



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 30th June 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/
28 **Present:** Councillors Mrs. L. Collinson (substituting for Ms Collinson-O'Toole), N. Collinson, N. Coltman, Mrs. S. Cottingham, Mrs. M. Laxton, G. Moore (Chairman) and J. Puttick.
- 29 **Other Members:** Ms V. Browne, Mr. S. Cross, Mrs. H. Deehan Mr. K. Hinton and Ms J Walters.
- 30 **Officers Present:** Mr. D. Saxby.
- 31 **Also Present:** Councillors F. Berry and P. Holbrook.
- 32 **Apologies For Absence:** Councillor Ms C. Collinson-O'Toole.
- 33 **Declarations of Interest:** None

Minutes of the meeting of the Neighbourhood Planning Committee held on 3rd June 2016

- 34.1 Councillor Berry said that he was in attendance at the meeting but that it was not recorded.
- 34.2 Councillor Mrs Laxton said Mr. Stones had said that he *may* charge for producing the video of activity on the Neighbourhood Plan bus, it would be £50.
- 34.3 **RESOLVED** to note and adopt the minutes of the meeting of the Neighbourhood Planning Committee held on 3rd June 2016, as amended.
- 35 **Matters Arising**
- None.

Review of Public Engagement Exercise

- 36.1 The Chairman asked members who had taken part in the public engagement exercise on the van were asked for their opinions of the experience.

Most comments were positive. These were that it was good to meet the public

and put the case for the Neighbourhood Plan and the large number of questionnaires taken away and completed.

A negative comment was that a high percentage of completed questionnaires were from people over 60 years of age, very few were from the under 25s.

36.2 Councillor N. Collinson questioned the validity of the exercise if very few younger people completed the questionnaire.

36.3 Councillor Mrs. M. Laxton said that Councillor Mrs Cottingham had not collected completed questionnaires from the various post boxes around the town as she had said she would. Councillor Mrs. Cottingham apologised for this.

Discussion ensued about the publicity needed to encourage residents to return their completed questionnaires before the closing date of 16th July 2016.

36.4 **RESOLVED** that individual members would provide written bullet points on the positives and negatives from the campaign.

36.5 **RESOLVED** that Hailsham Town Council would publicise the need to return questionnaires on its Facebook page.

Consultant Applications

37.1 The Chairman reported that the Selection Panel had met with the consultants who had applied and had appointed Troy Navigus.

Councillor Puttick asked if the consultant would be attending future Neighbourhood Planning Committee meetings. The Chairman said he would.

37.2 **RESOLVED** that copies of all three bids from the prospective consultants be sent to all Neighbourhood Planning Committee members.

Financial Statement

38.1 Copies of the up-to-date financial statement had been circulated with the agenda.

38.2 Councillor Mrs Laxton asked why £430 had already been spent from the 2016/17 budget. Mr Saxby said he did not know but would ask the Town Clerk to supply an explanation.

38.3 **RESOLVED** to note the financial statement of expenditure against budget for the project as circulated with the agenda, and as Appendix NP1/** to these minutes.

39 Data Input Progress and Staff Resources

Ms J. Walters said that she would be willing to help with the inputting of the completed questionnaires onto Survey Monkey.

40 Grant Application for NHP

The Chairman reported that the application for the grant would be submitted by the end of July.

Ms Walters said that she was aware that an additional grant of £6,000 may be available; she would email the Town Clerk with the details.

Additional Advertising or Other Cost Requirements

41.1 The Chairman said that the Committee needed a facility to spend funds on things such as advertising.

41.2 Discussion ensued on ways of promoting the Plan and particularly the best way of getting people to complete the questionnaire. These included:

Mrs Deehan to link into local groups to promote the last week of questionnaire – The Finance Officer and Councillor Berry would supply names and email addresses from the lists they keep.

To join Wealden District Council’s “My Alerts” App – The Communications Officer to speak to WDC’s Communications Officer.

To speak to the Town’s cadet forces.

Mrs Deehan to draft a list of five bullet points to go to younger people on the Council’s Facebook page re-enforcing the questionnaire.

Councillor Mrs. Laxton to target the parents of play groups.

41.3 **RESOLVED** that the Neighbourhood Plan Committee have the delegated authority to spend up to £499 on projects provided that all nine councillor members agree.

Collaborative Work with Wealden District Council

42.1 The Chairman said that the Town Clerk and some members of the Neighbourhood Plan Committee had recently met with officers of Wealden District Council. Whilst no specifics had been agreed it had been proposed that six weekly meetings between the two councils would take place.

42.2 Councillor Berry asked about his role as co-ordinator to the Committee, as no information had yet been received. The Chairman said that nothing had been generated yet but reminded members that Councillor Berry would need to have all paperwork circulated to him.

42.3 Mr Hinton said that he would like a standing item on the Hailsham Town Council agenda for the Chairman of the Neighbourhood Plan Committee to present the latest information to members. He requested that the Chairman of the HAAP do the same.

42.4 Councillor Puttick asked why the video of the recent campaign had been removed. The Chairman replied that some issues arising from it had been raised,

There being no other business, the meeting closed at 8.26pm.