

**EAST HOATHLY WITH HALLAND PARISH COUNCIL**

**NEIGHBOURHOOD PLAN STEERING GROUP**

**MINUTES OF THE MEETING HELD ON TUESDAY, AUGUST 8 2017**

1. **APOLOGIES:** *Jonathan Walker, John Dean, Denis Drinan, Jonathan Ritchie.*
2. **PRESENT:** *Diane Knill (Chair), Tony Pope, Sue Cole, Peter Brooke, Victoria Crick, Gina Cuthbertson, Gill Kennedy*

3. **MINUTES OF THE MEETING HELD ON JULY 11 2017.**

*It was agreed that these were a true record of the meeting and they were signed by the Chair.*

4. **UPDATE ON FUNDING APPLICATION TO LOCALITY UK.**

*4.1 The Chair confirmed that she had received an e mail which stated that Locality UK had recommended that East Hoathly with Halland Neighbourhood Plan should be awarded the maximum grant of £9000.00. A letter of confirmation was awaited.*

*4.2 The Steering Group agreed that when the letter from Locality UK was received, the Chair of the SG should ask the Chair of the Parish Council to call an EGM. The item on the agenda for that meeting would be the appointment of Feria Urbanism as consultant for the Neighbourhood Plan.*

*4.3 The Chair to action the request that the Parish Council hold an E.G.M.*

5. **MEETING WITH FERIA-urbanism JULY 27, 2017**

*5.1 It was unanimously agreed that the meeting with Richard Eastham of Feria had been both interesting and instructive.*

*5.1. As a result of the Meeting the Steering Group had agreed that subject to adequate funding, FERIA-urbanism would be invited to act as as consultant to the Neighbourhood Plan.*

*5.3. Richard Eastham had provided a resume of the meeting and outlined some of his ideas as to how the Neighbourhood Plan could proceed. This resume had already been circulated to members of the Steering Group.*

6. **Strategic Policies: Provisional Working Parties.**

**6.1.** *It was agreed that each Strategic Policy identified for the NP would have a separate working party.*

**6.2.** *The terms of reference for the Working Parties was circulated. It was pointed out that the terms of reference did not include any reference to confidentiality. The Chair agreed to amend the terms to include a confidentiality statement .*

6.3. *The Terms of Reference for Working Parties would be submitted to the Parish Council for approval.*

6.4. *Guidelines for Working Parties had also been circulated.*

6.5. *The following strategic policies had been identified for inclusion in the Neighbourhood Plan*

6.5.1. *Future Residential Development in East Hoathly and Halland*

6.5.2. *Employment and Business*

6.5.3. *Environment and the Countryside*

6.5.4. *Infrastructure*

6.5.5. *Leisure/Sports Facilities*

6.5.6. *Arts, Crafts and Tourism*

6.5.7. *Health and Well being*

6.6. *Constitution of Working Parties*

6.6.1 *As set out in the Terms of Reference the lead member of the Working Party should be a member of the Steering Group.*

6.6.2 *Where it was not possible for the Working Party to be led by a member of the Steering Group, the Working Party would be led by one of its members who would be coopted onto the Steering Group for the term of the WP.*

6.6.3 *.As of August 8 the membership of the Working Parties is as follows:*

*Development Policy      Leader: Vacant*

*Members: Jonathan Walker, Diane Knill*

*Employment and Business    Leader: Tony Pope*

*Members: ??*

*Environment and Countryside    Leader: John Deane*

*Members,: Sue Cole, Jonathan Walker, Katherine Gutkind, Peter Brooke*

*Arts/Crafts and Tourism      Leader: Vacant*

*Members: Gina Cuthbertson*

*Infrastructure                    Leader: Gill Kennedy*

*Members : ??*

*Health and Wellbeing:        Leader: Peter Brooke.*

*Members: ?????*

*Leisure/Sports Facilities      Leader: Denis Drinan*

*Members: ?????*

6.7. *It was agreed that Leaders of Working Parties should prepare a short report for the Steering Group Meeting on September 20 which would include: Names of*

*Members, Aims and Objectives of the Working Group, and they should also identify the essential elements of their strategic policy.*

**6.7.1.** *It was essential that for those Policies which currently had no leader should establish a leader a.s.a.p. In view of the commitment involved it was inadvisable that a Steering Group member should lead more than one WP. They could however be a member of more than one WP.*

**6.7.2.** *Following discussion re the composition of the Working Parties the Chair was asked to contact the following:*

*David Burrough with a view to leading or joining the Arts Crafts and Tourism WP.*

*Councillor Victoria Albuquerque re joining the Arts/Craft and Tourism WP*

*Keith Pettit re the Arts/Crafts and Tourism WP*

*Kate Richardson re leading or joining the Development Policy WP.*

## **7. OPEN DISCUSSION**

*7.1. An open discussion re strategic policies, input from Feria, etc. took place.*

*7.2. It was agreed that the Steering Group and Working Parties required a greater input from Halland. The possibility of a leaflet drop in EH and Halland to interest residents in the NP and contributing to a WP was discussed but it was agreed that this would be deferred until more cooperation with the Consultant had taken place.*

*7.3. It was also agreed that further discussions re possible development of residential houses in EH and H (numbers, sites etc.) would be deferred until discussions with the Consultant had taken place.*

## **DATE OF NEXT MEETING:**

**Wednesday, September 20 2017 7:00 p.m. The Kings Head, East Hoathly**

***Please note that once the Consultant is appointed it may be necessary to arrange additional meetings outside of the scheduled meetings of the Steering Group.***

