

HURST GREEN NEIGHBOURHOOD PLAN VOLUNTEER INFORMATION MEETING

MINUTES, AGREEMENTS & ACTIONS

Held at 7.30pm on the 17th April 2018 at Hurst Green Village Hall

Attendees:

Blair Drummond, Bob Collins, Cllr Andrew Brown, Cllr Derek Johnson, Cllr John Duddridge, Colleen Burt, Duncan McNab, Ian Hirst, Malcolm Cox, Ros Starling.

Apologies Received:

Annabelle Blackaby, Bob Lucchesi, Christiane Morris, Claire Acock, Cllr Graham Browne, Cllr Steve Wright, Cllr Susan Prochak, Hannah Collins, Janet Ellis (Parish Clerk), Keith Perrett, Keith Wale, Pete Heasman, Richard Blackaby, Tania McNab.

1 - Welcome, purpose and objectives of meeting

Cllr Andrew Brown welcomed everyone and outlined that the purpose of the meeting was to allow attendees to learn about the perceived processes that the neighbourhood plan groups and steering group would undertake, to enable volunteers to determine which areas they would like to get involved with.

2 - Introductions

Individual introductions were made by all attendees. There was positive agreement on the diverse range of skills and experiences held by attendees.

3 - Review of feedback received from resident kick-off meetings

Attendees reviewed the resident feedback document, noting the depth of issues as well as the clear focus areas around housing, the A21, litter, open spaces and facilities. Cllr A Brown noted that this document had been published on the Neighbourhood Plan section of the parish council's website.

Action: It was agreed that each attendee would review the feedback received from the resident kick-off meetings to become more familiar with the content.

Agreement: It was agreed that as more data was collected, that it would be important to show this by demographics such as group and age.

4 - Discussion regarding the analysis as feedback charts

Attendees reviewed the park and open spaces sample chart that had been produced by Cllr A Brown which summarised comments made by residents in this area.

Action: It was agreed that once formed, each task group would review the resident kick-off meetings feedback and produce a similar summary of issues chart.

5 - Discussion of the typical stages of developing a Neighbourhood Plan

Cllr A Brown lead a group discussion about neighbourhood plans, he briefly outlined the eight stages he understood the plan would need to go through. These were: Step 1: Getting started, Step 2: Identifying the issues to address in the Neighbourhood Plan, Step 3: Developing a vision and objectives, Step 4: Generating options for a draft plan, Step 5: Preparing a draft plan, Step 6: Consultation and submission, Step 7: An independent examination and Step 8: A referendum and the plan's adoption.

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6 - Discussion around the draft Neighbourhood Plan project plan

Following the discussion about neighbourhood plans at agenda item 5, copies of the draft plan for Hurst Green were distributed. Cllr A Brown introduced the draft neighbourhood plan project plan. Cllr A Brown thought it would serve as useful indication of the types of activities we would be undertaking, but noted that this plan was very much a draft which had been based on that used by Salehurst and Robertsbridge and also by the Crowborough neighbourhood plan and would be subject to further thought, and work and ratification by the future steering group.

In response to a question about timescales, Cllr A Brown noted that 18 - 24 months was what he had been lead to believe was a typical timeline, noting that whilst he thought Hurst Green would benefit from being behind neighbouring villages in terms of plan development, that the parish could benefit from their experiences and that contact had been made to try and arrange this.

Action: It was agreed that each attendee would review the draft project plan following the meeting and provide any initial comments to Cllr A Brown and Cllr S Wright.

Agreement: Attendees noted that the draft plan provided a good indication of the steps that would likely be needed to produce the neighbourhood plan.

7 - Task Groups

7.1 - Discussion of proposed task groups

Cllr A Brown introduced the current proposed list of task groups, noting that the Housing group was the minimum group that he understood was required to form a neighbourhood plan. A discussion was had around the ten proposed groups.

1. Economy, Business & Tourism
2. Education & Training (including schools)
3. Environment (including green/open spaces, footpaths, air quality, conservation, energy)
4. Housing (including matters such as site allocation, design, affordability)
5. Infrastructure (including railways, roads, parking, broadband etc.)
6. Leisure Facilities (including recreation, sports facilities)
7. Communications Task Group
8. Village / Parish History
9. Street Representatives
10. Research Task Group (including parish demographics)

It was noted that it would be important for the future steering group to determine how to factor in additional areas such as 'Arts and Crafts' and 'Safety'.

