



HAILSHAM TOWN COUNCIL
Neighbourhood Planning Committee

REPORT (Minutes)

of the meeting of the Neighbourhood Planning Committee,
held at the Fleur de Lys Council Chambers, Market Street, Hailsham
On Thursday 25th February 2016 at 7.00 p.m.

Prior to commencement of the remaining formal business of the meeting a period of not more than 15 minutes had been assigned for the purpose of permitting members of the public present to address the Assembly, or ask questions (on matters relevant to the responsibilities of the Town Council) at the invitation and discretion of the presiding Chairman.

The Chairman welcomed Councillor David White, Chairman of Hellingly Parish and Council and Wealden District Councillor.

NP/15/8/42 **Present:** Councillors Mrs S. Cottingham, P. Holbrook, Mrs. M. Laxton, J. Puttick, P. Soane (Chairman) and C. Triandafyllou.

43 **Other Members:** Ms V. Browne.

44 **Officers Present:** Mr. J. Harrison (Town Clerk) and Mr. D. Saxby.

45 **Apologies For Absence:** Mr. S. Cross and Mrs. H. Deehan.

46 **Declarations of Interest:** None

47 **Minutes of the meeting of the Neighbourhood Planning Committee held on 14th January 2015**

RESOLVED to note and adopt the minutes of the meeting of the Neighbourhood Planning Committee held on 14th January 2016.

48 **Matters Arising**

None.

Neighbourhood Planning

49.1 The Chairman said that the next stage of the process was to develop the Neighbourhood Plan, taking into account its relationship with the Hailsham Area Action Plan (HAAP). This meeting was to prepare the scope and remit of the Plan, both in terms of what went into it and the boundaries of it.

The Chairman referred to a meeting with Nigel Hannam and Marina Briginshaw from Wealden District Council that he attended with the Town Clerk and Steven Cross.

The Neighbourhood Plan could run in tandem with the HAAP but could not work at cross purposes to it. The demarcation lines needed to be clear. The

Neighbourhood Plan's scope and remit is to look and the town and recommend the type of infrastructure needed for the development.

Members debated the possibility of including the Arlington Parish in the Plan as this would be where the largest part of the proposed development would be. Councillor White said the Local Boundaries Commission report would be published on 15th March 2016.

- 49.2 **RESOLVED** to recommend that the Neighbourhood Plan be restricted to the existing parish boundary; and that the whole parish is included in the Plan.

Members discussed the scope of the Neighbourhood Plan and the preferred ways forward for developing the plan.

Cllr White described the process being developed for Hellingly, in which focus groups of various members of the public and representatives from other organisations were invited to open ended discussions about specific areas. The outcome of these meetings would then form the basis for a wider public consultation. The steering group agreed that this would be a positive way forward and a good way of ensuring a consultation addressed the relevant areas in a targeted way.

- 49.3 **RESOLVED** to recommend that the following areas be included in the Neighbourhood Plan:

Town Centre and Retail
Employment and Business
Communities
Heritage
Design
Housing
Natural Environment

- 49.4 It was agreed that there was a need to involve and consult the public and to bring in extra representation to sit on sub committees/focus groups in order to develop that consultation.

The Chairman stated that a further meeting with Wealden District Council had been arranged for the 3rd March 2016 and if Mr Cross was unavailable, Councillor Laxton would substitute.

Cllr Laxton advised that she and Mrs Deehan had drawn up a draft plan for the project and also a marketing and communication plan. It was recommended that the Marketing and Communications Plan be costed at £15,000, to be confirmed by the committee at the next meeting.

The issue of the hiring of a Planning Consultant for the project was discussed. Mr Harrison had indentified nine consultants via the RTPi's Online Directory of Planning Consultants, specialising in Neighbourhood Planning and within a relatively short distance from Hailsham.

The Steering group discussed the proposal that more than the allocated £19,500 would be required for the consultant contract – and agreed it may be up to

£30,000. It was made clear that and the proposed marketing and communications plan costed at £15,000 would have to be agreed at the next meeting and then would have to be approved by full council.

It was agreed that Mr Harrison would send the Locality “Commissioning Consultants” guidelines to the Steering group. It was noted that Mr Harrison and Cllr Soane were attending the Action in Rural Sussex Neighbourhood Planning Roadshow on 9th March and that there may be an opportunity to explore possibilities with consultants at that event.

49.5 **RESOLVED** that the expected outcomes and main agenda items for the next meeting would therefore be:

- To determine the required brief for the consultant (based on the “Locality” template) and the budget required/requested
- To draw up a project plan and/or road map for the project (as required at the last meeting of Full Council, 20th January 2016)
- To consider the draft marketing and communications plan and its cost

That these recommendations would then have to be approved by council (next meeting 30th March 2016)

50 **Date of next Meeting**

RESOLVED that the next meeting would take place on Monday 21st March at 7.00pm.

There being no other business, the meeting closed at 9.08pm.