NEIGHBOURHOOD DEVELOPMENT PLAN

PARISH OF HELLINGLY

STATEMENT OF COMMUNITY INVOLVEMENT

REPORT OF THE PROJECT TEAM

JANUARY 2017
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HELLINGLY NEIGHBOURHOOD DEVELOPMENT PLAN

STATEMENT OF COMMUNITY INVOLVEMENT

Introduction

1. This account of community involvement in the preparation of the Hellingly Neighbourhood Development (NDP) accompanies and supports the Draft Plan submitted for assessment by Wealden District Council and, subject to their being satisfied that it complies with legal requirements, for independent examination.

2. Community involvement has been integral to the Draft Plan’s preparation. This is best demonstrated by showing how it has been at the heart of each stage of the preparation process. This Support Paper accordingly describes that process chronologically and summarises the various forms of public consultation and participation that have been employed throughout.

Parish Council

3. On 8 July 2015 Hellingly Parish Council resolved to develop a Neighbourhood Development Plan for the whole of the parish.

4. It further resolved that, subject to public consultation, the Plan should have two primary objectives:

   a) to preserve the rural character of the area; and
   b) to maintain the character and separate identity of the four main settlements in the parish (i.e. Hellingly village, Lower Dicker, Lower Horsebridge and Roebuck Park).

5. The Parish Council agreed to set up a Steering Group “to oversee the smooth running of the NDP process and to ensure that it reflects the views of the whole parish”. It approved the Terms of Reference of the Steering Group.

6. To produce the Plan, the Parish Council also agreed to appoint a Project Team reporting to the Steering Group. This team included a Planning Consultant whose appointment and terms of reference were confirmed at the meeting.

7. Finally, the Parish Council endorsed a Road Map for the project which had been agreed by the Council’s Planning Committee on 15 June 2015. This Road Map was subsequently followed with relatively little alteration.

8. Appendix A includes the Clerks’ report to the Parish Council, the Minutes of the meeting, the Road Map and the Steering Group’s and Planning Consultant’s terms of reference.

9. Following this meeting, the Parish Council took little further part in the preparation of the Plan. Its Planning Committee received regular oral progress reports but the Council itself did not discuss the Plan again until July 2016 when it authorised appointment of external consultants to undertake Character Appraisals of the four main settlements and approved the final version of a questionnaire to be sent to all electors.
The Steering Group

10. When the Parish Council set up the Steering Group, it resolved that the Group should comprise 11 members who should “so far as possible be drawn from across the parish” and that no more than four of them should be serving Councillors.

11. In the event, 10 persons were invited to join the Steering Group, only 2 of whom were serving Hellingly Parish Councillors. Including these, 3 were residents of Hellingly Village, 3 of Lower Dicker, 2 of Roebuck Park and 1 of Lower Horsebridge. The 10th member was a Councillor from Hailsham Town Council, invited to secure co-ordination between the 2 Councils and their emerging Neighbourhood Development Plans.

12. The Steering Group held its initial meeting on 30 January 2016 when it elected a Chairman, discussed the scope of the Plan and its preparation process, and agreed arrangements for the first phase of the public consultation (i.e. the 8 discussion groups). Its second meeting on 18 June 2016 considered a report on the outcome of this consultation, agreed that a number of Topic Papers should be prepared to provide an evidence base for the Plan and discussed arrangements for the second phase of the public consultation (i.e. the questionnaire survey). On 19 November 2016, it met again to consider the findings of the survey and progress with the Topic Papers.

13. Details of the membership of the Steering Group and Minutes of its meetings are included in Appendix B.

The Project Team

14. The Project Team appointed by the Parish Council initially consisted of 4 persons, including the Chairman of the Parish Council and its Clerk. The other 2 were both chartered town planners. All 4 had lengthy experience of local government as either employees or councillors. In early 2017 the Team was joined by the then Chairman of the Steering Group who was also a chartered town planner. Further details of their experience and qualifications are included in Appendix B.

15. The Project Team was the ‘engine room’ of the Plan preparation process. It organised the public consultations, wrote several of the Topic Papers, produced the initial drafts of the Plan and assembled the various Support Papers. The preparation of the Plan was a major logistical exercise for a small rural parish.

Area Designation

16. The first stage in the preparation of the Neighbourhood Development Plan, as required by the Town and Country Planning Act 1990 as amended, was for the Parish Council to apply to Wealden District Council to have the whole parish designated as a Neighbourhood Area. The District Council was responsible for undertaking the public consultation on this application and for its determination.

17. A 6-week consultation was carried out between 7 September and 19 October 2015. It was publicised on both the Wealden District and Hellingly Parish Council websites and advertised on Parish Council noticeboards. Hard copies of the information and consultation forms were made available at the District Council offices in Hailsham. Details were also published in the Sussex Express on 11 September 2015.
18. No objections were received and the application was approved on 5 November 2015. Copies of the consultation documentation, the officers’ report and the Portfolio Holder’s decision are included in Appendix C.

Public Consultation – Phase 1

19. The next stage was to discover what the Hellingly Community would like to see the Plan address. The consultation took the form of 8 Discussion Group meetings, 4 focussed on the main settlements of Hellingly Village, Lower Dicker, Lower Horsebridge and Roebuck Park, and 4 focussed on special interest groups (business, farming, community and the environment).

20. Around 1,100 leaflets were hand delivered to households in the parish inviting their occupiers to attend one of the Discussion Groups and 126 invitations were hand delivered or posted to businesses, farmers and community and environment interests. Notification of each of the meetings was posted on Parish Council noticeboards and website, reported in the local press and included in the winter edition of Hellingly Highlights, a community magazine circulated throughout the parish. It was also entered on the website of the Roebuck Park Residents Association as well as on Facebook to attract the attention of younger residents.

21. The Discussion Group meetings were held in March, April and May 2016. They were together attended by 103 parish residents – 5.4% of the 1,907 electors on the 2014-15 Electoral Register. In none of the Discussion Groups, nor in any subsequent individual response, were the 2 proposed principal aims of the Plan (see para. 4 above) either questioned or criticised. The main themes of common concern which emerged were:

- That the northward expansion of Hailsham may engulf the existing settlements and that separation gaps should be retained around them (to prevent coalescence).
- That locally valued landscapes should be protected from inappropriate development and biodiversity should be enhanced.
- That development should be steered away from areas at risk of flooding (likely to increase with climate change), with high water tables, or where it might add to flooding problems elsewhere.
- That the rural economy should be strengthened through the provision of small low cost business premises and tourist and equestrian facilities.
- That broadband facilities are seriously inadequate and need to be improved if the rural economy is to be sustainable.
- That inadequate parking provision is holding back the ability of various existing community and recreational facilities to expand or operate efficiently.
- That improved infrastructure, particularly education and medical services, has not kept pace with recent housing development.

