

ST. NICHOLAS HURST PARISH COUNCIL

MINUTES OF THE MEETING OF THE HURST NEIGHBOURHOOD PLAN
STEERING GROUP
HELD IN THE COMMITTEE ROOM, SCHOOL ROAD, HURST
ON WEDNESDAY 16TH MAY 2018 at 7.30 p.m.

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

Howard Larkin, David Boyd, Duncan Kendall, Maria
Land, Gemma Moore, Lou Robinson and Roland
Thomas (Parishoners).

OFFICERS: Mrs. M. Bradshaw (Clerk).

0010 Apologies for Absence

There were no apologies for absence.

0011 Introduction and recap on background

Councillor Wayne Smith welcomed all to the meeting.

He explained the position of neighbouring Parishes at present. His understanding is that Ruscombe PC is still progressing with their Neighbourhood Plan. Twyford PC are holding a public meeting on the 23rd May 2018 at Loddon Halls - this is a first step for them.

The Local Plan was due to come out this Summer. It was noted that following the recent local elections and the loss of lead Councillor David Lee this process may be delayed until the outcome of the Executive re-shuffle is learnt later this week.

External consultants continue to consider possibilities at Barkham Square, Ruscombe and Grazeley. Ruscombe presents the challenge of being predominantly greenbelt with challenges at Grazeley being largely infrastructure, the potential need to link the M4 and M3 motorways and the strain on the A33. Lou Robinson and Maria Land agreed that all areas suffer from the point of infrastructure and if significant development is introduced to any area, the infrastructure as stands would be inadequate.

Chairman's Initials

0012 Progress to date and current status

The group concluded that, considering the current political climate, the need to produce a neighbourhood plan was even more timely and that the project had to be started swiftly. Wayne Smith reiterated that the area still needs 10,000 homes by 2036. Penny Curry reiterated it is vital to be ahead of the game as the Parish is vulnerable. There is clearly an appetite for development along with demand for housing. Lou Robinson reminded the group to be mindful that the aim of neighbourhood planning is not to promote less development (Neighbourhood Plans – Roadmap Guide, page 7 refers).

Lou Robinson queried the length of time the plan would be for. The group agreed that 20 years would be appropriate.

RESOLVED: the plan produced would be for a proposed period of 20 years.

0013 Terms of Reference (TOR)

David Boyd presented proposed TOR which he had drafted for discussion. These TOR's need to be formally agreed by the Parish Council and would represent the constitution of this group. The group agreed that these were acceptable and represented the boundaries within which this group were to work.

It was agreed that the group should meet at least monthly with the meetings being formally agendered and minuted by the Clerk. The Clerk confirmed that any prejudicial interests would have to be declared at the start of every meeting.

RESOLVED: the TOR to be formally presented to the Parish Council on Monday 21st May 2018 for approval.

0014 Neighbourhood Plan Template

David Boyd presented a draft template. The template covered:

- The visions and objectives for Hurst;
- Overview of the Hurst area;
- Overview of the community engagement exercise;
- Planning policies;
- Planning guidance;
- Land/site allocations and development envelopes;
- Infrastructure, facilities and service proposals; and
- Legally required statements.

It was agreed that the Design Statement for Hurst, produced approximately 10 years ago, was a good starting point with regards to the overview of the Hurst Parish. Councillor Larkin was key to this previous document and could provide a vital overview.

Maria Land produced an example of a consultation document which had been produced by Wendover. This was circulated and agreed to be a superb starting point. Maria agreed to make contact with Wendover to ascertain more information as to how their process had run. It was agreed that Hurst aspires to produce a similar document and collect data within the next eighteen months. The Group agreed that a document of this nature would need to be hand delivered to all households and help provided on a case by case basis to residents who may need assistance with the form completion etc.

Duncan Kendall pointed out that completed forms would need to be treated as personal data for the purposes of remaining GDPR compliant. This was noted.

RESOLVED: Maria Land to make enquiries with Wendover and obtain link to their consultation document for circulation via the Clerk.

0015 **Draft Project Plan and Membership of Key Task Groups**

David Boyd presented a draft project plan outlining key milestones and workstreams. Extended discussion was held around who could lead on key tasks, namely:

- Key task 1 – engagement with WBC,
- Key task 2 – communications strategy and operations;
- Key task 3 – community engagement; and
- Key task 4 – evidence collection and analysis.

Lou Robinson felt that she could provide expertise with regards to key tasks 1 and 4. Howard Larkin was happy to be involved in key task 1. Gemma Moore could provide significant expertise with regards to key task 3 and encouraged the group to engage with the school. Duncan Kendall agreed to help with the website set up involved in key task 2. David Boyd was very happy to be involved with key task 4 and the compilation of the final report.

It was clear to the group that the tasks were extensive and time consuming and far outweighed the expertise and time available within the confines of the group. It is crucial that additional expertise is drawn upon and the group agreed that this had to be sought as a priority. Wayne Smith said that experience shows fliers through every front door to be the most effective way of recruiting help.

Wayne Smith said that a named project manager needs to oversee the various key tasks, ensuring they run concurrently and to schedule. It was agreed that consultant, Liz Alexander, may be the best person for this task. Maria Land suggested parishioners may be willing to oversee certain aspects if paid.

RESOLVED:

- Wayne Smith to co-ordinate the production of a flier to be sent to all parishioners calling for certain expertises; and
- Duncan Kendall to set up an outline website as soon as possible.

0016 **Dates for next meetings**

The group agreed unanimously that momentum had to be maintained and that the group should reconvene in a couple of weeks. The Clerk proposed that monthly meetings, a week ahead of planned Parish Council meetings, would be sensible. This would enable Wayne Smith to update Parish Council members as to progress.

RESOLVED: the Clerk to circulate meeting dates covering the rest of the calendar year.

The meeting ended at 9.15 p.m.

Signed.....

Date.....

Chairman's Initials