Agreement: Following a suggestion from Mr B. Drummond, it was agreed that each task group should undertake its own research. It was therefore agreed that there was not a need for a separate Research group and that it would be removed from the list of task groups.

7.2 - Discussion around each group's objectives

A general discussion followed with Cllr A Brown explaining that he understood that each group's primary aim was to explore issues and options relating to their area and to propose / create the draft policies to feed into the Steering Group. He noted that some groups, such as the Street Representatives would have slightly wider, but specific objectives relating to the plan.

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7.3 - Membership nominations & groups formation

Cllr A Brown thanked everyone for responding to the volunteer interests survey and explained that in general there was a good number of people expressing an interest in all of the groups. Although, he noted that some people had expressed an interest in almost all of the groups.

7.4 - Discussion to agree first meeting dates / meeting schedule

A discussion was held to determine how best to establish the task groups. Cllr A Brown noted that it was proposed that task groups would likely meet monthly and that this could be a venue of the group's choosing as these meetings did not have to be held in public.

Agreement: It was agreed that groups should meet before the steering group was formed, as this would determine commitment levels.

Agreement: It was agreed that groups should self arrange their first meeting, with the person alphabetically being first, being responsible for arranging the group's first meeting.

Agreement: It was agreed that groups should determine their lead / chairperson at their first meeting, and as per the proposed draft terms of reference that this person should also be part of steering group.

Action: That Cllr A Brown should email all those who had expressed an interest in being part of a group, asking them for permission to share their details with the other group members, and once received that he would connect all group members together [so that group members could take responsibility for contacting each other and arranging their first meeting].

8 - Steering Group

Action: Following a suggestion from Mr B. Drummond, it was agreed to add a new item into the draft steering group terms of reference that clarifies that a nominated task group lead could send a deputy [who is also a member of the same task group] to a meeting of the steering group if they were themselves unable to attend.

Action: It was agreed that interested attendees would review the draft terms of reference following the meeting and that feedback and/or comments should be sent to Cllr A Brown and Cllr S Wright.

Agreement: Attendees noted that the draft terms of reference appeared comprehensive.

Agreement: It was resolved to delay the formation of a steering group until such time that the task groups had initially met and themselves nominated their steering group representative.

9. Any other business

Action: Cllr A Brown to distribute a reminder email to all attendees with the links to electronic versions of the documents discussed during the meeting.

Minutes and actions taken by Cllr Andrew Brown

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Appendix 1

Proposed Task Groups - Nominations received to-date

Economy, Business & Tourism

1. Andrew Brown
2. Blair Drummond
3. Derek French
4. Keith Perrett
5. Tania McNab

Education & Training (including schools)

1. Hannah Collins
2. Colleen Burt
3. Keith Perrett

Environment (including green/open spaces, footpaths, air quality, conservation, energy)

1. Andrew Brown
2. Hannah Collins
3. Bob Lucchesi
4. Ros Starling
5. Christiane Morris
6. Colleen Burt
7. Derek French
8. Keith Perrett
9. Pete Heasman
10. Bob Collins

Housing (including matters such as site allocation, design, affordability)

1. Andrew Brown
2. Bob Lucchesi
3. Ros Starling
4. Christiane Morris
5. Derek French
6. Keith Perrett
7. Pete Heasman
8. Malcolm Cox
9. Tania McNab
10. Bob Collins

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Infrastructure (including railways, roads, parking, broadband etc.)

1. Andrew Brown
2. Hannah Collins
3. Bob Lucchesi
4. Blair Drummond
5. Derek French
6. Keith Perrett
7. Pete Heasman
8. Malcolm Cox
9. Bob Collins
10. Duncan McNab

Leisure Facilities (including recreation, sports facilities)

1. Hannah Collins
2. Ian Hirst
3. Keith Perrett
4. Pete Heasman
5. Malcolm Cox
6. Keith Wale
7. Bob Collins

Communications Task Group

1. Hannah Collins
2. Madeleine Janes
3. Ian Hirst
4. Christiane Morris
5. Blair Drummond
6. Keith Perrett

Village / Parish History

1. Andrew Brown
2. Keith Perrett
3. Malcolm Cox

Street Representatives

1. Ian Hirst
2. Derek French
3. Keith Perrett