22. Full details of the consultation, including copies of the invitations, lists of special interest invitees and notes of the discussion that took place at each Group meeting, are set out in Support Paper HNDP/S2.
Annual Parish Meeting 2016

23. At the Annual Parish Meeting held on 12 May 2016, attended by around 60 residents, the main focus was on the NDP. A report was given on the key findings of the Discussion Groups. Those present were asked to say whether they agreed or disagreed with the 7 conclusions listed above. In each case the reply was in the affirmative. Notes of the meeting are included in HNDP/S2 (Appendix C).

Public Consultation – Phase 2

24. The second phase of the public consultation took the form of a questionnaire sent to all currently registered electors in the parish. The questionnaire included 19 questions and asked for some supplementary information on the age, gender and broad location of respondents for analysis purposes. Electors were asked to respond in one of 3 ways – returning the questionnaire by post, completing it electronically by downloading it from the Parish Council website, or completing it electronically on Survey Monkey.

25. The appropriate number of questionnaires (one for each elector) were posted to every address on the Electoral Register in the last week of September 2016, thereby avoiding the summer holiday period when many people might be away. A total of 1,997 questionnaires were sent out, of which 363 were returned by one means or the other, a response rate of 18.2%.

26. The broad aims of the NDP (preserving the rural character of the Parish and protecting the identity and character of the 4 main settlements) were supported by 92% of the respondents. Other questions which received an overwhelmingly positive response were:

- Identification and designation of areas and corridors that should be protected for their nature conservation and biodiversity (94% in favour)
- Identification of areas prone to flooding where development should be resisted (94% in favour)
- Protection, conservation and enhancement of Hellingly Conservation Area (92% in favour)
- Identification of areas where new development should be resisted (90% in favour)
- Protection from demolition or inappropriate alterations to buildings of local historical or architectural interest (90% in favour)
- Prevention of existing settlements joining together or merging with Hailsham (83% in favour)

Three questions received a less overwhelming but still positive response:

- Support provision of more facilities for young people (69% in favour)
- Support policies and allocation of land promoting farm diversification (68% in favour)
- Support policies and allocation of land for business and community facilities (53% in favour)

Questions which received a negative response were:

- Promotion of more development than proposed in the emerging Wealden Local Plan (92% against)
- Support policies promoting more affordable housing (60% against)
- Support policies supporting other types of housing (56% against)
27. Full details of this consultation, including the questionnaire and supporting documentation, analysis of the responses and a summary of the many individual comments and suggestions made by respondents, are set out in Support Paper HNDP/S3.
Appendix A

Hellingly Parish Council

Committee - Council
Date - 8 July 2015
Report of the - Parish Clerk
Subject - Neighbourhood Plan

Recommendation: It be RESOLVED that:

a) A project team be set up with Councillor Blake being the Project Leader
b) A Planning Advisor be appointed
c) A Steering Group be created and the Terms of Reference to be agreed as Appendix B
d) Appropriate delegations be made to the Steering Group
e) The Nature of the Plan be agreed
f) The £25,000 currently in earmarked reserves should be used to fund the project.

Introduction

1. The Planning Committee at its meeting on 15 June agreed that the Council should restart the process of producing a Neighbourhood Plan. Initial work had previously started in 2013, but had halted due to a number of reasons.

What is a Neighbourhood Plan?

2. A Neighbourhood Plan is a community-led framework for guiding the future development, regeneration and conservation of an area. A Neighbourhood Plan is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. It may deal with a wide range of social, economic and environmental issues (such as housing, employment, heritage and transport) or it may focus on one or two issues only. These may be issues that are relevant to the whole neighbourhood or just to part of the neighbourhood.

3. A Neighbourhood Plan will be part of the statutory development plan for the area, if successful at referendum. This statutory status gives a Neighbourhood Plan far more weight than some other local documents.

4. A Neighbourhood Plan must comply with European and national legislation and must have appropriate regard to national planning policy and be in general conformity with existing strategic local planning policy. The timeframe for the Neighbourhood Plan will be for the community to decide, for example whether it is a 5, 10, 15 or 20-year plan.

Overview of Process

5. **Stage 1 – Getting Started**
The first step is to submit the proposed neighbourhood area to Wealden District Council for designation.

**Stage 2 – Preparing the Plan**
This includes publicity, development of local partnerships, community consultation and engagement and the building of evidence base. This will inform the development of a vision and/or aims for the plan. These in turn will inform the formulation of policy, proposals and site allocations. Community engagement will be necessary at all stages of the plan-making process.
Stage 3 – Bringing the Plan into Force
The proposed Neighbourhood Plan will be submitted to Wealden District Council, who will check that proper procedures have been followed in its preparation and that any necessary assessments accompany the plan. Following a period of publicity, Wealden District Council will arrange for an independent examination and organise the public referendum, subject to the Plan meeting legal requirements.

6. Appendix 1 to this report outlines the Road Map for the process as agreed by the Planning Committee.

Organisational Structure

7. The Neighbourhood Plan will be prepared by a Project Team, which it is proposed will consist of the following:

   - Project Leader: Councillor John Blake
   - Planning Advisor: TBC
   - Project Secretary: Suzanne/Tracy
   - Graphic Designer: TBA – Attends as required
   - Project Team Member: Councillor David White

8. The Project Team will report to the Steering Group. The proposed Terms of Reference for the Steering Group are attached at Appendix 2, these will need to be approved by Council. The Steering Group is important for local engagement and would act as the link between the Council and the local community. It is proposed that it would be made up of 11 people with no more than 4 being Councillors. It would be useful for Council to delegate to the Steering Group the right to make certain decisions, for example the content of the questionnaire for distribution to residents.

