

**MINUTES** of the meeting of the **Hungerford 2036 Project Team** held on Thursday 12<sup>th</sup> July 2018 at 7.00pm in the Library, Church St, Hungerford

**Present:** Clerk, Geoff Greenland (GG), Janette Kersey (JK), Tony Drewer-Trump (TDT), Denise Gaines (DG)

1. **Introduction** – Denise Gaines has experience from working on the Town Plan and Local Development Framework. She was welcomed and agreed to join the Project Team.
2. **Note apologies** - Chris Scorey (CS), Keith Knight (KK), Richard Hudson (RH)
3. **Agree last set of minutes of 26th June 2018** – Minutes proposed by TDT, seconded by GG, all in favour.
4. **Proposal re Chairmanship and new terms of reference - Tony/Geoff** – Thanks were expressed to John Downe for his chairmanship – Clerk to pass these on to him. He has now stepped down but is welcome to return in the future. It was agreed by all that TDT and GG should take over as co-chairs. It was recommended that all attend NP training where possible.  
**Action:** The new chairmanship will be added to Full Council agenda for agreement along with an amendment to the TORs to note this and a paragraph to recommend HTC and H2036 meet at least every 4 months. This will help alleviate concerns over lack of liaison between the two parties.  
**Action:** Consider for future what the quorum should be and the amount of HTC Cllrs that should be on the Project Team.
5. **Update on actions from last meeting, not included in the agenda** – Major employers have been emailed. Clerk has replied to landowners that responded to the call for sites.
6. **Feedback on Tesco Exercise – Tony** – Around 200 more surveys were handed out at the Tesco foyer to members of the public, some not residents of Hungerford. We wish to capture views from those that regularly visit Hungerford as well as residents and the target would be to cover an area of 15/20 miles around Hungerford including surrounding villages such as Bedwyn, Shalbourne, Ham, Froxfield, Chilton Foliat etc.  
**Action:** Advise Penny Post area to target for Facebook boost. Need to emphasize the deadline not extend it.
7. **Initial Survey - Response So Far. (Please check your own boxes before meeting re numbers do not remove any questionnaires)** – It was estimated we have around 300 replies so far including on-line responses.  
**Action:** Email schools to chase surveys and collect before end of term and get reminder in school newsletters if possible. JK to approach Primary and Nursery. Clerk to contact JOG.  
**Action:** Clerk to email all contacts to chase filling in of survey.  
**Action:** GG to empty boxes before next meeting. JK and Clerk to collect up boxes.  
**Action:** It was agreed, to keep an audit trail, all the surveys should be numbered, and a letter included to identify the location of the box. TDT to do.  
**Action:** DG to take rest of surveys to Kerridge to be handed out.  
**Action:** Clerk to negotiate price for student to input survey info into smart survey.
8. **Agree Press Release - Adviser/Newbury Weekly News** – The wording of a further reminder to complete the survey was agreed.  
**Action:** Send this to Penny Post and include in Hungerford Matters in the Adviser.

**9. Contact with groups/public** – GG is working on the list of group contacts and how to categorise them with a view to setting up workshops and meetings that will be relevant. It was suggested that we could attend AGMS of target audiences to inform and obtain feedback.  
**Action:** GG to update on progress at next meeting.

**10. Landscape Assessment - Agreement of Submission on Initial Consultation – (All please review document circulated by Claire and prepare specific comments for a response to WBC)** – HTC has not provided any feedback. Feedback received from the Project Teams is as follows:

- *What has changed?* General lack or reduction in biodiversity; less bird song and insects particularly midges. Number of hedgerows has depleted and there is an increase in monoculture: change to large fields of oil seed rape from a previous diverse use of arable and grazing land.
- *What is important/valued?* Views from Hungerford town looking out to the countryside are treasured and should be protected.
- Please refer to the Landscape Sensitivity Study of Hungerford carried out as part of the Local Development Framework in 2009 which includes photos of the area and provides necessary detail.

**Action:** Arrange meeting with the Mayor ahead of Tuesday deadline to agree consultation response.

**Action:** Clerk will respond to the consultation using the above listed information.

**11. Consultancy Need/Engagement** – not discussed

**12. Programme/Budget/Risk** – GG will update the programme as we progress.

DG was briefed on the data that TDT presented to a previous meeting. Using data from the census we considered changes in % between Hungerford and West Berks. This is a work in progress and may provide evidence on what is appropriate for Hungerford should we wish to do something different to the local plan.

The HTC budget is £5000, and Locality offer a grant up to £17K. The Lottery can fund a Housing Needs Assessment if required instead of WBC. **Action:** GG to arrange meeting with Clerk to discuss procurement.

GG circulated a Risk Register that he has produced. The major risks are outlined along with impact and mitigations. It was felt important to allocate a person or group to each task.

**Action:** Speak to the Mayor and ensure she is on board and happy with the risk document.

**Action:** Clerk to resend sustainable drainage systems consultation to GG

**Action:** An event in September is not feasible. Clerk to cancel the booking with the Town Hall

**Action:** Clerk to upload urls to website of info supplied by Laila. Distinguish between current/ old and due to be updated documents.

Meeting closed 9.20pm

DONM Thursday 2<sup>nd</sup> August 7pm Library