



**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 14<sup>th</sup> July 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/16/2/43 **Present:** Councillors N. Collinson, N. Coltman, Mrs. S. Cottingham, R. Grocock (substituting for G. Moore), Mrs. M. Laxton, J. Puttick, P Soane (Vice-Chairman) and C. Triandafyllou.

Councillor Soane chaired the meeting in the absence of Councillor Moore.

44 **Other Members:** Ms V. Browne, Mr. S. Cross, Mr. K. Hinton and Ms J Walters.

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

46 **Also Present:** Councillor F. Berry.

47 **Apologies For Absence:** Councillors Ms C. Collinson-O'Toole and G. Moore and Mrs. H. Deehan.

48 **Declarations of Interest:** None

49 **Minutes of the meeting of the Neighbourhood Planning Committee held on 30<sup>th</sup> June 2016**

**RESOLVED** to note and adopt the minutes of the meeting of the Neighbourhood Planning Committee held on 30<sup>th</sup> June 2016.

50 **Introduction to Consultants**

The Chairman introduced Troy Hayes and Lewis Godfrey from Troy Navigus who had been appointed consultants for the project.

He asked about the evidence collected so far and what the Council saw as its next stage.

**Progress Against Plan**

51.1 Mr. Hinton said the general approach should be to think about the scope of the Neighbourhood Plan and the themes and areas. The Plan should be based on best practice for key stages and sub stages. Officers of the Council were now inputting the completed questionnaires onto Survey Monkey. About 850 had

been completed and returned to date.

Mr. Hayes said it was positive that this had been done.

Councillor Collinson said all members of the Neighbourhood Planning Committee should email the Town Clerk with ideas about what is wanted from Survey Monkey in terms of analysis of the questionnaires.

- 51.2 **RESOLVED** that individual members of the Neighbourhood Plan Committee should email the Town Clerk by 19<sup>th</sup> July with questions they would like asked of Survey Monkey. The answers would provide the basis for the sub-groups.

### **Stakeholder Engagement**

- 52.1 The Chairman asked what work the Committee needed to undertake and what would be done by the consultant.

Mr Hayes said that the Committee should see what Wealden District Council are saying and distil the key issues. He would produce information packs for each of the sub-groups that were to be formed to look at the various issues.

Mr. Hinton said he saw the role of the consultant as reality checking. He suggested the consultant should meet with Wealden District Council and the HAAP Steering Group. He would also want the consultant's views on what gaps there are in the evidence base and to suggest what areas are important.

Mr Hayes suggested said that the evidence base for the examiner would be crucial. He also suggested arranging a meeting with the key stakeholders. Again, the examiner would need to see that this had been done.

Councillor Coltman said that HAAP was undertaking this exercise and was concerned that stakeholders would be unwilling to do this exercise twice.

Councillor Soane suggested meeting with representatives from HAAP to see what commonality there was.

Councillor Mrs. Laxton said that officers should undertake an initial quiz of the completed questionnaires to see what the main issues are.

- 52.2 **RESOLVED** to form seven sub-groups to look at seven areas, and to use the evidence to come from the completed questionnaires to find out the key issues for the town. Other councillors and members of the public would also be asked to contribute. The areas were and lead members are:

Communities *Councillor N. Collinson and Mr K. Hinton*  
Heritage *Councillor J Puttick*  
Employment & Business *Councillor C Triandafyllou*  
Town Centre & Retail *Councillor Mrs M Laxton and Mrs H Deehan*  
Natural Environment *Ms V Browne and Mr. S Cross*  
Housing *Councillor P Soane and Ms J. Walters*  
Design *Councillor G Moore*

Each sub-group would report back to the Neighbourhood Plan Committee.

### **Financial Statement**

53.1 The Town Clerk said he would prefer the budget to be broken down into budget heads whilst ring fencing the finance for the consultant.

53.2 **RESOLVED** to bring this back as an agenda item at the next meeting.

### **Grant Application for NHP**

54.1 The Town Clerk said that he would complete the expression of interest form as soon as possible pending some clarification of points.

54.2 **RESOLVED** to delegate the completion of the full form to the Committee Chairman, Vice-Chairman and Town Clerk.

### **Date of Next Meeting**

55 **RESOLVED** that the next meeting would be held at 7.00pm on Wednesday 24<sup>th</sup> August 2016.

There being no other business, the meeting closed at 9.19pm.