

**MINUTES** of the meeting of the **Hungerford 2036 Project Team** held on Thursday 2<sup>nd</sup> August 2018 at 7.00pm in the Library, Church St, Hungerford

**Present:** Clerk, Geoff Greenland (GG), Tony Drewer-Trump (TDT), Denise Gaines (DG), Chris Scorey (CS)

1. **Note apologies** - Richard Hudson (RH), Janette Kersey (JK)
2. **Agree last set of minutes of 12th July 2018 and update on actions from last meeting not included in the agenda**– Actions are complete. Minutes proposed by DG, seconded by TDT, all in favour.
3. **Working Principles are:** - Community Led: Public, Transparent, Evidenced and Reasoned  
**The Ultimate Checklist for Critical Thinking** – A useful document for critical feedback (circulated with the agenda).
4. **Feedback from HTC – Councillors not present**
  - **Car Parking** -The Clerk advised a few councillors met with WBC on Friday to discuss possible new sites and that the site north of the station, Network Rail land was to be investigated. Access over the level crossing is a concern. WBC previously advised Cllr Knight there was an option for HTC to take over WBC car parks which could potentially provide a budget. WBC income from car parking must be spent on car parking. CS mentioned 3 or 4 stations on the Basingstoke line have 2 storey mezzanine station car parks. It was questioned who uses the spaces. Previous surveys measuring traffic movement have been completed by WBC and Cllr Hudson. It was felt a solution to car parking is deliverable. **Action:** Speak to Cllrs Chicken and Brookman to make them aware of the H2036 criteria the project would need to meet.
5. **Terms of Reference – Public or private meetings and nature of consultation – Discuss and approve (TDT – 10 mins)** – Amended to hold PT meetings privately but at least 3 times a year have a public meeting and a meeting with HTC. Details of members and quorum now included. **Action:** Amend so PT agendas do not need to be publicised. Changes were agreed and TDT will circulate revised copy.
6. **Analysis of surveys – Update re plan and cost – Clerk (3 mins)** – 227 surveys have been completed on line. It is estimated a similar amount of paper surveys were completed and data will need inputting. **Action:** It was agreed M Barnes will input data at £7.50 an hour. Approx. 10 hours work. Both the paper surveys and on-line version will require numbering and lettering. Clerk to carry out checks.  
**Action:** GG to collect remainder of boxes. Boxes to be dropped at Clerk’s house.
7. **Landscape Assessment Submission – Update – Clerk (3 mins)** – The Clerk responded to the consultation as agreed at the last meeting and received confirmation of receipt. Details have been circulated to the councillors. **Action:** Consider adding to agenda of Sept FC. GG and TDT may wish to attend.
8. **Meeting with WBC – Laila re timetable updates and work liaison – GG/TDT (10 mins)** – Notes of the meeting have been circulated by the Clerk. Action: Clerk to scan and circulate the notes received from Laila on WBC’s Transport Model. TDT explained WBC would carry out Landscape and Transport Assessments as required. We are waiting to hear the price. CS categorised the site assessments into 3 groups: -

- A completely new site
- Site submitted to the HELAA
- A site previously assessed on which we can access previous info

CS highlighted a concern in the new NPPF wording that without a refresh the NP is only valid for 2 years. There are 4 terms that all need to apply (refer to Laila's email in April). **Action:** Review new NPPF.

9. **Consultancy Recommendation Report to Full Council – Discuss and Approve – GG (5 mins)** – In his report GG has included the need to appoint a guiding mind as detailed in the risk register. Later we can receive technical support from AICOM. GG recommends Plan-et as a guiding mind consultant funded by Locality. They would be paid by the hour and the contract could be terminated at any time. Approx. costs up to end of March are £3k. Plan-et has good references and a depth of experience not matched by the other companies approached. The report has been circulated to all councillors and is on the agenda for Monday's Extra Full Council. It was pointed out we may use difference consultants throughout the plan process.

The budget at present is £17K from Locality and £5k from HTC. H2036 PT will prepare an annual budget for October to fall in line with HTC budget setting for 2019-20.

#### 10. Team Roles/Approach –

- **General discussion** – At future meetings we wish to spend 40mins on updates and the rest of the time on moving forward.
- **Updated programme** – GG has put together objectives. CS suggested aiming for the minimum standard required. **Action:** TDT will email names of NPs identified at a recent training that have differing strengths. Links circulated with the agenda are very useful guides. A sustainability framework is required focussing on society, economy and environment to create high level policy statements then to be evidenced through consultation. The first task is to define a vision for Hungerford which then leads to objectives. We may wish to tie in with WBC's 10 objectives.

DG proposed concentrating on 5 elements – housing, transport, local economy, infrastructure and supply of employment land.

**Building the evidence base we need** - CS advised referring to R Megson's document produced a couple of years ago. Evidence from the Town Plan refresh, 5 years' old, could be updated. The initial survey should cover scope and we need to present feedback to public clarifying what will be progressed and what is out of scope. Do we present at an event at the same time seeking volunteers – Town Plan had a chairman for each element? GG Suggested using SWOT analysis. There is empathy due to exhaustion of the consultation process during the Town Plan and public don't see need for further research. We need to emphasize the fundamental change from the Town Plan. The Neighbourhood Plan allows site selection to be carried out by H2036 and not by WBC. Public will wish to see a visual asap; a map of sites.

**Action:** Put together a vision statement.

**Action:** Use no.5 from GG's programme as contents page.

Meeting closed 9.00pm

DONM Thursday 6<sup>th</sup> September 7pm Library