Paper based survey design;

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- Design of on line survey;
- Data entry, analysis and report writing; and
- Executive summary of key survey findings.

Various questions were raised. John Edwards asked if the Chairman knew the success, at referendum stage, of the 12 parishes Mr King had been involved with. The Chairman confirmed that he was unsure. Gemma Moore said that, based upon her wide experience in this area, the critical thing is to ensure the correct questions are asked and that the survey is presented in a way which is accessible to all. The Chairman reminded the group that the completion of the survey is voluntary, unlike the census, and that Parishoners could not be made to answer the survey, simply encouraged.

David Boyd said that he felt it important that the report was written by the group and volunteered to be part of the final report write up. The Chairman agreed that the group understood the make-up of the Parish in a way that a Consultant may not.

Discussion was held as to whether both Liz Alexander and Mike King should be invited to the next meeting of this group. Penny Curry said she felt it important that the Consultants are met, particularly if the group engage their services.

The Chairman agreed to speak to Liz Alexander the following day to ascertain her organisation's ability to project lead. Lou Robison reiterated that she felt there were definite advantages to having an independently employed project lead.

RESOLVED: the Chairman to speak to Bell Cornwell to ascertain their ability to project lead this neighbourhood plan and report back to this group on the 27th June 2018.

0023 Preparation for Hurst Village Society (HVS) Annual General Meeting (AGM)

The Chairman reminded the group that the HVS AGM was this coming Friday evening. He hoped that the AGM would be concise with good opportunity afterwards to discuss the progress with the neighbourhood plan and recruit potential volunteers who can help strengthen the existing working group. A leaflet had been produced advertising the evening and the Chairman hoped for attendance of approximately 150.

He said that it was important for the working group to be prepared to stand at the front of the meeting and take, what he anticipated to be, a number of questions.

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The production of a double sided A4 flyer for distribution was discussed. Lou Robinson had produced a comprehensive flow chart illustrating the stages to be achieved and progress to date – this would be one side of the flyer. The Clerk had simultaneously produced a sheet calling for volunteers and particular skill sets – this would be the reverse side of the flyer. Gemma Moore noted that it was important to include within the flyer a brief description outlining what neighbourhood planning is. The Clerk agreed to incorporate this and would liaise with HVS to produce 200 of these flyers for distribution on Friday evening. Leaflets would also be placed on the Parish Council noticeboards and website.

Discussion was also held around the Hurst Show and the fact that this would be a good means of promoting the work of the neighbourhood planning working group. It may also be an opportunity to recruit more volunteers and it was agreed that more flyers would be made available for this event. Gemma Moore reported that a large model or map is often useful and allows people to annotate it or place post it notes on parts where they consider there are issues etc. This was agreed a good idea and Gemma agreed to consider resources for this. The Group agreed that many of them would be attending the show and the stand would be able to be covered off by various people. The Chairman had arranged for large Parish maps to be printed which would be on display.

RESOLVED:

- the Clerk to work with HVS to finalise the production of 200 flyers;
- the Clerk to ensure the flyer is put on the Parish Council noticeboards and website; and
- Gemma Moore to help co-ordinate information gathering at the Hurst Show.

The meeting ended at 8.50 p.m.

Signed.....

Date.....

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