



# HAILSHAM TOWN COUNCIL

## NEIGHBOURHOOD PLANNING COMMITTEE AGENDA

### **NOTICE IS HREBY 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 20th June 2019 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 21<sup>st</sup> March 2019.
5. **Progress to Date, Next Steps and Timetable**  
To note progress to date on the Neighbourhood Plan, consider the next stages of the Neighbourhood Plan process required and consider the current timeline for the Hailsham Neighbourhood Plan
6. **Hailsham Neighbourhood Development Plan Post-adoption**  
To consider how once finalized and adopted, the Town Council can embed the Neighbourhood Plan's policies and objectives into the Terms of Reference of its standing committees and its strategic priorities.
7. **Financial Statement**  
To note the financial statement of expenditure against budget for the project and discuss the budget if necessary

Dated 13<sup>th</sup> June 2019



JOHN HARRISON  
Town Clerk

**Committee Membership;  
Cllrs -**

Kevin Balsdon  
Nigel Coltman  
David Cottingham  
Kelvin Hinton  
Paul Holbrook  
Mary Laxton (Chair)  
Karen Nicholls  
John Puttick (Vice-Chair)

**Non-Council Members**

Frank Berry

**Substitute Members; Cllrs -**

Barbara Holbrook  
Alexa Clarke

**Report to:** Neighbourhood Planning Committee

**Date:** 20<sup>th</sup> June 2019

**By:** John Harrison, Town Clerk

**Title of Report:** Neighbourhood Plan Progress and Next Steps

### **Background Information –**

#### **Email received from Wealden District Council Monday 3<sup>rd</sup> June:**

I will be on annual leave from this Friday and returning back to work on 24<sup>th</sup> June. If any consultation responses are received to the Town Council would you please forward them to [nplans@wealden.gov.uk](mailto:nplans@wealden.gov.uk). I will pick them up when I return from leave and send you a copy of all the responses received. They will also be published on WDC's website as well. John Slater has hard copies of all the documents ready to examine the plan and provided there is nothing in the consultation responses that cause any concern I will send him these and he can then start the examination process. As mentioned previously he will undertake an unaccompanied site visit and as soon as I have any news with regard to the examination I will of course let you know.

#### **Email received from Jon Herbert (Troy Planning)**

I don't have anything to add as such, though do note that following discussion of initial matters, the Inspector will be recommencing examination of the Wealden Local Plan in July. You will know more than me (I note Mary and Kelvin participated in some of the hearings) but I gather there has been some discussion as to how effective the duty-to-cooperate has been.

I am not sure what this all means for the Neighbourhood Plan and hope that Emma / Kelly will be able to advise, but examination of it will very possibly take place ahead of the new Local Plan being adopted. This shouldn't cause a problem as the Neighbourhood Plan was drafted to be 'future-proofed' but it might, as you always hoped, mean getting some local policies in place for Hailsham sooner rather than later...

Task	Timescale note	Officer	Date
<b>Appropriate Assessment</b>			
Draft Appropriate Assessment		NB	21st Feb
AA approved and send to TC and consultants		KS	28th Feb
<b>Submission</b>			
TC to submit NP to WDC (including SA/SEA)			by 29th March
WDC to check documents and issue decision letter	within 1 week of receipt of submission documents	EG	5th April
WDC and TC to agree dates for consultation, agree deposit points (max 5), agree leaflet/posters (TC/WDC to produce?)	within 1 week of issue of decision letter	EG	5th April
<b>Consultation</b>			
Print hard copies of documents for agreed deposit points and deliver to TC on Friday before commencement of consultation	By Friday before consultation starts	DC	w/c 29th April
Draft consultation form and guidance notes	By Friday before consultation starts	DC	w/c 29th April
Draft email to statutory consultees	By Friday before consultation starts	EG	w/c 29th April
Set up webpage for consultation (add all documents, rep form and guidance note)	By Friday before consultation starts	DC	by 3rd May
Send emails to statutory consultees & bodies referred to in consultation statement	On Friday before consultation starts	DC	3rd May
Make website live	On Friday before consultation starts	DC	3rd May
TC to publish consultation info and links (to WDC website) on their website	On Friday before consultation starts	EG	3rd May
WDC to publicise consultation; social media, MyAlerts and email statutory consultees	Day consultation starts	DC/EG	start 7th May
Complete consultation diary	Day consultation starts	DC	7th May
Consultation period	6 weeks		7th May to 18th June
<b>Examination</b>			
Contact NPIERS and examiners for availability of inspectors	first week of consultation period	EG	by 29th April
Send information on inspectors availability to TC and agree inspector	by the end of the consultation period	EG	by 29th April
Collate responses to consultation and examination documents	within 1 week of end of consultation period	EG/DC	w/c 24th June
Appoint inspector	within 6 weeks of the end of the consultation period	EG	w/c 24th June
Draft letter to inspector and send examination documents	within one week of the date of appointment	EG	w/c 24th June
Update the website	on the day of submission of documents to inspector	DC	w/c 24th June
Draft report and fact check			26th July
Final report			2nd August
Update the website			w/c 5th August
<b>Post examination</b>			
PFH report	within 3 weeks of receipt of final report		to Cllr Newton by 19th August
Decision and call in	3 weeks to include potential call in		23rd August
Decision statement issued	1 week after end of call in		13th September
Information Statement published	28 days prior to referendum (excl Sat/Sun and BH)		23rd Aug
Referendum	within 60 days of date decision statement published (excl Sat/Sun and BH)		by 6th December 5th Dec?

## Detailed Income &amp; Expenditure by Account 01/06/2019

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b><u>Expenditure Detail</u></b>							
4200 Neighbourhood Plan	0	1,040	13,293	12,253		12,253	7.8 %
<b>Total OverHead</b>	<b>0</b>	<b>1,040</b>	<b>13,293</b>	<b>12,253</b>	<b>0</b>	<b>12,253</b>	<b>7.8 %</b>
<b>Total Expenditure</b>	<b>0</b>	<b>1,040</b>	<b>13,293</b>	<b>12,253</b>	<b>0</b>	<b>12,253</b>	<b>7.8 %</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0 %</b>
<b><u>Net Expenditure over Income</u></b>	<b>0</b>	<b>1,040</b>	<b>13,293</b>	<b>12,253</b>			

Date 17/06/2019

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Time 08:54

Nominal Ledger Report by ACCOUNT

User :MH

<b>A/c Code</b>	<b>4200</b>	<b>Neighbourhood Plan</b>					<b>Annual Budget</b>	<b>13,293</b>
<b>Centre</b>	<b>100</b>	<b>Administration</b>					<b>Committed</b>	<b>0</b>
<b>Code</b>	<b>Centre</b>	<b>Month</b>	<b>Date</b>	<b>Reference</b>	<b>Source</b>	<b>Transaction</b>	<b>Debit</b>	<b>Credit</b>
						<b>Opening Balance</b>	<b>0.00</b>	
4200	100	1	08/04/2019	23691	Cashbook	NHP	339.29	
4200	100	2	29/05/2019	23790	Cashbook	Additional work SA	701.00	
				<b>Account</b>	<b>Neighbourhood Plan</b>	<b>Account Totals</b>	<b>1,040.29</b>	<b>0.00</b>
				<b>Centre</b>	<b>Administration</b>	<b>Net Balance Month 3</b>	<b>1,040.29</b>	