

EAST HOATHLY WITH HALLAND NEIGHBOURHOOD PLAN

Re-organisation of the Steering Group.

CURRENT SITUATION

The current situation is as follows:

Chair: Cllr Diane Knill

Steering Group:

Cllr. Chris Magness (Chair Planning Committee)

Cllr Tony Pope

Cllr Jonathan Ritchie

Cllr Sue Cole

Peter Brooke

Gina Cuthbertson

Gill Kennedy

Jonathan Walker

Victoria Crick

Richard Partridge (joined June 2018)

David Chapman (joined July 2018)

The following have resigned since January 2017: Cllr John Deane, Denis Drinan, Rowan Haffenden,.

There is currently one vacancy due to Cllr J. Deanes resignation.

Cllr David Vaughan (Chairman of the Parish Council) and Cllr. Chris Magness (Chair of Planning) are ex officio members of the Steering Groupo

BACKGROUND (abbreviated)

In February 2017 the Chairman of the Parish Council, Cllr David Vaughan asked Cllr Diane Knill if she would take the lead in creating the NP. As a result a Steering Group for the Neighbourhood Plan was created. The SG is an adjunct of the Planning Committee of the Parish Council. Terms of reference of the Steering Group were agreed. 5 Members of the Parish Council agreed to serve on the Steering Group. Cllr Knill wrote to various

organisations within the parish and asked if they could provide a representative to join the Steering Group. It was also important that residents were represented on the Steering Group.

The role of the Chair was seen as one which would be responsible for driving the NP forward, liaising with the Local Authority and other relevant bodies, receive representations from community groups and coordinate the efforts of members of the Steering Group.

Although it was not intended or foreseen the role of Chair has in addition carried an extensive administrative burden.

It was realised that owing to the complexity involved in creating the NP (planning policies, emerging local plan, the NPPF etc) and the necessity to comply with procedures it would be necessary to employ a consultant to advise at all stages of the NP. Accordingly Richard Eastham of Feria was appointed as consultant and two public consultations (Visioning Event and Design Forum) managed by the consultant were held in the first half of 2018. Funding was also secured from Locality UK and the Parish Council agreed to set aside dedicated funds for the NP as earmarked reserves.

Progress on the NP since March 2018 has been limited. A meeting was held with WDC in April 2018 to try to ascertain how the draft Wealden Local Plan would affect the NP. WDC could give no assurances as to what development would be permitted in EH and H. Neither would they comment if the zero allocation of houses imposed by the Ashdown Forest Embargo as a consequence of vehicle emissions would remain in force. It was therefore difficult for the SG to see how the NP Plan could proceed.

In June 2018 the Draft Local Plan was published which gave the SG the incentive to proceed. The housing numbers allocated to EH and H were considerably lower than anticipated and some powers would be given to parishes which had adopted Neighbourhood Plans to allocate sites for development. Although many questions remain to be answered there is now an impetus to move forward and Feria have again been appointed to aid the SG in creating a NP.

Working Parties

It was realised that it was important to identify specific policies to address in the Neighbourhood Plan and Working parties were formed in summer 2017 with the brief to discuss, report etc. on the strategic policies. The Working Parties would in effect act as a sounding board for public opinion. The lead of a working party ideally is a member of the Steering Group who then invites residents to participate in a working group. To date working parties have not been particularly active. This is partly due to the fact that Feria did not feel that Working Parties were needed or useful. However the Steering Group decided after the Design Forum that the Working Parties should be rejuvenated. It is hoped that after the publication of the Summer Parish Newsletter that residents will show an interest in joining a working party and contributing towards the development of the Neighbourhood Plan.

Working Parties

1. Development Policy:
Leader: currently vacant
Members: Jonathan Walker, Cllr.Diane Knill, Katherine Richardson, Victoria Crick.
2. Employment and Business Policy
Leader: Cllr.Tony Pope

Members: none to date.

3. Leisure, Sports and the Arts.

Leader: vacant due to resignation of David Burrough

Members: Cllr Jonathan Ritchie, Gina Cuthbertson.

4. Infrastructure and Sustainability.

Leader: Richard Partridge

Members: none to date

5. Health and Well Being

Leader: Peter Brooke

Members: Pippa Cossins

6. Environment and the Countryside.

Leader: Vacant due to resignation of Cllr. J. Deane

Members: Cllr.Sue Cole, Jonathan Walker, Katherine Gutkind, Peter Brooke.

Responsibility of Steering Group Members:

The following members of the Steering Group have specific responsibilities.

Cllr. Tony Pope: assistance with funding

Gina Cuthbertson: editing of draft minutes

Victoria Crick: editing of draft minutes.

Other members of the Steering Group take on specific responsibilities as required.

Responsibilities of the Chair

The Chair of the NP Steering Group has overall responsibility for driving the NP forward, coordinating the efforts of members of the Steering Group and Working Parties, Liaising with the Local Authority, Parish Council and other public bodies, liaising with the consultant and overseeing the creation of the NP text and submitting it for public examination etc. In addition the Chair currently has the responsibility to carry out the following:

1. To Chair Meetings of the Steering Group
2. To attend all meetings of the SG
3. To prepare minutes of the meeting
4. To circulate the minutes to members of the Steering Group and Parish Councillors
5. To prepare agenda for meetings and circulate to SG and members of the PC
6. To prepare monthly updates of the actions of the Steering group for the Parish Council.
7. To act as a liaison between the Steering Group and public bodies e.g. Wealden District Council, MP's, CPRE, members of the public, etc.
8. To liaise with Officers at Wealden District Council and attend appropriate meetings.
9. To prepare and issue any correspondence
10. To liaise with the appropriate member (s) of the Steering Group re funding

- 11.To edit and carry responsibility for any text, photos, diagrams etc. in the text of the Neighbourhood Plan in all stages of its production.
12. To liaise with Feria and its staff re presentations, workshops, etc.
13. To direct publicity through newsletters, parish magazines etc.
14. To carry out the logistics for events either on behalf of Feria or the Parish Council.
- 15.To manage with the Parish Clerk the dedicated page of the Parish Council website.
- 16.To arrange meeting dates and venues and inform Steering Group of same
- 17.To arrange for payment of invoices arising from NP expenditure with the RFO
- 18.To represent the SG at meetings of the F&GP of the Parish Council
- 19.To keep an accurate record of minutes,agenda,and correspondence
- 20.To report to the SG and the PC any action that is required in respect of the NP and carry out the decisions thereof.
- 20 To receive regular reports from Working parties and take appropriate action.

PROPOSAL?

In order to share out the workload more equably I would suggest that the above listed duties could be shared by the following arrangement.

Chair: As stated above in general description.

Specific: 1,2,7,8,9, 11, 20,21.

Vice Chair: 7,2,8,9,13,15,21

Minute Secretary: 2,3,4,5,?6,16,19

Finance: 10,17,18

Publicity: 11, 13, 15.

Logistics for Public Events: 14.12.

This is only a discussion document and I am sure that other better ideas will be brought forward! Some of the responsibilities can be shared or there can be further roles.