9. The Steering Group will report to the Parish Council or, as appropriate, it’s Planning Committee. The Council will be responsible for the funding of the project and will retain final editorial control. The Council currently has £25,000 in earmarked reserves for the production of the Plan. Council will therefore need to agree to spend this amount, as the budget for 2015/16 does not include this expenditure item.

10. The Chairman, Councillor Blake and the Clerk had a meeting with a potential Planning Advisor on Friday 26 June 2015. David Phillips, previously Head of Policy and Environment at Wealden District Council has confirmed that he would be available to assist the Council with the production of the Neighbourhood Plan. He has indicated that he would charge £xx per hour. Attached at Appendix 3 is a brief for the Planning Advisor.

11. Financial Regulation 11.1 aii and 11.1 h, enables the Council to appoint a specialist without following contract procedure rules or the requirement to obtain quotes. Therefore if Council are so minded to appoint David Phillips this can be done without obtaining further quotes for the work.

Next Steps

12. The first step would be to notify Wealden District Council and to make an application for a neighbourhood area status, at this stage it is important that the Council considers the nature of the Plan, i.e., would the Plan look to allocate land, would it set design principles or would it be about conservation for example.

13. Wealden District Council will then consult on the proposed Neighbourhood Plan area, this consultation process will take about 6 weeks. This initial consultation would not take place until
after the summer. Following this process the Council should then be given the go ahead to proceed with the production of a Plan.

14. Council need therefore to decide on the nature of the Plan. Possible options include, preserving the rural character of the area and maintaining the character of the 4 separate settlements. It is suggested that the Plan should not identify sites for development.

15. The next step would be to create the Steering Group. A starting point would be to contact those who took part previously to see if they are still interested. An article will be written for the Hellingly Highlights.

Conclusions

16. In order to progress the development of the Neighbourhood Plan for Hellingly the following will need to be put in place:

- Creation of a Project Team
- Appointment of Planning Advisor
- Creation of the Steering Group
- Agree delegation to the Steering Group
- Agree the nature of the Plan
- Council to agree expenditure on the Neighbourhood Plan

Suzanne Collins
Parish Clerk
HELLENGLY NEIGHBOURHOOD PLAN

ROAD MAP

Set out below is a suggested Road Map based on government requirements and practice elsewhere.

Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>HPC</td>
<td>Hellingly Parish Council</td>
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<tr>
<td>WDC</td>
<td>Wealden District Council</td>
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<td>ESCC</td>
<td>East Sussex County Council</td>
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<td>NP</td>
<td>Neighbourhood Plan</td>
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<td>PA</td>
<td>Planning Advisor</td>
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<td>SG</td>
<td>Steering Group</td>
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<td>DG</td>
<td>Discussion Group</td>
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<td>EIP</td>
<td>Examination in Public</td>
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1. HPC approve Road Map
2. HPC reconstitute SG
3. HPC appoint PA
4. HPC notify WDC of intention to prepare NP
5. Set up 8 DGs to discuss Plan’s objectives (business, farmers, community groups and environmental interests, residents of Lower Dicker, Lower Horsebridge, Hellingly and Roebuck Park)
6. Summarise conclusions of DGs as basis for draft questionnaire
7. HPC and SG approve draft questionnaire
8. Distribute questionnaire to households, business and community groups
9. Summarise responses to questionnaire as basis for draft NP
10. Prepare initial draft NP
11. HPC and SG to consider and approve draft NP
12. Distribute draft NP to households, businesses and community groups
13. Send draft NP to WDC, ESCC and relevant external bodies for comment
14. Summarise responses to consultation on draft NP
15. HPC and SG to consider consultation responses and agree any changes to draft NP
16. Prepare amended NP
17. HPC hold public meeting to explain amended NP and seek comments
18. HPC and SG approve final NP for submission to WDC
19. WDC approve submitted NP
20. Submitted NP considered by Independent Examiner at EIP
21. Examiner’s findings considered by HPC and SG
22. Public meeting to consult on Examiner’s proposed modifications (if necessary)
23. HPC and SG approve NP
24. WDC arrange referendum
25. NP adopted as statutory plan and residents and others informed in Hellingly Highlights.

(Approved at Planning Committee on 15 June 2015)
HELLINGLY NEIGHBOURHOOD PLAN

STEERING GROUP

Composition

The Steering Group shall comprise 11 members who shall, so far as possible, be drawn from across the Parish.

Not more than 4 of those members shall be serving Parish Councillors.

The Group shall elect the Chairman from among its members.

Objective

To be responsible to the Parish Council for overseeing the smooth running of the Neighbourhood Plan process and for ensuring that it reflects the views of the whole Parish.

Terms of Reference

To receive and comment on the outcome of the meetings of the Discussion Groups.

To recommend to Council the form and content of the Parish-wide questionnaire.

To consider and make recommendations on the form and content of the draft Plan.

To advise on the desirability of holding public meetings or exhibitions.

To advise on arrangements for publicising the progress of the Plan.

To ensure that the Plan relates to the use and development of land, is in conformity with national and local planning policies, and demonstrates effective local engagement.

Accountability

The Steering Group will receive reports of the Project Team.

The Steering Group will report to the Parish Council which will retain final editorial and financial control.
HELLINGLY NEIGHBOURHOOD PLAN

BRIEF FOR PLANNING ADVISOR

Hellingly Parish Council has resolved to prepare a Neighbourhood Plan and wishes to appoint a Planning Advisor to assist in the preparation of the Plan as a member of the Project Team.

