

# Hurst Green Neighbourhood Plan Steering Group

Minutes of the meeting held on 19<sup>th</sup> March 2019 at 7.30pm  
At Hurst Green Village Hall

**Present:** Andrew Brown (in the Chair), Graham Browne, Bob Collins, Derek Johnson, Donna Moles (Consultant, via phone)

**Apologies:** Colleen Burt, Duncan McNab, Ian Hirst, Steve Wright, Tania McNab

**Two members of the public were present.**

## 1 Welcome

Everyone was welcomed to the meeting; the Chair (AB) confirmed that despite a number of apologies received, that the meeting was quorate.

## 2 Amendments/ Subsequent ratification of previous minutes

The meeting unanimously **approved** the minutes of 19<sup>th</sup> February 2019 with no changes.

## 3 Aims & Vision workshop summary and update / possible public meeting date

Bob Collins (BC) provided a summary of the Aims & Vision workshop attended by the Steering Group and members of the community on 5<sup>th</sup> March 2019. Ideas from the workshop together with feedback from parishioners were to be used by Donna Moles to create a draft 'aims, vision and objectives' for the Neighbourhood Plan. BC commented that this draft had been expected by the 11<sup>th</sup> March. AB reported that he had received this draft just prior to the meeting [on the 19<sup>th</sup> March] and that he would circulate.

### Actions:

- AB to circulate draft aims and vision report to the steering group.
- Steering group members to feedback comments on the report to AB.
- To arrange date(s) for Vision & Aims consultation exercise expected to be mid-April.
- Steering Group to run a stall on the Neighbourhood Plan at the Parish Assembly on 12<sup>th</sup> April to include development 'sites' to the community. (Initial sites assessment expected soon).
- Donna Moles to create a draft timetable for the Neighbourhood Plan based on the initial timetable.

In response to a question from a member of the public the Chair confirmed that all the possible development sites are to his knowledge currently in private ownership. Around 20 suggestions had been followed up by the Housing Task Group in response to a public call for sites in 2018, which had also seen local Landowners been contacted and some had put forward suggested sites. In addition RDC had originally specified some sites which they had identified and as such, Hurst Green had been advised that under the rules, they also must be included. AB commented that it was interesting to note that when the Housing Group had contacted some of these landowners, not all of them were aware that their land had been included by the District Council.

The meeting **recorded** its thanks to those who had attended the workshop.

## 4 Tree survey update – including a discussion and clarification of the methodology for inclusion around the current 56 page draft document

The Chair provided an update on the tree survey undertaken by different members of the group (photos awaited from Tanya McNab). A document has been produced including photos.

#### Actions:

- Tania McNab to provide photos from her survey.
- Donna Moles to provide criteria to be used for survey (to help decide which trees should be included).
- AB to contact District Tree Warden (Andrea Ingram) for advice/suggestions/support.
- AB to contact Claire Tester (AONB) for advice/suggestions/support.

#### 5 Hurst Green Placecheck exercise update

The Chair reported that the Placecheck exercise was still being progressed. In particular thanks was noted to Ros Starling who had completed a placecheck for Silverhill.

#### Actions:

- Steering group members who have not yet completed a place check to do so and send AB placecheck ideally before 29<sup>th</sup> March 2019.
- AB to assist GB with his placecheck.
- AB to produce a placecheck collating all public feedback.

#### 6 Ratification of online decision over the adoption of a neighbourhood plan logo

The meeting **unanimously ratified** the online decision to adopt the stagecoach logo from the village sign as the neighbourhood plan logo.

#### 7 Update by Donna Moles (summary of professional support provided and next steps)

Donna Moles joined the meeting by telephone at 8pm. She was pleased that the group is on track. Emails from AECOM suggest AECOM are back on board. The following actions were **agreed**:

#### General Actions:

- All members of the Steering Group to think about feedback included in her draft Vision & Aims report and submit comments including anything missing to AB in the next week so that AB can send Donna feedback ideally by 29<sup>th</sup> March.
- Donna Moles to provide AB with a word version of the draft report so that he can coordinate and track comments.
- Housing Group to include the Environment under their remit.
- Donna to send a list for each task group by 22<sup>nd</sup> March, including the sort of questions to be asked.
- Steering Group to agree a date for the consultation, and the format the consultation event will take (AB advised Donna on what had already been agreed for the Annual Parish Assembly and a subsequent mid April consultation event).
- AB to advise Donna of dates for consultation ideally by 29<sup>th</sup> March.
- Donna to send AB any concerns by 3<sup>rd</sup> April.
- Final draft Visions and Aims to be produced ideally by 12<sup>th</sup> April.

