

# 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 WEDNESDAY 27<sup>TH</sup> JUNE 2018 at 7.30 p.m.

PRESENT: Councillor Wayne Smith (Chairman, St Nicholas  
Hurst PC).  
Howard Larkin, Duncan Kendall, Gemma Moore (in  
part), Penny Curry and Lou Robinson (Parishoners).

APOLOGIES: David Boyd, John Edwards, Mac Stephenson, Derek  
Birtles and Brian Thomas.

OFFICERS: Mrs. M. Bradshaw (Clerk).

## 0024 **Apologies for Absence**

Apologies for absence were received from David Boyd, John Edwards, Mac Stephenson, Derek Birtles and Brian Thomas.

## 0025 **Prejudicial Interests**

There were none to declare.

## 0026 **Minutes**

The minutes arising from the meeting on the 5<sup>th</sup> June 2018 were agreed as a true and accurate record and signed by the Chairman.

## 0027 **Matters arising and update from previous meeting**

The following matters were noted:

- The Hurst Village Society (HVS) Annual General Meeting had been very well attended and provided a good opportunity for the neighbourhood planning process to be discussed.

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0028 **Progress updates from the Working Group**

Lou Robinson reported that she had met with Howard Larkin ahead of their meeting with Officers at Wokingham Borough Council (WBC) on the 2<sup>nd</sup> July 2018. The purpose of the meeting is to largely fact find and collect data relating to heritage, conservation, businesses, biodiversity, employment and housing. This is wide ranging and it is acknowledged that there is a wealth of data to be collected and analysed. John Edwards has taken the lead for looking into heritage sites. Lou Robinson said that she had set up various working files for each of the areas she was looking at under Groups 1 and 4 – many of the areas overlap.

It was acknowledged that there are many landowners within the Parish and Lou confirmed that WBC's help would be needed in establish who all of them are.

0029 **Use of Bell Cornwell/People and Places Consultants**

The Chairman reminded the Group of the two quotes previously received from Bell Cornwell and People and Places. He explained that Bell Cornwell are experienced local planners with knowledge of the area and neighbourhood planning expertise. People and Places are providing a more generic service in terms of pulling together questionnaires and analysing the results.

He had spoken with Liz Alexander from Bell Cornwell and explained that project management is where her expertise is most required. She was happy to provide this service but stressed the importance of the Working Group still taking the lead on all key areas.

Extended discussion was held regarding both parties and the value they could bring. Penny Curry noted that the cheapest wasn't always the best and that value for money is often achieved in terms of quality of service. Lou Robinson noted that the Group was fortunate to have Gemma Moore who could bring considerable expertise to the table. Gemma informed the Group that she would reach out to a fellow academic at the University of Reading who has considerable neighbourhood planning expertise and may be able to help or provide post graduates to assist. The Chairman noted that the key thing we require of Liz Alexander is her overview of the timeline and prompting people when key milestones are pending. Sticking to a defined timeline is the only way the neighbourhood plan will be brought in on schedule.

The Group concluded unanimously that Bell Cornwell should be the preferred route. They were considered professional and able to provide the service needed. It was concluded that they should therefore be commissioned up to and including a maximum amount of £15k (the value of grant which could be potentially gained). Clarity would also need to be sought as to whether Liz's attendance at the Group's monthly meetings would be included in her fee structure or charged in addition to.

**RESOLVED:**

- the Clerk to contact Bell Cornwell and outline the terms of the commission – a fixed based fee up to a maximum limit of £15k; and

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- Gemma Moore to contact the University of Reading to see if they can offer any assistance.

**0030 Feedback from HVS AGM and Hurst Show**

Both events had been very well attended. Over 90 people had attended the HVS AGM. The stand at the Hurst Show had been well manned over the two-day period with many visitors discussing the options for Hurst. Gemma Moore presented her analysis of the findings from the weekend which recorded 136 people had been spoken to, with 215 comments being received. The key finding which emerged were:

- A range of features of Hurst were rated positively, including rural landscape, low crime, the character of the area, sense of community and local amenities;
- The majority of comments related to transport issues (69% fell under this theme);
- Going forward, transport was a major focus, specifically traffic calming and footpaths;
- Social and community infrastructure, housing and the natural environment were also considered important by those providing comments.

Howard Larkin thanked Gemma for her analysis and Duncan Kendall agreed to upload it to the website.

Lou Robinson noted that the forthcoming Hurst Horticultural Show would be another good platform for gathering comments. Members agreed that this would be appropriate.

**RESOLVED:**

- Duncan Kendall to upload Gemma Moore’s analysis from the Hurst Show to the website; and
- The Hurst Horticultural Show to be used as the next community engagement opportunity.

**0031 Recruitment of Volunteers**

Gemma Moore reported that she had a list of parishoners who had expressed an interest in helping with some aspects. It was agreed that these people needed to be contacted quickly to keep them engaged.

Lou Robison confirmed that she knew a parishoner, RG, who may be prepared to help with Group 2 tasks. She agreed to contact her on behalf of the Group.

**RESOLVED:**

- Gemma Moore to contact those who had expressed an interest and send them our summary of findings; and

- Lou Robinson to contact RG to see if she could assist with Group 2 tasks.

**0032 Agreement of Key Tasks before next meeting on 25<sup>th</sup> July 2018**

RESOLVED: the following key tasks to be achieved before the next meeting of the Group on the 25<sup>th</sup> July 2018:

- Bell Cornwell to be invited to next meeting to enable the Group to brief Liz Alexander as to where we are;
- Advice to be sought from Liz Alexander as to when questionnaires should be delivered to households;
- A skeleton project plan be requested from Liz Alexander outlining key milestone dates;
- Drop in sessions to be arranged at the Warren Inn (for Ashridge Ward residents), the Wheelwrights Arms (for Davis Ward residents) and the St Nicholas CE School hall (for Village Ward Residents) to enable parishoners to be brought up to date as to where the Group is;
- Fliers to be produced for the drop-in sessions and distributed via usual channels to households; and
- A separate drop-in meeting (possibly two meetings) to be held specifically for businesses in the Parish to bring them up to date.

The meeting ended at 9.00 p.m.

Signed.....

Date.....

Chairman's Initials .....