

HASSOCKS PARISH COUNCIL

To: Steven Ecroyd, Bill Hatton, Judith Foot, Peter Gibbons, Paul King, Penny Wadsworth

Cc David Cumberland, Geoff Copley, Georgia Cheshire, Ian Credland, Frances Gaudencio, Virginia Pullan, Justine Fisher, Adrian Batchelor, Dale Mayhew, Dowsett Mayhew

A meeting of the Neighbourhood Plan Working Group will be held on Thursday 27 November 2014 at 7.30 pm in the Parish Centre, Adastra Park, Hassocks.

AGENDA

1. To accept Apologies for Absence.
2. To accept Declarations of Interest
3. To approve the minutes of the Meeting held on 23 October 2014 (previously circulated)
4. To discuss and finalise the outcomes from the remaining consultations with hard to reach groups (Geoff Copley/Georgia Cheshire)
5. To agree the Summary of Consultation document for the September/October 2014 consultations
6. To discuss the Development Sites Criteria and Assessments and agree the timeline for agreeing the sites to be presented for public consultation (Geoff Copley, Judith Foot, Frances Gaudencio)
7. To discuss progress on the Scoping Report and agree a timetable for formal consultation with statutory bodies (Dale Mayhew)
8. To discuss and agree the Project Timetable (Virginia Pullen/Frances Gaudencio)
9. Based on the timetable, to agree the next steps for producing the detailed project plan, including:
 - Appointing a Project Manager to draft and drive the plan, set and monitor activities, ensure it proceeds to timetable and draft summary reports of progress
 - Agree the people to be allocated specific roles, including:
 - (i) Communications. Public newsletters, website updates, press articles, TalkAbout, posters and other strategies
 - (ii) Consultation Strategy. Setting and implementing the group's approach to consultation with the public and other stakeholders
 - (iii) Stakeholder Management. Managing the relationship with interested parties, including local community groups, landowners and developers
 - (iv) Consultation Events. Making arrangements for public consultation activities, planning, booking, organising etc.

- (v) Technical Research. Working with consultants to collate, understand and present in a meaningful way the detailed technical information related to the Neighbourhood Plan
 - (vi) Subject Matter Expertise. In the areas covered by the Neighbourhood plan and identifying the intent of each policy within their specific area
 - (vii) Budget. Monitoring for the production of the Neighbourhood Plan
 - Agree the expected publication date for the Draft Neighbourhood Plan
 - Agree the expected date of the next public consultation on housing.
10. To consider if the group has any comments on the MSDC Evidence Base on Future Infrastructure Requirements and Historical Flooding Events (attached)
 11. To consider the letter from the Friars Oak Fields Residents Association regarding designating land to the north of Shepherds Walk as a Local green Space in the Neighbourhood Plan (attached)
 12. Draft Project Budget (attached)
 13. Date of Next Meeting: to be agreed.

Clerk