He or she will be expected to undertake the following:

• Lead the 8 proposed Discussion Groups as facilitator
• Draft the questionnaire to be sent to Parishioners
• Advise and assist in the drafting of the Plan
• Liaise with the District and County Councils and other bodies as necessary
• Attend meetings of the Steering Group and Council as appropriate
• Provide guidance on how many public meetings should be held and when
• Attend Project Team meetings

This role would be on an ‘as and when needed’ basis.
Relevant minute from Council on 8 July 2015

31.07.15 **Neighbourhood Plan.** Council resolved the following:

- That Wealden District Council be notified of our intention to develop a Neighbourhood Plan and that the whole Parish be set as the Neighbourhood Area.
- That a Project Team be set up lead by Councillor Blake.
- That David Phillips be appointed as Planning Advisor.
- That a Steering Group be set up, the Terms of Reference for which are attached at Appendix A to these minutes.
- That the delegations to the Steering Group be deferred until a later date when more detail is known.
- That the Plan would be based around preserving the rural character of the area and maintaining the character of the 4 separate settlements. This would develop through the process and consultations with the public and policies would be developed accordingly.
- That the £25,000 currently in reserves be used to fund the project and that the Clerk seek further grant and funding options.
### Membership of the Steering Group

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Barby Dashwood Morris</td>
<td>Hellingly Parish Councillor also Hellingly Village Resident</td>
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<td>Garry Hopcroft</td>
<td>Hellingly Parish Councillor also Roebuck Park Resident</td>
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<td>John Puttick</td>
<td>Hailsham Town Councillor</td>
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<td>Diane Aldridge</td>
<td>Hellingly Village Resident</td>
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<tr>
<td>Sarah Cottingham</td>
<td>Hellingly Village Resident</td>
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<tr>
<td>Anne Mills</td>
<td>Lower Dicker Resident</td>
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<tr>
<td>Sylvia Skinner</td>
<td>Lower Dicker Resident</td>
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<tr>
<td>Nina Downes</td>
<td>Lower Horsebridge Resident</td>
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<tr>
<td>William Short</td>
<td>Roebuck Park Resident</td>
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<tr>
<td>Rev David Farey</td>
<td>Parish Vicar and Lower Dicker Resident</td>
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Steering Group Minutes

Hellingly Neighbourhood Development Plan

Minutes of meeting held on Saturday 30 January 2016 at the Village Hall, Hellingly

Present: Councillors Blake (JB), Dashwood-Morris (BDM), Hopcroft (GH) and White (DW), also Diane Aldridge (DA), Sarah Cottingham (SLC), Nina Downes (ND), Anne Mills (AM), David Phillips (DP), John Puttick (JP), Sylvia Skinner (SS), Bill Short (WS) and Suzanne Collins (SC)

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<thead>
<tr>
<th>Agenda Item</th>
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<tr>
<td>1. <strong>Introductions</strong>&lt;br&gt;Apologies had been received from Rev. David Farey.</td>
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<td>All those present introduced themselves and gave a brief resume of their experience and association to the area.</td>
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<td>2. <strong>Appointment of Chairman</strong>&lt;br&gt;Councillor Dashwood-Morris was appointed Chairman of the Steering Group, and duly took the chair for the meeting.</td>
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<td>BDM explained that the Neighbourhood Development Plan (NDP) would be the Parish’s Plan and not the Parish Council’s.</td>
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<td>She asked that name plates be provided for the next meeting. SC</td>
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<td>3. <strong>Steering Group</strong>&lt;br&gt;a. <strong>Terms of Reference</strong>.&lt;br&gt;The Steering Group were happy with the Terms of Reference which had been agreed by Council at their meeting on 8 July 2015. It was however, noted that these would be flexible.</td>
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<td>It was noted that for the NDP to succeed it would have to fit with the Wealden District Council (WDC) Local Plan. More on this at 5. SC</td>
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<td>b. <strong>Admission of the Public</strong>&lt;br&gt;It was agreed that the whole point of the production of a NDP was to involve the public and obtain their views, all future meetings would therefore be held in public but would not be public meetings. All future meetings to be advertised on the noticeboards and Council website.</td>
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<td>c. <strong>Declarations of Interest</strong>&lt;br&gt;It was agreed that the Council’s Code of Conduct would be circulated to all Steering Group members and as such the Group would be required to declare any personal interests at future meetings. SC</td>
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<td>4. <strong>Neighbourhood Development Plan</strong>&lt;br&gt;a. <strong>Scope</strong>&lt;br&gt;It was noted that there are certain constraints under which we have to act. The NDP must be consistent with the Local Plan and conform with National Planning Policy guidance. We would have to be able to justify anything that we propose and must show that the process had been a “bottom up” process and had involved the local community. The NDP</td>
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<td>would have to go through a referendum and if a majority did not support it then it would fail. A request was made that the NDP should include some comment about design as this tends to get lost. It was noted that although outline permission has been given for developments within the parish we could still influence the layout and design. It was noted that the allocation of land within NDPs is the contentious issue and is often what causes fall out between individuals, it was suggested that it would be better to focus on where development should not be. We should be looking to put in place criteria based policies to protect the area. b. Objectives Whilst the objectives for the NDP are very broad, the main aim is to preserve the rural character of the Parish and to preserve and enhance the character of the 4 settlements. These objectives were advertised when the consultation on the Neighbourhood Area was undertaken. No adverse comments were received. It was noted that it would be important to understand how WDC see the boundaries for each of the settlements within the Parish. c. Experience Elsewhere Just over 100 NDP have been through the whole process and accepted as part of the Local Planning Framework. These Plans are currently being analysed and it is clear that there are considerable variations between the Plans, they also vary in the way that they are written. The Plan needs to be written for a public audience and not for planning professionals. The fundamental point is that we need to produce a NDP that is right for the Parish of Hellingly. It was noted that Action in Rural Sussex (AiRS) were holding a South East Regional Neighbourhood Planning Event on 9 March 2016 at East Grinstead. Information would be circulated to all those present, anyone interested should let SC know.</td>
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<td>For information: SHLAA – Strategic Housing Land Availability Assessment SHELAA – Strategic Housing and Employment Land Availability Assessment. WDC invites land owners to put forward land for possible development and then assesses which is best.</td>
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<td>5. Preparation Process a. Route Map</td>
<td>SC All</td>
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<td>DP took the Steering Group through the Route Map, the next stage was to convene the Discussion Groups. From these a questionnaire would be produced for circulation to all residents and then a draft plan would be produced. The Plan would not be a huge document like the WDC Issues and Options. It would need to be based on local evidence. A request was made to include more about communication in the route map. It was noted that regular articles would appear in Hellingley Highlights and that all information would be available on the Council’s website.</td>
<td>SC</td>
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<tr>
<td>b. Relationship with District We have a solid relationship with WDC, they have been very supportive throughout the process so far. The District Council has the responsibility of validating the NDP before it is submitted to examination.</td>
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<td>c. Relationship with Wealden Local Plan WDC are currently analysing the responses from the Issues and Options consultation. They will then prepare their Local Plan which will go through the Committee stages before being presented to the Planning Inspector for examination. At the same time, we will be producing our NDP, we have agreed that we will meet regularly with Planning Officers to ensure that our NDP will not be in conflict with their Local Plan. If the Local Plan is agreed then all future Planning Applications will be judged against it, the Hellingley NDP will also be a material consideration. The relationship with WDC is of critical importance.</td>
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<td>6. Discussion Groups a. Invitees The proposal is that 8 discussion groups would be held, one for each of the 4 settlements within the Parish i.e. Hellingley, Roebuck Park, Lower Dicker and Lower Horsebridge. The following interest groups would also be held: businesses, farmers, community groups and environmental groups. It was agreed that the numbers for the interest groups would be easily managed, but the residents’ groups would be more problematic. It was however, agreed that all residents should be invited, this would be via a leaflet drop. This would also demonstrate that we had communicated widely. BDM agreed to provide SC with a database of contacts. SLC would be happy to put something on social media. SC would produce a flyer for distribution. All dates would be included.</td>
<td>BDM SLC SC</td>
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<td>Agenda Item</td>
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<td>b. <strong>Attendance</strong></td>
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<td>It was agreed that DP would facilitate all the Discussion Groups this would ensure that they all followed the same format. It was agreed that it would be good if Steering Group members attended the group for the area in which they lived, but were welcome to attend as many as they wished. Members of the Steering Group volunteered to Chair the meetings for their areas as follows: DA – Hellingly ND – Lower Horsebridge GH/WS – Roebuck Park tbc – Lower Dicker</td>
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<td>It was agreed that these need to be held in as short a period as possible and it was noted that more than one could be held on one day.</td>
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<td>The Project Team would need to finalise the arrangements, this includes finding venues, dates, and the most suitable times for the groups particularly the interest groups.</td>
<td></td>
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<tr>
<td>7. <strong>Landscape Character Assessment and Possible Designation</strong></td>
<td>SC</td>
</tr>
<tr>
<td>The discussion paper had been prepared to provoke thought and discussion at this and future meetings. It was agreed that this was a good basis for further consideration and research. A request to include woodland was made.</td>
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<tr>
<td>It was noted that it would be possible to bring local knowledge into play and that we should look at what should not go where.</td>
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<tr>
<td>8. <strong>Any Other Business</strong></td>
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<tr>
<td>BDM requested that action based Agendas be produced for future meetings.</td>
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<tr>
<td>She would like to encourage input from all Steering Group members.</td>
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<tr>
<td>It was agreed that if necessary additional meetings would be added. It was agreed that Saturday mornings were the best time for the meetings.</td>
<td></td>
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<tr>
<td>It was noted that infrastructure was a big issue and there was uncertainty as to how the NDP could influence it. It was suggested that this could be dealt with through recommendations and that this was the sort of thing that might encourage the residents to support the NDP.</td>
<td></td>
</tr>
<tr>
<td>Steering Group members were encouraged to add items to the Agenda for future meetings.</td>
<td></td>
</tr>
</tbody>
</table>

