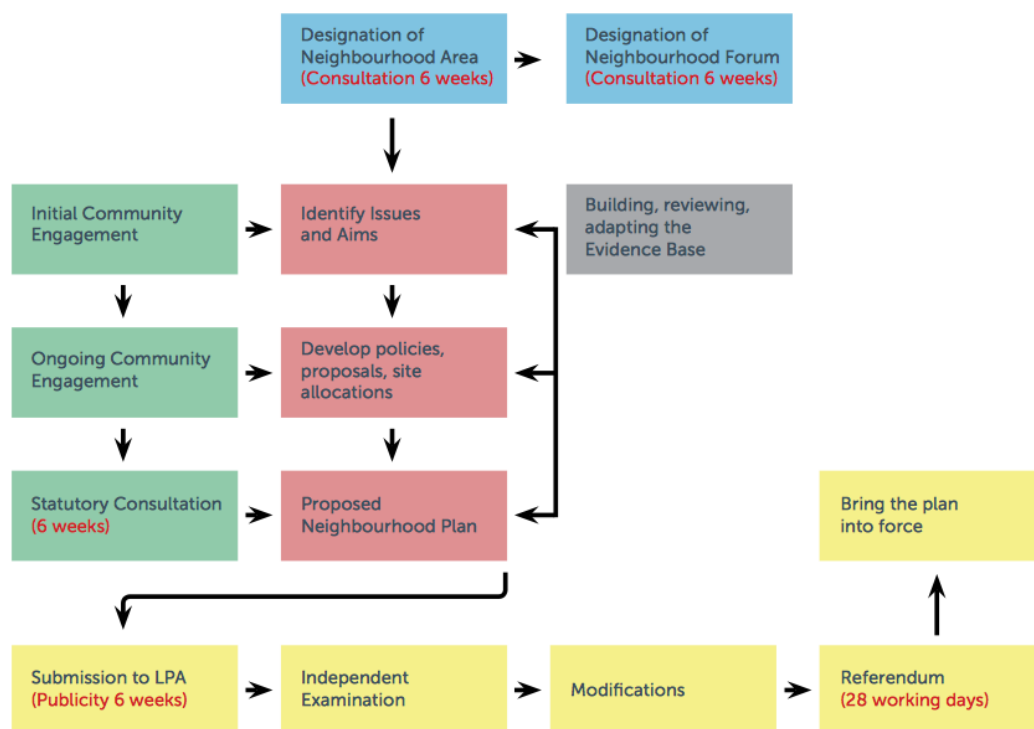


	Key issues
Introduction	Moles Consultancy prides itself in creating a partnership working so that the parish keeps ownership of their plan whilst we ensure that the work produced is robust enough to meet the statutory requirements but represents the best interest of the community.
Steering group update	I have read the various minutes, summary of activities to date etc. but it would be useful to have an update of work done for each task group to date, as one comprehensive document (bullet points would be sufficient).
Review of the process	The basic overview of the NDP process can be seen in the flow diagram but we can go through this if needed.
Group set up/ framework	The group seems to be very well structured. Terms of reference has been approved and seems fine. Have the Declarations of interests been drawn up and signed? Communication flow between the team, are we happy with it? Is there a clear internal process of how this works? In terms of communication with Moles, it is anticipated that the Chair and 1 other will be the point of contact between Moles and the Steering group. Confirmation needed of who the +1 is.
Community engagement and communication	Throughout the process we need to consult with the community and they need to be kept aware of the progress being made. Various consultation/open days etc. will be needed throughout. Some of the consultation is statutory and others implied through the regulations. The website seems to be very well managed and the documents are filed orderly. However, it is important that we let the public know how we intend to communicate with them. This can be explored through a communication strategy document. Moles will produce this document and send to the SG for comment and approval by end of February. Are we happy with the systems that are in place so far? website, village magazine, logo (we need an identity)? http://www.hurstgreen-pc.org.uk
Timetable	Moles will populate a detailed action plan with timetable and resourcing for agreement but the key dates anticipated are: <ul style="list-style-type: none"> • Vision and objectives workshop: early March 2019

	<ul style="list-style-type: none"> • Vision and objectives consultation: March 2019 • Evidence work: till April 2019 • Drafting policies and the Plan: April 2019 • Reg 14 Pre-submission: May 2019 • Reg.15 submission: July 2019 <p>An ambitious timetable but the work so far, suggest that the commitment level needed is there.</p>
Community survey	Any plans to do any other surveys?
Vision and objectives	Vision and objectives workshop to be held early March 2019 with task group work list to follow.
Building the evidence base	Evidence can be both quantitative (facts and figures such as census data/ community profiles) as well as qualitative (e.g. opinions given in consultation responses) and should be used to support the decisions you are making and the policies you are developing to include in your neighbourhood plan.
Moving forward	<p>The next task which the task groups could undertake in the meantime is the Placecheck. The Placecheck information can then be used as a basis and further investigated. Additional surveys/questionnaires as well as consultation events may be necessary.</p> <p>What is a Placecheck?</p> <p>A Placecheck is a widely used tool designed to provide local residents with the opportunity to study a place they know well, and to think about how to improve it. Participants question aspects of their locality to identify what it is about an area that they like, dislike and think could be improved.</p> <p>Moles will provide the templates to be used. All the completed proformas and information will be sent to Moles who will then produce one succinct Place check Assessment document. Further information will be sent by the weekend.</p> <p>The first key task is to have a SG visioning workshop led by Moles to establish a vision and objectives for each theme/task group. Date early March 2019 TBC.</p> <p>Following this, the next task recommended is to begin to build the evidence base, this is a period where the task groups will collect local information relevant to the issues which have emerged from the objectives, questionnaire/other community engagement events. It is recommended that the Steering Group/task group starts this with a review of RDC's evidence base documents whilst identifying any gaps which needs to be further investigated.</p> <p>Moles will prepare a to-do list for the task groups based on the objectives when they have been developed. The group will only have about a month to have this completed as best as possible.</p>
Any other business/ questions / concerns	What is the latest on the site assessment work - housing need, SEA etc ? Need to start thinking about infrastructure list (25% of CIL) and the community aspirations (non-land use issues)



SUGGESTED PROGRAMME

For completeness, the suggested programme of works for the next 2 months has been included below but only list the key activities.

