

MINUTES of the meeting of the **Hungerford 2036 Project Team** held on Monday 19th April 2018 at 7.00pm in the Library, Church St, Hungerford

Present: Cllrs Knight (KK), Downe (JD), Hudson (RH), Cusack (MAC), Brookman (RB), Clerk, Anthony Drewer Trump (TDT), Geoff Greenland (GG)

- 1. Note apologies** – Chris Scorey (CS) and Anthony Buckwell
- 2. Agree last set of minutes of 5th April 2018** – *The Minutes were agreed by all.*
- 3. Update on actions from last meeting, not included in the agenda** –

Chris Scorey will provide a breakdown of the plan cost - CS has emailed a breakdown of the costs from the Town Plan. The correct total expenditure figure was £15k (not £25K) consisting of £3.5K printing and £8K fees paid to Polly and Ed who carried out a lot of analysis.

Decide on our main focus. Define scope – GG suggested the following -

Document Itself – The use and development of land within the parish boundary and how it looks.

Audience – The referendum electorate, HTC, WBC and Planning Inspectorate.

Physical Infrastructure Interfaces with – Other parishes, T&M, WBC, landowners, utilities, Highway authorities, Network Rail, GWR

Societal Infrastructure Interfaces with – Schools, Churches, Clubs, Societies etc., all as per Claire's contact list. (Plus tourism?)

Environment Interfaces with – NWD AONB, CPRE, Canal and River Trust, TWA and Environment Agency.

JD suggested scope includes policies in relation to land use, the way things look, site allocations and aspiration (i.e. CIL expenditure)

KK, JD and Clerk attended a Planning Workshop. The categories Ascot NP used were Housing and Environment, Transport and Infrastructure, Community and Economy.

Hungerford 2036 will be used by WBC for land use, HTC for strategy and to guide developers. It was suggested we use all topics in the Town Plan plus land use. Social topics will lead to policies that address the issues.

Action: Consider population. What is the population and shape of the town and its infrastructure?

Action: Look at the Local Plan. How do we make it detailed to Hungerford?

Action: Consider housing density. Number of housing will affect everything else.

We have a duty to consult and plan must be sustainable.

In Feb, 27 NPs passed referendum and 20 in March.

Action: Add signing of SLA to next FC agenda

- 4. Report on meeting with Laila Bassett** – JD, TDT and Clerk met with Laila on Monday (**see notes attached**) who advised WBC are expecting guidance on housing needs in Sept from central government. Other Berkshire authorities are aligned to 2036 also. A HELAA is taking place and WBC will let us see what sites have been submitted so far.
Action: Geoff, JD and Clerk to attend WBC to look at sites. Fix appointment with Laila.
Action: View database of landowners from Chris Scorey
Action: Laila supplied a lot of data that has been circulated and needs reviewing.
Action: ask Laila for a comparison analysis of Hungerford in relation to an average. How many travel to, and out of, Hungerford to work, or work from home?

Student/Undergraduate placements - MAC talked about the opportunity of having one or two students to carry out research/community engagement/marketing for us as part of their

degree. A student could be assigned for a year. We would need to cover their travel costs and define a project for a fixed timeframe. The closing date is the end of this month.

Action: RH to circulate a job spec we could use.

Action: MAC to send details to JD

Action: JD to speak with the universities (Reading, Winchester, Oxford)

5. Consider issue of a launch announcement - which could be used in a variety of media –
JD drafted an announcement and RH came back with some amendments.

After discussion some changes were agreed.

Action: JD to update launch announcement

Action: Put launch announcement in next Hungerford Matters in the Adviser (check where they deliver)

We need to do a survey to ask a few questions to understand what people like, don't like. We may wish to include some data to inform the public. Describe Hungerford in numbers. How do we collect the data? High St Stand, drop off points in Hungerford, put on online, provide SAEs, offer an incentive. It is important to cover every household for evidence of full consultation.

