



# HAILSHAM TOWN COUNCIL

## NEIGHBOURHOOD PLANNING COMMITTEE AGENDA

### **NOTICE IS HEREBY GIVEN OF**

a meeting of the **Neighbourhood Planning Committee**, to be held at the Fleur-de-Lys Council Chambers/Meeting Rooms, Market Street, Hailsham, on

**Thursday 3<sup>rd</sup> May 2018 at 7.00 p.m.**

1. **Public Forum**  
A period of not more than 15 minutes will be assigned for the purpose of permitting members of the public to address the committee, or ask questions on matters relevant to the responsibilities of this committee, at the discretion of the Chairman.
2. **Apologies for Absence**  
To receive apologies for absence from council and lay members of the committee.
3. **Declarations of Interest**  
To receive notice of declarations of personal and prejudicial interest in respect of items on this agenda
4. **Minutes of Previous Meeting**  
To note & adopt or amend the minutes of the meeting of the Neighbourhood Planning Committee held on Thursday 22<sup>nd</sup> March 2018.
5. **Neighbourhood Plan Regulation 16 Consultation**  
To discuss the proposed dates and other arrangements suggested by Wealden District Council for the Neighbourhood Plan regulation 16 Consultation, including required expenditure for leaflets and promotional material.
6. **Financial Statement**  
To note the financial statement of expenditure against budget for the project and discuss the budget if necessary

Dated 26<sup>th</sup> April 2018

JOHN HARRISON  
Town Clerk

**Committee Membership**

Cllr N. Collinson  
Cllr C. Collinson-O'Toole  
Cllr N. Coltman  
Cllr B. Holbrook  
Cllr P. Holbrook  
Cllr M. Laxton  
Cllr Glenn Moore  
Cllr Graham Moore  
Cllr J. Puttick

**Substitute Members**

Cllr F. Berry  
Cllr G. Blake-Coggins  
Cllr A. Clarke  
Cllr G. De Jongh

**Non-Council Members**

Mr K. Hinton

Cllr R. Grocock  
Cllr A. Willis

**Report to:** Neighbourhood Planning Committee

**Date:** 03 May 2018

**By:** John Harrison, Town Clerk

**Title of Report:** Neighbourhood Plan Regulation 16 Consultation

**PURPOSE:**

To discuss the proposed dates and other arrangements suggested by Wealden District Council for the Neighbourhood Plan regulation 16 Consultation, including required expenditure for leaflets and promotional material.

**CONSIDERATIONS:**

**The Neighbourhood Plan Committee is asked to confirm:**

- 1. That it is agreement with the timeframe suggested by WDC for the Regulation 16 Consultation**
- 2. That is in agreement with the suggested 'deposit points' for the Regulation 16 Consultation**
- 3. That it is in agreement with the suggestion methods of promoting the regulation 16 consultation:**
  - **The distributing of flyers to Households and businesses as detailed**
  - **Promotion via posters and websites as detailed**
  - **To be funded by HTC at approx. £3000**
- 4. That it is in agreement with the suggested content of the flyer and poster**

**BACKGROUND:**

**Proposed Regulation 16 Consultation dates and timescales**

Following receipt of the neighbourhood plan submission documents WDC have been working on the timescales moving forward. WDC have now heard from their printers and they are unable to deliver the leaflets until the week commencing 28<sup>th</sup> May.

**It is proposed that the consultation starts on the 4<sup>th</sup> June to run for a period of six weeks concluding at 5pm on 16<sup>th</sup> July (if the Town Council are agreeable to this and if wishes to proceed with the leaflets).**

This will enable HTC to meet (i.e. this meeting 03.05.2018); for WDC to prepare the leaflet proof, agree it with HTC and then get it to the printers to meet their timescales. The leaflets will then be distributed the week commencing the 28<sup>th</sup> May with some overlap into the first week of the consultation period if required.

**With regard to deposit points it proposed to use WDC's 'usual' ones in Hailsham; Wealden Council offices at Vicarage Lane, the Town Council offices and Hailsham library.**

WDC have asked if there any other places HTC would like to have hard copies of the consultation documents?

They will encourage responses to be made by email and for documents to be viewed from their website. WDC would be grateful if HTC could also advertise the consultation on its website (linking to WDC's for the documents and consultation response forms) and in HTC's usual methods of communication. These can be finalised these details closer to the consultation date.

With regard to the A5 flyers as discussed at the last meeting between WDC & HTC, WDC have received a quote of approximately £3000 which consists of flyers to around 8,500 homes and 2000 businesses. The company used is D2D Sussex who are based in Brighton.

