



**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 Monday 21<sup>st</sup> March 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.

NP/15/9/51 **Present:** Councillors Mrs S. Cottingham, P. Holbrook, Mrs. M. Laxton, G. Moore, J. Puttick, P. Soane (Chairman) and C. Triandafyllou.

52 **Other Members:** Ms V. Browne, Mr. S. Cross and Mrs. H. Deehan.

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

54 **Apologies For Absence:** None

55 **Declarations of Interest:** None

56 The Chairman stated that the representative from Hellingly Parish Council to future meeting of the Neighbourhood Planning Committee would be Councillor Mrs. Barby Dashwood-Morris. She was unable to attend this meeting.

57 **Minutes of the meeting of the Neighbourhood Planning Committee held on 25<sup>th</sup> February 2016**

**RESOLVED** to note and adopt the minutes of the meeting of the Neighbourhood Planning Committee held on 25<sup>th</sup> February 2016.

58 **Matters Arising**

None.

**Neighbourhood Planning**

**The Outcome of the meeting with WDC Officers on 3<sup>rd</sup> March 2016**

59 The Chairman said that he and the Town Clerk met with Nigel Hannam and Marina Briginshaw from Wealden District Council on 3<sup>rd</sup> March 2016. The WDC officers were pleased that the zone of the Neighbourhood Plan was to be the Parish boundary. They were also positive about the broad scope of the Plan but wanted to know more details. The Chairman said that this would come from the public consultation exercise. The WDC officers were keen for Hailsham Town Council to start the formal consultation.

Councillors Holbrook and Mrs. Laxton asked if the bid for a WDC grant had been raised. The Chairman responded that it had not been at this stage.

The Chairman also updated the meeting on the Neighbourhood Plan Committee's visit to Burgess Hill Town Council to talk to their officers about their Neighbourhood Plan.

It was clear that a public consultation exercise was vital as was the importance of producing a Neighbourhood Plan. The production of their Plan had cost £60,000.

There had been a strong relationship with the Mid Sussex District Council and the Town Council had worked closely with developers. The drawing up of the Plan had been very much a bottom up exercise, relying on a strong ward input.

The Town Clerk said that that the Burgess Hill Neighbourhood Planning Committee had reflected the political make up of the Council.

#### The Road Map or Project Plan for the Neighbourhood Plan Committee

- 60.1 The Chairman thanked Mr. Kelvin Hinton for producing the draft timetable that had been circulated with the agenda. He proposed it be used as the template for discussion.

The document was agreed in broad principles.

- 60.2 **RESOLVED** to recommend the Neighbourhood Committee is delegated authority to implement the Plan as agreed, subject to reporting to each bi-monthly Council meeting on progress and Council approval of the next stage of the project.

- 60.3 **RESOLVED** to recommend that the first three stages of the programme be taken forward by small sub-groups of the Neighbourhood Planning Committee. The Stages were:

Community Engagement & Consultation  
Building the Evidence Base  
Defining Themes/Scope and Content

- 60.4 Members of the Committee were to inform the Town Clerk which stage they wished to be a part of and if they were willing to be a Chairman of the group. The Town Clerk would ensure that the "Getting Organised" stage is completed

#### To Determine the Marketing or Communication Plan

- 61.1 Councillor Mrs. Laxton and Mrs Deehan had produced a draft Marketing and Communication Plan. Mrs Deehan said that she was willing to accept amendments to the document.

- 61.2 **RESOLVED** to recommend the acceptance of the draft Marketing and Communication Plan as amended and attached to these minutes as NP/15/9/61A to these minutes; and for Councillor Laxton to produce a leaflet in time for the Annual Town (Electors') Meeting on 19<sup>th</sup> April 2016.

### The Budget for Producing The Neighbourhood Plan

- 62.1 Members debated the cost of producing a Neighbourhood Plan. This included the scope of the Plan, the engagement of a consultant and the marketing and communications of it. It also took into account the costs of other Neighbourhood Plans in the area.
- 62.2 **RESOLVED** to recommend that up to £80,000 be assigned for the purpose of producing a Neighbourhood Plan, including the marketing, communications and the engagement of a consultant.

### The Contents of the Brief of the Engagement of a Consultant

- 63.1 Papers detailing the proposed specification for the appointment of consultants and the draft consultants' brief were circulated with the agenda.
- 63.2 **RESOLVED** to recommend the acceptance of the proposed specification for the appointment of consultants and the draft consultants' brief.

### Date of next Meeting

- 64 **RESOLVED** that the next two meetings would take place on the 7<sup>th</sup> April and 21<sup>st</sup> April 2016 at 7.00pm. The Chairman and Town Clerk were to suggest dates for the rest of the year at the meeting on 21<sup>st</sup> April 2016.

There being no other business, the meeting closed at 9.30pm.