

HILTON, MARSTON & HOON NEIGHBOURHOOD PLAN

STEERING GROUP MEETING

held at Hilton Village Hall on

Monday 11 February 2019

at 7.30pm

Attendees: Charles Cuddington Margaret Cuddington
Russell Pollard Sian Davies
Martin Nield Christina Nield
Suzanne Campion Jon Watson

Public: None

1. Apologies: Amy Plenderleith
2. Declaration of Members' interest:
Resolved: Sian Davies & Christina Nield personal interest in Village Hall Committee
3. No questions – no public in attendance
4. To confirm the minutes of the last meeting on 14 January 2019.
Resolved: The minutes were unanimously approved by the Neighbourhood Plan Steering Group.
5. Report on the SDDC meeting with Karen Beavin and Kevin Exley, attended by Russell Pollard and Charles Cuddington.
It was a constructive meeting with only minor word changes suggested by SDDC to the draft policies.
Acceptance of the amended draft Policies proposed by Jon, seconded by Suzanne.
Resolved: Draft policies were unanimously accepted.
6. Report on the Engagement Working Group Programme.
 - Printed copies of the survey will be delivered by Yvonne on 13 February
 - The paper survey will be distributed from the 24th February onwards
 - The survey will also be on the website from 24th February
 - The survey will remain open for three weeks
 - Drop Boxes to be ready for delivery on 22nd February

- Yvonne has quoted £240 ex VAT for Village Hall display boards

Resolved: The Neighbourhood Plan Steering Group unanimously agreed the report.

7. Ratification of “the Next Step” proposed by Russell and seconded by Martin

Resolved: The Neighbourhood Plan Steering Group unanimously agreed.

8. Ratification of Vision Statement proposed by Martin and seconded by Charles

Resolved: The Neighbourhood Plan Steering Group unanimously agreed.

9. Village Hall display

- There will be 12 panels giving details behind each topic policy.
- They will also be available on the website.
- Members will be available to answer questions at the Tuesday coffee morning and at various evenings during the week, to be agreed.

Acceptance of the Village Hall display proposed by Chris and seconded by Suzanne.

Resolved: The Neighbourhood Plan Steering Group unanimously agreed the display.

10. Peter Black – Planning Consultant

It was proposed that now we are close to starting to produce a Draft Document, we should engage Peter Black. Proposed by Jon Watson and seconded by Sian Davies.

Resolved: It was agreed unanimously by the Neighbourhood Plan Steering Group that Charles Cuddington would contact him for a meeting

11. Budget Update

Charles distributed an updated sheet (attached) and confirmed that since the last meeting the spend has been in line with budget.

Budgeted expense for the next month includes

- | | |
|--|-------|
| - Peter Black (fees for two days) | £1000 |
| - Village Hall display board printing | £240 |
| - On going IT costs and Dove Valley life costs | £165 |

Locality money runs out at the end of March and we need to reapply. Forms take approx. 8 weeks to process. £2000 has been agreed by Hilton Parish Council in their Budget to cover delay.

Acceptance of the updated budget and authority to pay any of the next month costs should they fall due for payment before the next Steering Group meeting proposed by Russell seconded by Martin

Resolved: The Neighbourhood Plan Steering Group unanimously agreed the updated budget and delegated authority to pay any invoices becoming due before the next Steering Group meeting.

12. Master Program Update

The Draft Consultation Plan to be ready by end of May followed a six week consultation by SDDC. After any changes as a result, there will be a further six week consultation.

Acceptance of the updated Master Program proposed by Chris, seconded by Charles

Resolved: The Neighbourhood Plan Steering Group unanimously agreed the updated Master Program

13. PC Meeting

The Chair reported on her meeting with the Chair and Vice Chair of Hilton Parish Council which took place on Friday 8 February.

The Chair and Vice Chair of the Parish Council requested that the Neighbourhood Plan steering Group minutes should record decisions made as resolutions. Additionally, they requested that the minutes are signed by the Chair on every page on approval.

After a discussion on the added value, acceptance of the request was proposed by Suzanne and seconded by Russell

Resolved: The Neighbourhood Plan Steering Group unanimously agreed to adopt this format for all future minutes

The Chair and Vice Chair of the Parish Council have proposed a wording change to the Parish Council GDPR policy to encompass the activity of the Neighbourhood Plan Steering Group.

The Chair said she would circulate for comment and the matter will be on the agenda for the next Neighbourhood Plan Steering Group meeting.

It was thought prudent that all surveys will be sealed in film and if access is required, then this will be by a member of the Neighbourhood Plan Steering Group authorised by the Chair. At the end of the Neighbourhood Plan process all the surveys will be destroyed. Proposed by Martin, seconded by Chris.

Resolved: The Neighbourhood Plan Steering Group unanimously agreed the proposal

AECOM

They have provided a housing needs assessment up until 2035 based on the yet to be adopted new methodology which apportions new development on a percentage of population basis– proportion for Hilton 7.7%. They have marked their preliminary report as confidential but have shared it with SDDC, although not the person we have been dealing with.

As the response was fairly disappointing, we will discuss with Peter Black.

It was proposed that Charles would close the loop with SDDC and we discuss with Peter Black after he is engaged. Proposed by Sian, seconded by Jon.

Resolved: The Neighbourhood Plan Steering Group unanimously agreed the proposal.

Meeting closed at 9.10pm

The next meeting will be on Thursday 14 March 2019 at 7.30 at the Village Hall.

Signed.....Date.....