#### Tree Survey Actions:

- Tree survey to be split by hedgerows and trees.
- Group to meet to decide which trees are included (no right or wrong criteria). It will be necessary to consult landowners (cannot protect trees without agreement of owners), informing them seeking permission for inclusion/protection of specific trees to enhance the character and setting, asking 'Could we have your permission to include in the plan?'
- Donna to check for template letter to send to landowners.
- Speak to RDC Tree Officer (Andrea Ingram) and ask if there is anything the Steering Group need to be aware of. and any advice s/he can give.

#### Placecheck Actions:

- Ideally to be completed before 29<sup>th</sup> March.
- To be collated into one document.
- Photos to be included.

The meeting discussed Agenda Item 8.5 at this point (see Item 8.5)  
[DM left the meeting at 8.53 pm, after Item 8.5 was discussed].

**8 Task group report – short reports from each task group Chairperson (s) including key achievements or items of note for the Steering Group; overview of planned next steps; blockers and proposed actions to resolve, to include a discussion if needed.**

#### **8.1 Education & Training task group**

No specific report.

#### **8.2 Leisure task group**

No specific report.

#### **8.3 Business, Economy and Tourism task group**

No specific report.

#### **8.4 Infrastructure task group**

No specific report.

#### **8.5 Housing task group**

##### **8.5.1 AECOM housing needs assessment update**

AECOM is expected to provide an update very soon. AECOM had requested £450 to purchase the socio-economic data for Hurst Green (this will be paid for out of the Neighbourhood Plan budget). AECOM had advised that they do not undertake housing needs assessment surveys themselves. An online survey had been conducted by the Steering Group which had already been completed by 10% of the parish population.

##### **8.5.2 Housing survey printing cost approval**

The meeting agreed in principle to spend money on printing the housing survey for the whole parish (600 copies). AB had already obtained one quote for £200.

**Action: AB to obtain quotes from RDC and the publisher of the Parish Magazine and it was agreed to spend up to £200 to print the survey.**

##### **8.5.3 AECOM site assessment update**

It was reported that AECOM were being disappointingly slow. A draft was promised very soon. Many of the site owners are landowners rather than developers and have asked the Steering Group to suggest house numbers for their sites. Donna confirmed this was normal.

**8.5.4 Discussion about RDC Core Strategy: Point 12.42** *Previously unidentified large sites (6 dwellings and over) in a village gaining planning permission before adoption of the relevant Plan may be deducted from the total 'Potential new sites' that an individual village is expected to achieve.*

This applies to Foundry Close development. (It was confirmed this had reduced from 60+ to 20+ dwellings. RDC have a high affordable housing ratio – 1 in 6. Tom Warder from RDC can address options for affordable housing. GB highlighted that finding landowners to release land for affordable housing was difficult. A member of the public voiced that more affordable housing was needed. She shared her experience of affordable housing available to all). The developers of the Foundry Close site wish to attend a Parish Council meeting. It was recognised that the lack of a decision on a bypass for the village was delaying landowner decisions to release land for affordable housing. Donna recommended that the bypass needs to be dealt with separately, to be taken up with Highways. In terms of a policy it will be quite limited, but cannot remain silent on it. Need to manage expectations on what can actually do on the Neighbourhood Plan regarding the bypass.

**Action: DM to inform task group leads what each group could do in relation to village bypass.**

## **9 Budget and expenditure review, including grant application update**

Ian Hirst was not present to provide an update. The Chair informed the meeting that very little had been spent to date as the group was trying to minimise costs until government grants open with current spend being limited to the cost of the Clerk, various £6 charges on land registry searches, and the forthcoming printing costs for housing survey.

**Action: AB and IH to continue to monitor Locality website to check when grant cycle will open for the next financial year (April 2019).**

## **10 Roundtable progress thoughts**

Bob Collins - voiced disappointment that very few members were present; however the group is moving forward.

Derek Johnson – nothing to report.

Graham Brown – requested help with Placecheck. He will also confirm the name of RDC Tree Officer.

Background information on the Neighbourhood Plan was provided for members of the public. A question was asked as to whether Caravan Tech were considering a planning application, it was stated that this was unclear to the NP group.

## **11 Matters for next meeting**

Nothing to discuss.

## **12 AOB**

It was reported by the Chair that a new NP Clerk will need to be found as this was GC's last meeting; she was thanked for her excellent contribution.

## **13 Date of next meeting**

16 April 2019 – monthly NP Group meeting

Other meetings:

12<sup>th</sup> April – Steering Group to attend Annual Parish Assembly

Mid April Consultation drop in event TBC

The meeting ended at 9.44pm.