They can print the flyers and also distribute them within the parish. Usually they undertake this in the week before the consultation. To enable this to occur for consultation starting on 4th June they will commence distribution on 28<sup>th</sup> May and will need the final proof of the flyer a week to ten days before then, therefore a 17<sup>th</sup>-18<sup>th</sup> May deadline.

WDC also produced posters from this proof for the Parish/Town Council to use on notice boards within the parish. Given the large size of Hailsham parish the cost of the examination and referendum will exceed the Council's budget and will be in excess of the grant funding received from DCLG.

These elements are statutory requirements. In these circumstances WDC will therefore find it difficult to fund the flyer element. At the last WDC/HTC meeting HTC mentioned that there may be a possibility of the Town Council supporting this element should HTC consider this to be important.

If this is still the case and it is something that the Town Council wish to pay for HTC should confirm this as soon as possible as the flyers will need to be finalised shortly to meet the above consultation date. WDC are more than happy to assist with designing the flyer and we can also print posters for HTC. WDC are able to print posters even if HTC do not decide to go with the leaflet element. WDC will of course also promote the consultation via all of their social media and website channels.

**WDC have also contacted John Slater and he has confirmed that he would be in a position to examine the plan with the timescales outlined above.**

## Proposed Timescales

03.05.2018	HTC Neighbourhood Plan Committee Meeting
17.05.2018	Deadline for proof of flyer to printer
28.05.2018	Distribution of leaflets to all households and businesses
04.06.2018	Regulation 16 Consultation Start date
16.07.2018	Regulation 16 Consultation End date

### Further clarification sought by HTC: (RE Funding shortfall and flexibility re leaflets etc)

*Why the government grant is insufficient to cover the cost (i.e. that paid to WDC), and whether we are likely to encounter the same problem when it comes to the consultation process?*

*(it should be remembered that WDC as local planning authority have a statutory duty to support the neighbourhood plan process. No explanation of their proposed consultation is given i.e. why the 8,500 houses and 2,000 businesses leaflet drop? There is no set legal requirement for the nature of the consultation other than the public notice element. When the plan gets to referendum stage WDC will be able to claim another £20k support from Government.*

With regard to the grant WDC can claim from central government, the District Council can now only apply for a grant of £20,000 for each neighbourhood plan once a date has been set for the referendum. No additional funding is available. This grant is to help fund the District Council's costs associated with the consultation, examination and referendum. The cost of the referendum for Hailsham will be in excess of £20,000 without factoring the cost of the examiner, the consultation or officer support. The District Council is required by the Neighbourhood Planning regulations to fund these elements. No additional funding is available to cover costs in excess of this.

*How much flexibility there is for us to add anything to the consultation leaflets? For e.g. One of our members has suggested he flyers should all be sent out in very distinct colourful envelopes etc – if we wanted to realise that how much scope is there for us to do that – or make any other changes to the way this is done?*

*Please could you also confirm which printers you use and whether there is any scope for us to look for a more cost effective alternative – or would your timescales not allow for that?*

The submission consultation will be the last consultation, so there will not be any further need to consult unless modifications are required etc.

With regard to the Regulation 16 consultation the District Council must publicise details of the plan proposal, details of where and when the plan proposal may be inspected, details of how to make representations, a statement relating to notification of the local planning authorities decision under regulation 19 and the date the representations must be received. These elements must be publicised on the Council's website 'and in such manner as they consider is likely to bring the proposal to the attention of people who live, work or carry on business in the neighbourhood area'.(Regulation 16(a)). There is no statutory requirement to provide leaflets for households and businesses. However, a leaflet drop is an option should you wish to advertise the Neighbourhood Plan Consultation more widely than WDC are statutorily required to.

The regulations require that consultation should include certain elements; the dates of the consultation, details of the deposit points, how representations can be made and how to find out more information/ contact the town council/ district council. This reduces the amount of space available to add additional elements.

The example WDC have created is similar to the one they did for Herstmonceux. WDC can discuss any particular additional elements if this is something the Town Council wish to do / progress.

Delivering leaflets with envelopes would likely increase the costs. WDC are not sure whether the company we use offer this service. However, we could enquire.

The company used is D2D Sussex who are based in Brighton. They have undertaken other similar leaflet distributions for different areas within the council and undertook the Herstmonceux neighbourhood plan leaflet drop. As an authority we are required to source the most appropriate suppliers for the task. From experience there are not many companies who offer a print and distribution service to a prescribed area. To source another company would take time which may delay the start of the consultation. However, should HTC wish to do this then that would be a matter for HTC and WDC can re-look at consultation dates.

