

**MINUTES** of the first meeting of the **Neighbourhood Plan (NP) Steering Group** held on Monday 19<sup>th</sup> March 2018 at 7.00pm in the Library, Church St, Hungerford

**Present:** Cllrs Knight, Downe (JD), Crane (MC), Brookman, Farrell, Simpson, Hudson, Cusack; Clerk, Anthony Drewer Trump, Geoff Greenland, John Willmott, Anthony Buckwell (AB)  
Also present from West Berkshire Council (WBC): Gary Lugg, Bryan Lyttle (BL) and Leila Bassett (LB)

- 1. Complete the paperwork to register the area as the Town/Parish boundary** – BL talked through the application form. No consultation is needed. Target date for registration is mid-April. With reference to completing Section 9 on the form, we were advised to view what other councils have written. By selecting the intention to be a NP we are not limiting our options i.e. we can choose Community Right to build at a later date. **ACTION: Complete paperwork.** A Service Level Agreement will be signed by Gary Lugg and Hungerford. WBC advised a new draft NPPF can be viewed on the web and includes 11 more pages and NPs. Community Assets can be identified within a NP.
- 2. Understand how WBC local plan timetable can fit with our NP timetable** - WBC confirmed we would have early sight of what WBC are working on and they would define the number of houses for development but would allow us the site allocation. Both parties can be involved in the ‘Call for sites’. WBC will do the whole of the district. Stratfield Mortimer did their own site evaluation. They should have carried out a Land Impact Assessment. We need to ensure the ‘certainty’ of sites chosen.  
BL advised it would be better for Hungerford to be slightly behind WBC with target dates because the inspector can impose amendments on WBC’s plan. He advised we look at Stratfield Mortimer’s inspector’s report.  
Target Date – Spring 2021 for our NP referendum. BL gave the Clerk a more detailed timetable (see attached).  
Employment Development Sites – WBC will identify the need at District Level. This is government imposed (top down). The NP will work ‘bottom up’. WBC was asked how they decide on the land area with such different requirements per trade. WBC looks at trends and individual models for each local land area  
WBC has published their SHMA (Strategic Housing Market Assessment). WBC advised the housing figure is 665 per annum across the whole of West Berks from today going forward. It depends on when the draft NPPF becomes final as to when we will get the housing numbers allocated to us.  
WBC is looking at a new Land Character Assessment, which was last done in the 1990s. An extra 8000 houses will be required up to 2036 over the whole of West Berks. There will be limited development in the AONB to meet need.  
WBC advised there is only 11% of developable land in West Berks. A large development at Grazeley may take place.  
WBC will know more in 6 to 9 months.  
Funding applications (up to £9K) need to be made by April. **ACTION: Start grant application.**
- 3. Agree regular meetings with WBC** – These need to be made through contacting Leila Bassett, as and when required, and at key milestones. Hungerford needs to put together a Project Plan. **FUTURE ACTION: See ‘Localities’ for a template to put together a Project Plan.**  
WBC encourages Hungerford to work together with them against any predatory developers. It was asked what the NP could include other than site allocations. Examples given were development of Hungerford High St frontage, separate policies unique to Hungerford such as antiques, or tourism, coach parking etc. it could be a community hospital on a particular piece of land. Theale has a ‘Park and Rail’.

4. **Appoint a chair and consider roles of other members** – BL advised the inspector had previously asked for names and addresses of NP members to ensure opinion was representative from all areas of the parish. Hungerford should be aware of this. Minutes of the NP meetings should be available to show the inspector. Declarations of interest in land must be made. AB is a trustee of Town & Manor, a main land owner in Hungerford. BL can help him with his declaration.
- JD is not keen to chair as he believes the group should be led by someone with a strong Hungerford background. KK will lead for now. **ACTION A chair will be decided soon.**
- BL advised Stratfield Mortimer took topics from the Core Strategy to use as a structure and divided them up according to member's skills. We can consider topics used in our Town Plan and ask for new suggestions from the public. Evidence is needed to support our decisions.
- ACTION: Prepare form for handout and completion by public at Town Meeting on Wednesday. What would you like to see in 20 years' time? Etc.**
5. **West Berkshire Local Plan Review – How will this affect Hungerford?** The consultation is underway and includes questions on the Spatial Strategy such as do we believe division of the district into geographical areas is the best way. Hungerford comes under AONB. Hungerford may wish to focus on Tourism. MC has been working on how Hungerford features in the Great West Way. It was asked if District Councillors should be involved in the formation of NPs. WBC said sometimes they are and sometimes not. The main contact will be through BL and LB.
6. **Consider Terms of Reference. (Stratfield Mortimer example has been circulated)** – JD said this was a good model to start with. It was requested the changes are marked version 1 etc.

**DONM Thursday 5<sup>th</sup> April 7pm, The Library**