**Suzanne Collins**
Parish Clerk

1 February 2016
**Hellingly Neighbourhood Development Plan**

*Minutes of meeting held on Saturday 18 June 2016 at the Village Hall, Hellingly*

Present: Councillors Blake (JB), Dashwood-Morris (BDM), Hopcroft (GH) and White (DW), also Diane Aldridge (DA), Sarah Cottingham (SLC), Nina Downes (ND), David Farey (DF), Anne Mills (AM), David Phillips (DP), Sylvia Skinner (SS), Bill Short (WS) and Suzanne Collins (SC)

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apologies</td>
<td>Apologies had been received from John Puttick.</td>
</tr>
<tr>
<td>2. Declarations of Interest</td>
<td>Both Sarah Cottingham and Councillor White declared that they had an interest in land in the Strategic Housing and Employment Land Availability Assessment (SHELAA) document which had recently been release by Wealden District Council (WDC). This would only be relevant if discussed.</td>
</tr>
<tr>
<td>3. Minutes of the Previous Meeting</td>
<td>The minutes of the previous meeting were agreed and the action points reviewed.</td>
</tr>
<tr>
<td>4. Matters arising from the minutes not covered elsewhere on the Agenda</td>
<td>There were no matters arising.</td>
</tr>
<tr>
<td></td>
<td>5.3% of the electorate had attended the Discussion Groups, it was agreed that this was a better attendance than had been expected. At the Annual Parish Meeting those present had been in agreement with all the statements in Paragraph 24 of the report. Although a more muted response had been received to the question on the rural economy. All the notes from the Discussion Groups are on the website and bound copies of the report will be produced for the Inspector and other interested parties.</td>
</tr>
<tr>
<td></td>
<td>A question was asked as to what the response rate to the questionnaire would need to be to ensure credibility. It was noted that a response rate of over 5% would be acceptable. The Inspector would want to know that everyone had been given the opportunity to respond.</td>
</tr>
<tr>
<td></td>
<td>The Steering Group expressed their disappointment by the low attendance at the Business Discussion Group as they are an important group.</td>
</tr>
<tr>
<td>6. Topic Papers</td>
<td>JB explained that for the NDP to be a robust document there were three things that needed to be in place.</td>
</tr>
<tr>
<td></td>
<td>1. Local involvement – if we cannot convince the examiner and the local population that we have worked with them it will be difficult to get the NDP through the process.</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Action</td>
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</tr>
<tr>
<td>2. <strong>Compliance with NPPF</strong> – we are co-operating with WDC and will discuss areas where close liaison is needed.</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Justification (&quot;evidence&quot;)</strong> – The NDP isn’t expected to have the same level of evidence as the WDC Local Plan, but it does need to meet a certain standard.</td>
<td></td>
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</tbody>
</table>

The Project Team decided that we should try to produce “Topic Papers”, which will be written by individuals and will be factually based and will be included in the package for the inspection.

The Topic Papers to be on the following:

1. Parish Profile  
   David Phillips  
2. Landscape Assessment  
   John Blake  
3. Historic Assets  
   John Blake  
4. Broadband  
   David White  
5. Flooding  
6. Village Character Assessment  
7. Wildlife Corridor Assessment  
8. Farmers

The Project Team would approach potential authors for the Topic Papers. It was noted that it was important to try and write as much as we can ourselves to ensure that they are locally produced.

