

HURST GREEN NEIGHBOURHOOD PLAN STEERING GROUP

DRAFT MEETING #1 - MINUTES

Held on Tuesday 17th July 2018 at 7.30pm

Steering Group Attendees:

Cllr Andrew Brown (ABr), Colleen Burt, Cllr Graham Browne, Ian Hirst, Malcolm Cox, Cllr Steve Wright, Tania McNab.

Several members of the public were also present.

Apologies Received:

Bob Collins, Bob Lucchesi, Claire Acock, Cllr John Duddridge, Cllr Derek Johnson, Christiane Morris, Cllr Susan Prochak, Hannah Collins, Janet Ellis, Pete Heasman, Ros Starling.

1. Welcome and roundtable member introductions

Cllr Brown and Cllr Wright welcomed the members of the newly formed neighbourhood plan steering group and also thanked volunteers and members of the public for attending.

2. Adoption of draft Terms of Reference

The Steering Group unanimously voted to adopt the draft Terms of Reference.

Action #1: Cllr Brown to add the approved terms of reference to the neighbourhood plan website. [Completed]

3. Task group reports

Short update reports were given from the following task groups: Education & Training task group, Leisure task group and the Business, Economy and Tourism task group.

Cllr Brown and Cllr Wright thanked the task group Chairpersons and members for their efforts to date and commitment to the task groups.

Action #2: Cllr Brown to extract a list of businesses from Ordnance Survey data and to distribute a spreadsheet of containing these details to the Business, Economy and Tourism task group. [Completed]

4. Housing task group

The Steering Group discussed the formation of the housing group and actions for its further establishment.

A discussion was held regarding Rother District Council's Development and Site Allocations Local Plan (DaSA) and a letter that the Parish Council had received. [letter: [HGNP - Letter from Rother DC - 18th May 2018](#)]

Action #3: It was agreed that Cllr Brown and Cllr Wright would draft a response for Cllr Graham Browne to send to Rother District Council on behalf of the Parish Council and the Neighbourhood Plan Steering Group. [Completed]

Cllr Brown gave a presentation on the call for sites process that was live on the neighbourhood plan website and outlined responses to date.

http://www.hurstgreen-pc.org.uk/neighbourhood_plan_call_for_sites.asp

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5. Infrastructure task group

A discussion was held about the formation of the Infrastructure task group.

Action #4: It was agreed that Cllr Brown would email Malcolm Cox, Bob Collins and Duncan McNab to discuss arranging the Infrastructure task group's first meeting. [Completed]

6. Communications task group

A discussion was held about communications. Members noted the importance of communication, and expressed concern that a volunteer had not yet been found to take on the role of neighbourhood plan communications lead.

Action #5: It was agreed that Cllr Brown would add the vacant communications role to the vacant position list on the neighbourhood plan website. [Completed]

Action #6: It was agreed that Cllr Brown and Cllr Wright would draft a news article for the next issue of theHurst and send to Annabelle Blackaby.

7. Appointment of a Treasurer

Cllr Brown and Cllr Wright explained that the post of Treasurer was currently vacant, and that the neighbourhood plan needed a Treasurer to prepare a budget and to keep track of our financial progress. Ian Hurst kindly agreed to consider taking on this role.

Action #7: Cllr Brown to arrange a meeting with Ian Hurst to discuss further.

8. Appointment of other needed roles (Secretary, Chairperson etc.)

A discussion was held with regards to the appointment of other needed roles.

Action #8: It was agreed that Cllr Brown would add the vacant Steering Group role positions to the neighbourhood plan website. [Completed]

Action #9: It was agreed that Steering Group members would consider whether they knew anyone who might be interested in these roles.

9. Neighbourhood Plan website

Cllr Brown gave a short report on the neighbourhood plan website, drawing attention to all the documents that were up on the site, including minutes from the task groups and other relevant documents.

10. Discussion about the use of the Register of Interests process

Following a discussion, it was agreed that Steering Group members would each complete a register of interests form similar to that completed by parish councillors. This form would not be made public, but would be reviewed by the acting chairpersons, *Cllr Brown and Cllr Wright*.

Action #10: Cllr Brown to circulate the register of interests form to members of the Steering Group.

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Action #11: Each Steering Group member to complete the register of interests form and provide to Cllr Brown and Cllr Wright.

Action #12: Cllr Brown and Cllr Wright to draft a short policy on actions to be taken following the receipt of a register of interests form, and those to be taken by an individual steering group member should a conflict of interest situation arise.

11. Neighbourhood Plan Consultants Proposals

A discussion was held with regards to the proposals that had been received. Two firms were shortlisted and it was agreed that these two firms would be invited to meet and present at the next Steering Group meeting.

Action #13: Cllr Brown to invite the two consultancy firms to the next Steering Group meeting on the 21st of August 2018. [Completed]

12. Date of next meeting

A discussion was held with regards to the date of Steering Group meetings.

Agreement: It was agreed that the Steering Group should meet forthwith on the third Tuesday of each month, the next meeting being on 21st August 2018.

Action #14: Cllr Brown would send a calendar invite to Steering Group members and also add the dates to the neighbourhood plan website. [Completed]

13. AOB

A question was raised as to who was actually a member of the Steering Group?

Cllr Brown and Cllr Wright confirmed that as per the terms of reference, the Steering Group would consist of up to fifteen volunteers who were committed to the task of producing the Neighbourhood Plan, and that this membership was currently formed of representatives from the parish council, the Chairperson (or Co-Chairpersons) of each task group and representatives who hold a specific role, for example Treasurer, Secretary etc.

Cllr Brown and Cllr Wright confirmed that the hope was those that didn't want to stand for membership of the steering group directly, would contribute to the neighbourhood plan through membership of the task groups and public engagement.

Action #15: Cllr Brown to make sure the names of Steering Group members on the neighbourhood plan website is up-to-date. [Completed]