

CONFIDENTIAL

HASSOCKS PARISH COUNCIL

Minutes of the Neighbourhood Plan Working Group Meeting held on Thursday 19 December 2013 at 7.45 pm in the Parish Centre, Adastra Park, Hassocks.

Present: Paul King (Chairman) Judith Foot
Steven Ecroyd Peter Gibbons
Bill Hatton Penny Wadsworth
David Cumberland

Clerk: Linda Baker

- 1. Apologies for Absence.** An apology for absence was received from Geoff Copley
- 2. Declarations of Interest.** None.
- 3. Minutes of the Meeting held on 14 November 2013.** The minutes were taken as read, agreed by the meeting, and signed by the Chairman as a correct record.
- 4. Resolved that items 5,6,7 and 8 should be treated as confidential and the public be invited to withdraw.** There were no members of the public present.
- 5. Meeting with Consultants 28 November 2013.** Three consultants had been interviewed, Dowsett Mayhew, Adams Integra and Tony Fullwood, with a view to appointing consultants to assist with the development of the Neighbourhood Plan. Adams Integra did not have previous experience of working on a Neighbourhood Plan. Dowsett Mayhew had been assisting Hurstpierpoint PC, and Tony Fullwood had been working with Cuckfield PC, so both had direct experience of Neighbourhood Plan preparation. David Cumberland had spoken to the Chairman of Hurstpierpoint PC, and Paul King had spoken to Nigel Page, Chairman of Cuckfield PC, as a reference for both practices. Both recommended the consultants they had used; Dowsett Mayhew had done a lot of the drafting as Hurstpierpoint did not have much technical expertise, while Tony Fullwood had acted in an advisory and guiding role as Cuckfield had technical expertise available to produce much of the material. After discussion it was **RESOLVED TO RECOMMEND** that Dowsett Mayhew be appointed as consultants to assist the Working Group with the preparation of a Neighbourhood Plan.
Once the appointment had been confirmed, the Working Group would agree a work plan and payment structure with Dowsett

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Mayhew, and the cost of the work would be closely monitored.
Dowsett Mayhew would be invited to the next meeting of the Working Group on 23 January 2014 to agree a work plan.

- 6. The Co-option of representatives of Outside Groups onto the Working Group.** The Working Group had met representatives of the HAA prior to the meeting to discuss their involvement in the development of a Neighbourhood Plan, and other individuals had expressed an interest in becoming involved. RESOLVED TO RECOMMEND that the Working Group co-opt additional members, who have technical expertise or other skills to offer, onto the Group to assist with the preparation of a draft Neighbourhood Plan, on the understanding that co-opted members sign a confidentiality agreement, similar to the councillor's Code of Conduct, to safeguard any sensitive information which may be discussed.
A note would be posted on the HPC website, and posters would be displayed in the village, inviting expressions of interest in joining the Working Group.
Paul King would contact the HAA briefly summarising the earlier discussion, and inviting the HAA to put forward a representative to join the Group, on the terms as above, subject to council approval.
- 7. Scoping Report and Sustainability Appraisal.** A meeting had been held with MSDC officers on 19 November 2013 to discuss the draft Scoping Report and Sustainability Appraisal, and MSDC had emailed comments on the draft Scoping Report on 20 November 2013. Revisions had been made to the draft in the light of the comments. Paul King would review the draft, and once an appointment had been made, the consultant would be asked for comments before the document was sent to consultees.
- 8. Draft Plan.** This would be reviewed with the consultant, and it was expected that more consultation would be required in developing the Plan before it would be ready for the formal consultation stage.
- 9. Timeline and Public Consultation Process.** The consultant would be asked for guidance on these issues.
- 10. Communications Strategy.** The consultant would be asked for guidance in developing a strategy.
- 11. Date of Next Meeting.** 23 January 2014 at 7.30 pm.

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There being no other business, the Chairman closed the meeting at 8.40 pm.

Chairman..... Date.....