The length of the topic papers would vary, they are a means of showing that we have examined the topic, their style will vary although it was agreed that a standard template should be used. SC to provide and to edit for layout when received. Attached as Appendix A.

It was agreed that as far as possible to include photos and visuals to make them interesting.

It was agreed that an additional Topic Paper covering general matters such as infrastructure would be included. The Topic Papers would need to be robust and support the policies in the NDP.

It was agreed that the Topic Papers need to be written by the Autumn and should be added to the Project Plan.

<table>
<thead>
<tr>
<th>7. <strong>Questionnaire</strong></th>
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<tbody>
<tr>
<td>The questionnaire would go out mid-September to avoid the summer holidays, the replies would be analysed and a report produced by the end of October at which point a rough structure and ideas about the Plan would be available.</td>
<td></td>
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</tbody>
</table>

It was noted that the intention had been that the questionnaire would not be too long, it had been written taking into account the topics that had been raised at the Discussion Groups. It had been divided into sections, there is one question that makes it clear that we could propose more housing than WDC, just so that the Inspector knows that we have given the opportunity to the public. |  |
<table>
<thead>
<tr>
<th><strong>Agenda Item</strong></th>
<th><strong>Action</strong></th>
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<tr>
<td>If there are new items that come up through the responses to the questionnaire it may be that we would need to go back to the resident for evidence.</td>
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<tr>
<td>It was noted that there were no questions specifically for the young. It was however, pointed out that we should be careful about encouraging suggestions that we would not then be able to provide. It was suggested that policies could include some reference to the young, e.g. onsite facilities at new developments.</td>
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<tr>
<td>It was agreed that the questionnaire would be posted to all those on the electoral register. Freepost would be set up for questionnaire returns. It would be available for download from the website and it would also be set up on survey monkey.</td>
<td></td>
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<tr>
<td>It was agreed that to encourage a greater response rate a separate sheet would be included explaining what the questionnaire was about, why it is important and this should include pictures.</td>
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<tr>
<td>The questionnaire would be produced in booklet format.</td>
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<tr>
<td>SC and DP to review and send to the Steering Group for approval.</td>
<td>SC/DP</td>
</tr>
<tr>
<td>It was noted that the questionnaire would be taken to Council in July for approval.</td>
<td>SC</td>
</tr>
</tbody>
</table>
| **8. Project Plan**  
The Project Plan had been amended to reflect the change in timing for the questionnaire and to include the Topic Papers. | SC |
| **9. Any Other Business**  
It was agreed that the date for the next meeting would be Saturday 19 November 2016, 10.00 in the Village Hall. |  |

Suzanne Collins  
Parish Clerk  
20 June 2016
MAIN HEADING CENTERED AND IN BOLD CAPITALS

Sub Headings

1. Paragraph numbering

2. A space in between paragraphs
**Hellingly Neighbourhood Development Plan**

*Minutes of meeting held on Saturday 18 June 2016 at the Village Hall, Hellingly*

Present: Councillors Blake (JB), Hopcroft (GH) and White (DW), also Diane Aldridge (DA), Sarah Cottingham (SLC), Nina Downes (ND), David Farey (DF), Anne Mills (AM), David Phillips (DP), Bill Short (WS) and Suzanne Collins (SC)