# Hailsham Neighbourhood Plan



Hailsham Town Council has been working with the community to prepare a Neighbourhood Plan for Hailsham.

The Plan will be available for consultation from:

**4 June 2018 – 16 July 2018**

so you can have an opportunity to make your comments

Copies of the Plan and response forms are available at: [www.wealden.gov.uk](http://www.wealden.gov.uk) and <https://www.hailsham-tc.gov.uk/neighbourhood-planning/>  
Hard copies to view and forms to make your representations are also available at the following venues:

Venue	Contact / address	Time
Hailsham Library	Western Road, Hailsham, BN27 3DN	Mon 2.00 - 5.00 Tue 10.30 - 7.00 Wed, Thurs & Sat 9.30 - 5.00 Fri 9.30 - 6.00
Hailsham Town Council	Inglenook. Market Square, Hailsham, BN27 2AE	Mon - Fri 9.00 - 4.00
Wealden District Council	Vicarage Lane, Hailsham, BN27 2AZ	Mon, Tues, Thurs, Fri 8.30 - 5.00 Wed 9.00 - 5.00

Following the consultation, the Plan will be examined by an Independent Examiner. A referendum will also be required to be held prior to the plan being adopted. More details on the stages following the consultation will be available in due course at:

<https://www.hailsham-tc.gov.uk/neighbourhood-planning/>

**It's your neighbourhood  
It's your future!  
Have your say**



(As at 31.3.18)

## Neighbourhood Plan Expenditure (balance sheet) 1st April 2017 to 31st March 2018

Budget Income for 2016/17		Budget Expenditure for 2017/18	0.00
		Bal C/Fwd from 16/17	58194.00
		Commuted Sums In	0.00
		<b>Total Available</b>	<b>58194.00</b>

Funds Allocated - Income			Expenditure		
Date	Details	Value	Date	Details	Paid to date
			: 06.04.17	Survey Monkey re Fees	21.67 DC
			: 09.05.17	Troy Navigus - Re Consultant	2337.52 22225
			: 12.05.17	Happy Jacks - Soft Play	250.00 22228
			: 06.05.17	Survey Monkey re fees	21.67 DC
			: 05.06.17	Troy Navigus - Re Consultant	6696.57 22269
			: 08.06.17	Survey Monkey re fees	21.67 DC
			: 10.07.17	Troy Navigus - Re Consultant	3563.42 22353
			: 31.07.17	Troy Navigus - Re Consultant	1236.05 22389
			: 08.07.17	Survey Monkey re fees	21.67 DC
			: 09.08.17	WDC - Room Hire	135.00 22404
			: 14.08.17	Rare Repro - Banners	216.00 22390
			: 07.08.17	Survey Monkey re fees	21.67 DC
			: 06.09.17	Troy Navigus - Re Consultant	2340.14 22444
			: 06.09.17	Survey Monkey re fees	21.67 DC
			: 06.10.17	Troy Hayes - Re consultant	1300.61 22501
			: 06.10.17	Vidahost - website	5.99 22502
			: 31.10.17	Rare Repro - Banners	216.00 22546
			: 31.10.17	WDC - Room Hire	120.00 22544
			: 31.10.17	Troy Hayes - Re consultant	1708.56 22552
			: 06.10.17	Survey Monkey - fees	21.67 DC
			: 07.11.17	Survey Monkey - fees	21.67 DC
			: 06.11.17	Vidahost - website	5.99 22557
			: 17.11.17	ESCC - Hall Hire	680.00 22588
			: 15.12.17	Troy Hayes - Re consultant	2140.24 22661
			: 07.12.17	Survey Monkey - fees	24.17 DC
			: 22.01.18	P Holbrook - Refreshments	11.85 22731
			: 5.1.18	Survey Monkey - fees	24.17 DC
			: 5.2.18	Troy Hayes - Re consultant	1294.21 22755
			: 6.2.18	Survey Monkey - fees	24.17 DC
			: 12.3.18	Troy Hayes - Re consultant	3380.01 22819
			: 29.3.18	Staff Overtime Hours	2314.95
			: 29.3.18	Troy Hayes - Re consultant	2746.85 22864

total income 0.00 : total expenditure 32945.83

**Remaining Budget 25248.17**

Accounts sheet total (income) 0.00 Accounts Sheet total (expenditure) 32945.83



