**Minutes for Committee**

**7.30pm, Tuesday 18th October 2016, Ham Children’s Centre**

**Present**

Justine Glynn (Acting Chair – JG)

Helen McNally

Stan Shaw

David Williams

Danielle Coleman

Andree Frieze

Chris Ruse

John Goddard (JGd)

Penny Frost

**In Attendance**

Siriol Davies (Co-ordinator)

Tina Waas (Local resident)

1. **Apologies for absence** were accepted from Brian Willman, Andy Rogers, Anne Powell, Sarah Tippett and Jean Loveland. Introductions were made for the benefit of a visitor, Tina Waas.

2. **The minutes of the Committee meeting of 20th September** were approved.

3. **Matters arising not covered on the agenda**

Re. Cassel Hospital, there had been no response to the Forum’s last letter. DW mentioned that there was now a new clinical director at the Hospital who would be working to maximize the potential of buildings and services.

4. **Update on the work of our consultant Sarah Gatehouse (and the student doing illustrations)**

CR reported on his meeting with Sarah Gatehouse: the editing of the plan was a much bigger job than she had envisaged owing to duplication and lack of a common structure. Her background in development control leads her to ask how a planning officer would respond to it. She suggests highlighting what in particular in H&P is not covered by the Local Plan and being clearer re. priorities for CIL money. She has redrafted the introduction, Character & Heritage, retail and is making good progress on transport. A meeting is arranged with JG and Chas Warlow re. Sustainability. She has not yet looked at Community Facilities and Open Spaces. By the end of October she should have a very good (although not final) draft and be able to make a position statement. This draft can be discussed at the November committee.

AF asked if there was more work than she had anticipated a month ago? The answer was yes.

5. **To agree updated schedule, timetable and budget for the neighbourhood plan**

CR tabled a Pre-submission consultation schedule, as follows:

13 Dec: Forum Committee approves draft NP

16th January -10th March: Pre-submission statutory consultation

10-14 February: Distribution of H&P magazine

28th February: AGM

11th April: Committee approves draft for submission to LBRuT

This schedule was **agreed**. Grey Court has been provisionally booked for the AGM and the H&P Magazine editor has agreed to ensure distribution in good time for publicity.

Re. 15th November committee meeting, unfortunately this is also a Council meeting date so the three councillors will be absent, but can send comments by email. Sarah Gatehouse will attend this meeting. It is essential that this meeting is quorate and that all arrive having read the draft plan. (SD to send reminders). The cost of printing hard copies for all is likely to be prohibitive and will be a matter for individual choice.

Re. costings for illustrations, a base map has been prepared but further work is dependent on seeing the revised text. JGd pointed out that some of the money held needs to be spent by 30th November unless an extension is applied for. JGd to liaise with CR. The Drafting Team will look at the ‘storyboard’ at their meeting on 1st November.

Re. postponement of the AGM to February: although this means that there has been no AGM in the current calendar year (the last one having been the EGM of June 2015), it was decided to wait until February when it could coincide with the statutory consultation period. The agenda for the AGM needs to be publicized 21 days in advance.

Re. budget: there are funds of £8k which should cover the cost of the consultant’s fees and production of the plan. There is still an option of returning to LBRuT for further grant money. A monitoring report on spending so far has to be completed by the end of November. The consultant’s fee had been agreed and there will be no further increase. The graphics student will need payment for illustrations. CR will refine the schedule.

6. **To agree a framework for the consultation statement**

SD had circulated an initial text describing the consultation events from 2013-15. A later version with introduction by CR was tabled. This is work in progress, but the intention was to notify the committee of the requirements of the consultation statement, which has to be submitted with the NP, and to ask for help with queries. The statement needs to indicate how the plan drafters responded to comments, particularly during the statutory consultation period. CR to check best practice i.e. how much detail is required.

Workshop leaders have been asked to assemble material used e.g. questionnaires, draft policies, maps, plans etc. SD to chase.

DW offered to scan old issues of the H&P magazine to pdf.

SD to circulate draft consultation statement text for comment, with deadline.

7. **How to take forward agreeing a priority project list**

CR explained that the drafting team have drawn up a list of projects and gave some sample ideas which range from minor improvements to a pavement to building a bridge to Twickenham. Projects need to relate to policies and therefore cannot be finalized until the final draft of the plan has been approved.

Re. CIL, 25% of monies are available for projects which accord with the NP; the Council makes the final decision after consultation with the Forum. Perhaps our list should prioritise ‘orphan’ projects which would be unlikely to get funding elsewhere?

CR to bring a priority list to the next meeting, when the policies are clearer. These could perhaps be included in the statutory consultation. JG will send a list to CR for Sustainability.

8. **Our letter to LBRuT for the St Michael’s Convent planning application**

The committee thanked and congratulated Andy Rogers, Brian Waters and CR for drafting an excellent letter.

9. **Ham Close update**

The Freedom of Information request did not yield any information. There is currently a consultation event based in a mobile building in the car park. The proposal is for 425 homes with some buildings being 6 stories. There is one parking space per unit. Ham Green will be left alone. JG, David Lamb and SS will be attending a meeting on the next stage.

10. **To be updated on the financial situation**

See above under 5.

11. **Any other business:**

David Lamb will be attending a River Thames workshop on behalf of the Forum.

The Forum had received a request from a local resident to become involved in discussion of the future of Ham Parade. SS to meet him. It is important to get local traders and residents involved, perhaps by a ‘Friends of Ham Parade’ group.

Justine Langford has been in touch with TARAK and the Cycling Liasion Group re the transport aspects of the Parade and has requested a meeting with councillors.

Brian Holder of the Teddington Society had argued for a bus linking Twickenham with Kingston. Justine Langford had responded.

12. Date, time and place of next meeting – 7.30pm, Tuesday 15th November 2016,

Ham Children’s Centre

The meeting ended at 8.45pm.