There were also 4 members of the public in attendance

<table>
<thead>
<tr>
<th>Agenda Item</th>
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<tbody>
<tr>
<td><strong>Election of Chairman</strong></td>
<td>Councillor Dashwood-Morris had offered her apologies for the meeting Diane Aldridge was elected as Chairman of the Steering Group in her absence.</td>
</tr>
<tr>
<td>1. <strong>Apologies</strong></td>
<td>Apologies had been received from Councillor Dashwood-Morris and Sylvia Skinner.</td>
</tr>
<tr>
<td>2. <strong>Declarations of Interest</strong></td>
<td>There were no declarations of interest</td>
</tr>
<tr>
<td>3. <strong>Minutes of the Previous Meeting</strong></td>
<td>The minutes of the previous meeting were agreed.</td>
</tr>
<tr>
<td>4. <strong>Matters arising from the minutes not covered elsewhere on the Agenda</strong></td>
<td>There were no matters arising.</td>
</tr>
<tr>
<td>5. <strong>Summary Report on the Questionnaire Responses</strong></td>
<td>SC had written a summary report in respect of the responses received from the questionnaire. 363 questionnaires had been returned an 18.18% response rate. It was considered that this was quite a good response rate and would give some credence for the Inspector. The Steering Group were impressed by the effort that had been put in by those responding. JB commented that the response rate to question 8: “Would you support Policies and the possible allocation of land promoting farm diversification and the rural economy of the Parish (e.g. for tourism, holiday accommodation, camping, rural workshops)?” was only 68% in favour, which was lower than other questions, this echoed the response to the same question at the Annual Parish Meeting. It was suggested that when drafting the Neighbourhood Development Plan (NDP) this area would need to be approached with care. JB thanked SC for all her work on the questionnaire. DW commented that it was difficult to read too much into individual comments, but one comment in particular from a resident in Field Close had impressed him. This sat against a comment from Roebuck Park. It was agreed that there is a need to be careful how social housing is delivered within the Parish. It was suggested that there should be a plea in our NDP for rental property. It was agreed that it is important to build communities and to provide them with facilities.</td>
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<td>Agenda Item</td>
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<tr>
<td>It was noted that a high percentage of responses were in favour of the broad aims and in identifying areas where development should be resisted. This would be good for developing the Plan.</td>
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<tr>
<td>It was noted that the summary report would be incorporated as a support paper, it would be necessary to amplify some of the points but it would go to the examiner and Wealden District Council. The final document will go on the web.</td>
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<tr>
<td><strong>6. Timetable for the Development of Wealden Local Plan</strong></td>
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<tr>
<td>It was noted that the development of the Wealden Local Plan had been delayed as various studies were still to be received, so it was not possible to publish the Plan at this stage. The preparation had been delayed by 3 months it would now go to Council on 22 February, the document would be available at the end of January. Given that we are trying to coincide our NDP with the Wealden Plan it gives us more time to prepare. It was suggested that the Project Team should meet with Wealden in order to determine areas included in the Strategic Housing and Employment Land Availability Assessment (SHELAA).</td>
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<tr>
<td><strong>7. Topic Papers</strong></td>
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<tr>
<td>The first drafts of Topic Paper 1: Parish Profile and Topic Paper 3: Historic Assets had been circulated to the Steering Group.</td>
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<tr>
<td><strong>Topic Paper 1</strong></td>
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<tr>
<td>The Parish Profile was in 2 parts the first relating to Hellingly alone and the second comparing Hellingly to the whole of Wealden.</td>
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<tr>
<td>It was noted that there had been a spike in population in the last 2 years, in terms of some of the criteria there was a relatively higher percentage of younger people in comparison to Wealden as a whole, this should be taken into consideration in respect of the provision of facilities within the NDP. It was also noted that there is a high percentage of owner/occupiers in the parish and a relatively small percentage of housing stock that would be expected to be rented. In most other respects Hellingly was reasonably similar to the rest of Wealden.</td>
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<tr>
<td>It was agreed that it would be useful to explain what the super output area meant.</td>
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<tr>
<td>It was noted that these topic papers will sit behind the NDP as evidence and additional information.</td>
<td></td>
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<tr>
<td><strong>Topic Paper 3</strong></td>
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<tr>
<td>It was noted that this was an interim document and would be amended to reflect the content of Wealden’s Local Plan once it is known in respect of Heritage Assets, Conservation Area etc. It may be that some of the information in the Village Character assessments may feed in, it is intended to be a factual statement of where we are. It was noted that it would be good to have visual information included.</td>
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<td>Agenda Item</td>
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<tr>
<td><strong>Broadband</strong></td>
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<tr>
<td>DW commented that Broadband was a narrow topic and that infrastructure would be included too. In respect of schools, health and roads the NDP can only make recommendations to the providers. Wealden District Council (WDC) have undertaken a broadband and mobile survey, 60% of those who responded were poorly served by broadband. The aspiration that 90% of residents would be able to link to high speed is not being achieved across the district.</td>
<td></td>
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<tr>
<td>In respect of mobile reception it was noted that there are no roaming rights in the UK as there are in Europe. It seems that the Government should be lobbied for full roaming rights. The Mobile Operators are not keen to share information in respect of mobile mast locations.</td>
<td></td>
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<tr>
<td>In terms of Broadband, information is available on a postcode by postcode basis, however, what is advertised is not necessarily what the homeowner receives as it depends where the property is located on the copper cable.</td>
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<tr>
<td>The reason that this was on the list of Topic Papers is that it came up as an issue at all the Discussion Groups.</td>
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<tr>
<td><strong>Flooding</strong></td>
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<tr>
<td>ND is producing this paper and has collected policy documents from WDC and ESCC and has photographic evidence and is just about to put it all together. The Cuckmere Flood Forum information would be useful. She would hope to have the first draft finished by the end of the month.</td>
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<tr>
<td>DW commented that he was concerned that developers were employing land raise on new developments which will impact on areas elsewhere, he would welcome a policy to prohibit this in areas prone to flooding. He also suggested that he was concerned by Southern Waters attitude to consented discharges. It was also noted that the Environment Agency are very much against package treatment works, and it was thought that we should strengthen our policies against this.</td>
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</tr>
<tr>
<td><strong>Other Topic Papers</strong></td>
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<tr>
<td><strong>Landscape Assessment</strong></td>
<td>JB is currently working on this.</td>
</tr>
<tr>
<td><strong>Wildlife Corridor Assessment</strong></td>
<td>Sussex Wildlife Trust have agreed to undertake this work for us. They will provide an ecological overview of the whole parish not just the wildlife corridors. It was noted that it would be good to incorporate the work already undertaken by Ann Hillman.</td>
</tr>
<tr>
<td><strong>Farmers</strong></td>
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<tr>
<td>this was being written by Gill Hesselgrave.</td>
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<tr>
<td><strong>8. Character Assessments</strong></td>
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<tr>
<td>At the last Steering Group meeting it had been suggested that care would need to be taken when writing the Character Assessment Topic Paper for this reason the Council took the decision to appoint consultants. The Conservation Studio were appointed, unfortunately the first draft was not available for the meeting. They would carry out a house by house assessment and provide photographic evidence. Roebuck Park however, as it is a new development would be</td>
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<td>Agenda Item</td>
<td>Action</td>
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<tr>
<td>undertaken using a broader approach and looking at the issues instead. The Project Team would be meeting with the Conservation Studio on 9 December to discuss the Lower Dicker Character Assessment.</td>
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<tr>
<td><strong>The Next Steps</strong></td>
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<tr>
<td>JB gave a verbal report on the next steps. Due to the delay in the Wealden Local Plan there is a bit of a hiatus. The Project Team would be getting together to discuss the structure and in broad terms the level of content for the NDP, so that when the Wealden Local Plan is available, we are in a position to fit the relevant information into the NDP. Work on the Topic Papers will be continuing so that they in turn will be ready for completion after the issue of the Local Plan. It should all come together late spring ready for the Steering Group to discuss.</td>
<td></td>
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<tr>
<td>JB suggested that the NDP could follow one of 2 formats i.e. a traditional format set out under a number of headings or a format structured around the key aims which have been overwhelming endorsed.</td>
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<tr>
<td>It was agreed that it was likely that the final version may well be a mixture of the 2 formats.</td>
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<tr>
<td>It was also noted that we would need to be robust in identifying areas where we believe that building should not take place as we are not going to be suggesting sites for development.</td>
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<tr>
<td>The NDP would form part of the policy framework used by consultants and developers.</td>
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<tr>
<td>It was suggested that the rural character was important to the majority of those who responded, so regular and good reference to this would be expected in the NDP.</td>
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</tbody>
</table>

| **Date of Next Meeting** |  |
| The next meeting would be arranged for March by which time the Plan should be starting to emerge. SC to notify all of the date. | SC |

The meeting closed at 11.30

**Suzanne Collins**  
Parish Clerk  
21 November 2016
Project Team Experience and Qualifications

John Blake – Project Team Leader and Parish Councillor

David White – Parish Council Chairman

David Phillips – Planning Consultant

Diane Aldridge – Steering Group Chairman

Suzanne Collins – Parish Clerk

Qualified CIPFA accountant with 32 years experience at District Council and 3 years as Parish Clerk. District Council experience includes accountancy, audit, elections, democratic and customer services.
WEALDEN DISTRICT COUNCIL
CONSULTATION

Hellingly
Proposed Neighbourhood Area

Consultation Form

Consultation Period:
Monday 7\textsuperscript{th} September 2015 to Monday 19\textsuperscript{th} October 2015

Appendix C
COMMENTS FORM

The information contained within the separate Consultation Information guide relates to the proposed Hellingly Neighbourhood Area designation, and provides you with the information you require to respond to the consultation.

