



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 Tuesday 17th May 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/16/1/
1 **Present:** Councillors F. Berry Substituting for Councillor Mrs. M. Laxton), N. S. Coltman (Substituting for Ms C. Collinson-O'Toole), Mrs. S. Cottingham, P. Holbrook, G. Moore, J. Puttick and C. Triandafyllou (arrived ay 7.25pm).

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

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

4 **Nomination for Chairman**

The Town Clerk opened the meeting and explained that the Committee Chairman, Councillor P. Soane and Vice Chairman, Councillor C. Triandafyllou were not present and asked for nominations to chair the meeting.

Councillor P. Holbrook was nominated by Councillor J Puttick and seconded by Councillor N. Coltman.

Councillor J. Puttick was nominated by Councillor F Berry but did not have a seconder. Councillor P. Holbrook was, therefore, elected to Chair the meeting.

5 **Apologies For Absence:** Councillors N. Collinson, Ms C. Collinson-O'Toole, P. Soane and Mr. S. Cross.

6 **Declarations of Interest:** None

7 **Minutes of the meeting of the Neighbourhood Planning Committee held on 21st April 2016**

RESOLVED to note and adopt the minutes of the meeting of the Neighbourhood Planning Committee held on 21st April 2016.

8 **Matters Arising**

None.

Public Scoping Neighbourhood Plan Questionnaire

- 9.1 Copies of revised draft questionnaire drafted by Councillor Puttick, Mr Cross and Ms Walters had been circulated with the agenda. Councillor Puttick said that the questions had been based on other questionnaires from other towns that had produced a neighbourhood plan.

Members of the Committee went through the draft questionnaire, amended and agreed the final document to be sent to the printers and linked to the Hailsham Town Council website. Councillor Soane had forwarded his comments on the draft questionnaire and asked for them to be incorporated into the final document.

- 9.2 Councillor Puttick asked that his opposition to the removal of the question on housing be recorded.

- 9.3 **RESOLVED** that the agreed questionnaire be sent to the printers and a link added to the Hailsham Town Council website; and that the Town Clerk has delegated responsibility to write the opening statement.

Communications and Publicity

- 10.1 **RESOLVED** that the following be put in place for the beginning of the public consultation period on 4th June 2016:

The Town Crier is invited to the opening in Vicarage Field on 4th June.

The issue of a press release publicising the consultation period.

A digital link

Vinyl banners

Members to talk on Hailsham FM

- 10.2 The Town Clerk added that the next week would be a busy time for officers leading up to the Annual Meeting of the Town Council.

11 Boundary Designation

The Town Clerk advised the consultation on the boundary designation had been launched on the Wealden District Council website. The closing date was the 7th June 2016.

Consultant Applications

- 12.1 The Town Clerk reported that he had received four applications to the Council's advertisement for a consultant by the closing of 13th May.

- 12.2 **RESOLVED** that Councillors P Holbrook, Mrs M Laxton, G Moore, P Soane and C. Triandafyllou form the panel to interview all the applicants and make the final selection.

- 12.3 The Town Clerk advised that the composition of the Committee may change following the Annual meeting of the Town Council on 25th May 2016.

There being no other business, the meeting closed at 9.47pm.