



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 21st April 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/15/10/
81 **Present:** Councillors N. A. Collinson (Substituting for Ms C. Collinson-O'Toole), N Coltman (Substituting for C. Triandafyllou), P. Holbrook, Mrs. M. Laxton, G. Moore, J. Puttick and P. Soane (Chairman).

82 **Other Members:** Ms V. Browne, and Mrs. H. Deehan.

83 **Also in Attendance:** Councillor F. Berry.

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

85 **Apologies For Absence:** Councillors Ms C. Collinson-O'Toole, Mrs S P M Cottingham, C. Triandafyllou and Mr. S. Cross.

86 **Declarations of Interest:** None

87 **Minutes of the meeting of the Neighbourhood Planning Committee held on 21st March 2016**

RESOLVED to note and adopt the minutes of the meeting of the Neighbourhood Planning Committee held on 7th April 2016.

Matters Arising

88 **Minute 78.4 – Building the Evidence Base**

Councillor Berry asked if the Town Clerk would give his approval for him to organise the administration for the Sub-Committees. The Town Clerk said this was acceptable but all paperwork should be copied to him as it would need to be put on the Hailsham Town Council website.

Councillor Holbrook asked why the pop-up banner was not in the reception area. The Chairman responded that he had been advised that it had fallen over and it was decided to leave it down in case it breaks before the Annual Electors' Meeting.

Neighbourhood Plan Update

Public Scoping Neighbourhood Plan Questionnaire

- 89.1 Copies of draft questionnaires provided by Mr. Cross and Mrs. Deehan had been circulated. Mrs. Deehan said that the scoping questionnaire would go to the public to gain their views to put to the consultant informing them of the community spaces, housing and leisure facilities desired.
- 89.2 **RESOLVED** that Councillor Puttick, Mr Cross and Ms Walters produce the final questionnaire in a resident friendly format and that Councillor Moore was to check the legal status. The results would be fed into Survey Monkey and brought back to the Neighbourhood Planning Committee.

Marketing Plan and Pricing

- 90.1 Mrs Deehan reported that 79 people had signed up at the Town Meeting to go on the new database. Hailsham Town Council staff would input the names onto a spreadsheet. A regular post would be added to the Council's Facebook page.

Hailsham FM had allocated one slot a week for members to talk about aspects of the Neighbourhood Plan. Members of the Neighbourhood Planning Committee would email Mrs Deehan with areas of the Plan that they wished to talk about.

Councillor Mrs Laxton had received quotes for a double-sided leaflet to go to all houses in Hailsham. She would email the Town Clerk detailing the quotes.

Members discussed the proposals for Neighbourhood Plan on the Road. Locations were agreed for the visit of a trailer or van for two hours periods around the town.

The Town Clerk said that he could offer officer time to staff the trailer exhibition during the day but was unable to agree to the outdoor team driving the trailer or van as they were short of staff.

All town councillors would be invited to undertake a session in the exhibition van to talk to members of the public.

- 90.2 **RESOLVED** that a budget of up to £2,000 is set aside for Neighbourhood Plan on the Road and that Councillor Mrs. Laxton was to get three quotes for a van or trailer.

Consultant Applications

- 91 The Town Clerk reported that the closing date for applications was the 13th May 2016.

Eight companies had been emailed and the position had been advertised on the government approved website.

One company had phoned the Town Clerk to discuss the contract and had indicated that they may tender.

Councillor Moore said that if necessary he would supply the Town Clerk with names of other companies who may be interested in tendering for the contract.

Consultant Selection Process

92.1 The Town Clerk thanked Mr Hinton for his paper outlining the selection process.

92.3 **RESOLVED** that:

- a) The shortlist of candidates be drawn up by officers and ratified by the Neighbourhood Planning Committee in a closed meeting.
- b) Presentations and interviews to be conducted in the Neighbourhood Planning Committee in a closed meeting.

Evidence Base Subjects

94 **RESOLVED** that any outstanding issues are deferred back to the relevant sub-group.

Council Officer Time

95.1 Members discussed what officer time could be given to producing the Neighbourhood Plan.

The Town Clerk said that there could be capacity within current staffing levels to undertake ad-hoc work involved in producing the Neighbourhood Plan. He could not, though, offer to provide an officer to undertake the necessary work on a full or part-time basis, or to a prescribed amount of available time, without reviewing the Council's workloads and priorities.

The committee stated that it would be difficult to estimate what officer time was required until a consultant was engaged, as it would depend on the terms of their contract.

95.2 **RESOLVED** that the Town Clerk investigate the cost of employing a member of staff on a temporary basis to undertake the work.

96 **Date of Next Meeting**

RESOLVED that the next meeting of the Neighbourhood Planning Committee would be during the week beginning 16th May 2016.

There being no other business, the meeting closed at 10.02pm.