Action: JD to sketch out details of a survey. A survey leaflet will be inserted into a following edition of the Adviser (use sun-speak)

Action: Look into cost of SAEs

Action: KK to put the article in CHAIN

6. Consider initial set of FAQs for publicity –These can be put on the website and referred to. Data can also be displayed on the website to inform public.

Action: TDT to jot down key data facts required.

Action: RH to email him previous data.

7. Review list of key local partners and stakeholders – It was suggested we invite the list to an event in the Town Hall and recruit them as ambassadors. A structured session to include brainstorming in groups could follow a presentation and refreshments would be provided.

Action: Inform contacts we are carrying out research and invite them to this future evening event in September.

Action: Clerk to book Town Hall

Action: Clerk to add U3A, Hungerford Club Crown Mews, Bearwater to the list

DONM Thursday 3rd May 7pm, The Library

Notes from meeting with Laila on Monday 16th April 2018 at 11.00am in the Library, Church St, Hungerford

Present: Laila Bassett (WBC), Downe (JD), Clerk, Anthony Drewer Trump (TDT)

Laila will email to HTC details of the WBC processes/research underway at present and estimates dates for completion along with links to data useful for the NP process.

Laila advised the **WBC Local Plan Review** is currently out for consultation. Housing figures will be available in Sept as a result of central government planning. Whilst the SHMA (Strategic Housing Market assessment) indicated 645 houses per annum the government figures are likely to be lower in the 500s?. Note the inspector could change the numbers at a later date.

WBC has good relations with other local authorities and has no problems over its duty to cooperate. Other Berkshire Authorities are aligned to 2036 also.

Land Assessment for employment need, for the entire district is on-going and this may consult with Parishes soon.

HELAA (A replacement of the SHLAA) – Housing Employment Land Availability Assessment is underway. A call for sites has taken place and the findings will be available this summer (August at the earliest)

A **Housing Affordable Viability Study** is taking place (including starter homes). WBC differs from the requirement and provides affordable housing for less than 10 houses – this may change.

CIL – They are looking at updating the current charging schedule

Transport Modelling – this was last done in 2010 and will consider vehicle movements and capacity as an up to date “baseline” position against which new site proposals can be assessed.

WBC will be focussing on **tourism** as an addition to their plan as it is not covered much at present.

WBC has an **Annual Monitoring Report** which reports on the progress of the Local Plan. This will include data on the no. of affordable housing completions however not on empty or under-occupied premises in the private sector.

Housing Need Study – How useful is this and is it worthwhile? It is costly and we could build this evidence ourselves. Garth Simpson (Dist Cllr for Cold Ash) may be able to advise.

The **WBC Education** team is Mark Lewis and Fiona Simmonds. Can they provide info on no. of school age children?

Laila will advise if there is any data on **car parking** from Highways that can be supplied to us.

Shopping Analysis – Up to 2014 vacancy rates were recorded. Laila will see if info is still available.

A **Retail & Leisure assessment** is looking at top level needs. It may consider catchments. Laila will advise.

Tesco – worth contacting for info on customers and use of car park

Rural Service centres – Laila to find topic papers for us – i.e. what qualifies a settlement as one?

Usage of playgrounds/sports grounds – Most playgrounds except one is HTC owned and some CCTV footage is available. Sports ground (Triangle Field) consists of Hungerford teams. Football/Cricket and Rugby Club could be approached for data.

Strategic Environmental Assessment – WB will screen to see if one is required for Hungerford once we have identified possible options for the NP but we need to pay for it if required. It is possibly needed as we are in the AONB. Harvey's meadow is a European Site of Importance. One assessment would be required for the whole parish.

Laila suggested we go into WBC to look at sites being promoted in the HELAA. We can then carry out Land registry searches and contact developers and land owners if we think there could be additional options elsewhere to be considered as not all landowners will be aware of the HELAA.

Laila suggested we start consulting with the public now to get ideas for our NP. Not much we should be doing with site allocation before the autumn.

Examiners – If we go to RICS they give you a list of examiners to choose from. Most carry out a written recommendation although public enquiry is not unusual.

Meeting closed 1pm