- **Developer meetings, site assessment work –SEA etc., housing need survey?**
- **Placecheck exercise** (task groups)
Place check is used to look at a place and to think about how to make it better. It is a good base to identify issues. Moles Consultancy will provide a proforma and guidance on how to undertake this study
- **Develop the vision and objectives through workshop exercise** (Moles Consultancy to lead)
We will use the key issues being expressed in the questionnaire/survey analysis to develop the vision and objectives in a workshop. It is important to note that there is no statutory requirement to develop a vision or objectives but it gives a framework within which to guide the plan. Once we have formulated a vision, we will review the various elements and break this down into objectives. This needs to be land use and linked to the questionnaire and therefore the issues which the plan is looking to address. Objectives will help you to deliver the vision.
- **Vision and objectives consultation/drop-in event** : Date to be agreed and advertised ASAP
- **Evidence base gathering** (task groups)
This is a period where the group will collect local information relevant to the issues which have emerged from the questionnaire and other community engagement events. It is recommended that the Steering Group starts this with a review of RDC's evidence base documents whilst identifying any gaps which needs to be further investigated.
A further to do list for the task groups will be developed by Moles Consultancy once the vision and objectives have been agreed.
- **Draft policies and draft plan** (Moles Consultancy to lead): April 2019

Summary of Activity To-date (taken from the website)

January 2019 - The Neighbourhood Plan Steering Group meet. Working with Neighbourhood Plan volunteers, professional consultancy AECOM began preparing our local housing needs assessment report and also visited the potential housing sites.

2018

December 2018 - Working with Neighbourhood Plan volunteers, professional consultancy AECOM began their assessment of the housing sites that have been entered into the Neighbourhood Plan process. We also received formal responses from a number of agencies in relation to our Neighbourhood Plan Screening Opinion.

November 2018 - The Neighbourhood Plan Steering Group successfully applied for and received Government Grants to undertake a full housing needs assessment and site assessment which will see professional consultancy AECOM working with the Neighbourhood Plan volunteers. The housing task group continued their visits of sites and meeting with local landowners and developers as part of the process. A further batch of evidence documents were also uploaded to this website, and we submitted our SEA Screening Request to Rother District Council for their consideration.

October 2018 - The Neighbourhood Plan Steering Group meet, of particular note was the significant successful effort that was undertaken in ensuring that Hurst Green was removed from the Rother DaSA document, thus allowing Hurst Green to undertake its own housing site allocations. An updated project plan was produced, as was an updated budget and our first batch of environmental evidence documents, all of which have been uploaded to this website.

August - September 2018 - The Neighbourhood Plan Steering Group meet twice. Our various task groups continued to gather evidence to support the plan, of particular note was the activities of the Housing Group which concluded an initial call for sites, undertook extensive engagement with Rother District Council in relation to the DaSA, as well as held meetings with local landowners to produce a range of options for consideration.

June & July 2018 - The Neighbourhood Plan Steering Group met for the first time, as did the Housing task group, who have initiated the call for sites process and have begun engagement with local landowners. The Education & Training task group conducted further research, including a visit to Hurst Green Primary School where local children outlined their vision for the future of Hurst Green.

May 2018 - The following three Task Groups: Education & Training, Leisure, and the Economy, Business & Tourism task group held their first meetings. Find out more on the [people](#) and [resources](#) pages.

April 2018 - Parish Councillors meet with local residents who had expressed interest in working on the neighbourhood plan, to consult on and discuss the plan and the proposed steering group, and to make plans for forming the task groups.

February 2018 - Parish Councillors, assisted by volunteers from the community held two interactive kick-off workshops where over 115 local residents attended to discuss the idea of the plan, as well as the future development, planning and issues affecting the village. The sessions captured hundred of ideas for improvements, as well as calling for volunteers to join the steering group and planned tasks groups.

January 2018 - Parish Councillors meet with a group of local residents to plan an interactive workshop to kick-off the neighbourhood plan process, where residents will be asked to discuss and document their ideas for the future development, planning and issues affecting the village.

2017

December 2017 - Parish Councillors meet with a group of local residents interested in getting involved with the neighbourhood plan, where it was discussed how the village might kick-off the process.

June 2017 - Rother District Council confirmed that, in accordance with Regulation 7 of the Neighbourhood Plan (General) Regulations 2012 (as amended), the marked area shown on the map above (being that of the Parish boundary) was formally designated as the Hurst Green Neighbourhood Plan Area. You can view the [decision notice](#) from Rother District Council.

April 2017 - Hurst Green Parish Council submitted an application to Rother District Council for the designation of a Neighbourhood Plan Area. In accordance with Part 2, Regulation 5 (1) of the Neighbourhood Planning (General) Regulations 2012, Hurst Green Parish Council (as the relevant body). You can view the submitted files: A [map](#) which identifies the area to which the area application relates and also the Hurst Green Neighbourhood Plan Area [designation letter](#)