The purpose of this form is for you to make your comments on the proposed Hellingly Neighbourhood Area designation.

Personal Details

For any comments to be considered you must at least provide your name and address (this can be an email address). Any comments received may be inspected by members of the public and cannot be treated as confidential. Comments will be made available on the Council’s website. Your personal information such as your postal address, telephone number and email address will not appear however, your name and organisation (if relevant) will.

<table>
<thead>
<tr>
<th>Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Postcode:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Interest in the area:</td>
</tr>
<tr>
<td>For example are you a resident, business owner or do you work in the proposed neighbourhood area:</td>
</tr>
</tbody>
</table>

Consultation on the Neighbourhood Area is open between Monday 7th September 2015 to 5pm on Monday 19th October 2015. All responses should be returned to:

- **Post:** Neighbourhood Planning, The Planning Policy Team, Wealden District Council, Vicarage Lane, Hailsham, BN27 2AX
- **Email:** nplans@wealden.gov.uk

For more information, please contact Mrs S Collins, the Clerk to the Council:

The Village Hall, North Street, Hellingly, East Sussex, BN27 4DS Tel. 01323 461390
Please use the space below to tell us your comments on the proposed Hellingly Neighbourhood Area and, taking into consideration the pointers in the ‘what should my comments relate to’ section. It would be helpful if you can provide information as to why you consider changes, if any, need to be made. Please use additional sheets if necessary.

<table>
<thead>
<tr>
<th>Comments on the proposed Hellingly Neighbourhood Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you consider that the proposed boundary of the area that will comprise the NDP is appropriate? (Yes or No)</td>
</tr>
<tr>
<td>2. If not, how would you suggest the boundary is altered and why?</td>
</tr>
<tr>
<td>3. Do you have any further comments in relation to any question here?</td>
</tr>
</tbody>
</table>
EQUALITY MONITORING

You do not have to fill this in but it will help us if you do.

We want to be sure that we treat everyone who uses our services equally. Answers to the following questions will tell us more about our customers. Any information you give will be treated in the strictest confidence and will be used only to help us to improve our services.

**Ethnic background** choose the sections from (a) to (f) that apply, then place a cross (by placing the cursor) in the appropriate box to indicate your ethnic background.

a) White
   - British
   - Irish
   - Other White Please say which

b) Mixed
   - White and Black Caribbean
   - White and Black African
   - White and Asian
   - Other Mixed please say which

c) Asian or Asian British
   - Indian
   - Pakistani
   - Bangladeshi
   - Other Asian please say which

d) Black or Black British
   - Caribbean
   - African
   - Other Black please say which

e) Chinese or other ethnic group
   - Chinese
   - Any other ethnic group please say which

f) Traveller
   - Gypsy/Romany
   - Irish
   - Any other Traveller please say which

**Gender**
   - Male
   - Female
   - Trans-gender
   - Trans-sexual

**Age**
   - 15 and under
   - 16-19
   - 20-29
   - 30-39
   - 40-49
   - 50-59
   - 60-69
   - 70-79
   - 80 and over

**Marital Status**
   - single
   - married
   - civil partnership
   - widowed
   - divorced
   - partner or co-habiting

**Religion or belief**
   - Christian (all denominations)
   - Muslim
   - Judaism/ Jewish
   - Hinduism
   - Sikhism
   - Buddhism
   - Other
   - No religion or belief

**Sexual orientation**
   - Heterosexual
   - Lesbian or gay
   - Bisexual
   - Prefer not to say

**Do you consider yourself to be disabled? Yes ☐ No ☐**

(The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities).

Physical impairment
   - Communication or speech impairment
   - Mental Health

Hearing impairment
   - Visual impairment
   - Learning disability/ difficulty

Long-term illness or health condition
WEALDEN DISTRICT COUNCIL
CONSULTATION

Hellingly
Proposed Neighbourhood Area

Consultation Form Information

Consultation Period:
Monday 7th September 2015 to Monday 19th October 2015
CONSULTATION INFORMATION

What is this Consultation/Information about?

The Localism Act 2011 introduced a new, local tier to the planning system called neighbourhood planning. This allows local communities the option of producing a Neighbourhood Development Plan, a Neighbourhood Development Order or a Community Right to Build Order for their area. When produced, these will become statutory planning documents carrying legal weight in informing local planning decisions.

A Neighbourhood Plan can show where, how much and what type of development will take place in the Neighbourhood Area and may also include detailed policies for the management of this development.

Notice

Notice is given that Hellingly Parish Council has submitted an application to Wealden District Council for a Designated Neighbourhood Area under Part 2 of the Neighbourhood Planning (General) Regulations 2012 as its first step in producing a Neighbourhood Development Plan.

The Neighbourhood Area will cover all of the Hellingly Parish.

A consultation of six weeks on the suitability of the proposed Neighbourhood Area in respect of the Neighbourhood Planning Regulations 2012 will be open between 9.00 am on Monday 7th September 2015 until 5.00 pm on Monday 19th October 2015.

All responses should be returned to:

Neighbourhood Planning, Planning Policy Team, Wealden District Council, Vicarage Lane, Hailsham, East Sussex BN27 2AX or nplans@wealden.gov.uk


Hellingly Parish

Hellingly Parish Council has resolved to prepare a Neighbourhood Development Plan and to designate the whole parish as the Neighbourhood for which this Plan will be prepared. Your comments on this proposal are requested.

There is no statutory constraint upon the extent of the area chosen for this purpose. It can be for the whole of a parish or just part of it. It can even cover more than one parish.

The Parish Council considers that the Neighbourhood Plan should cover the whole of the civil parish. Although located immediately adjacent to the larger urban town of Hailsham the parish of Hellingly is a predominantly rural area with no single centre. It is not easily divisible into separate parts because it is homogeneous in character and depends on the same services.
The majority of the population of the parish is concentrated in 4 principal settlements – Lower Dicker, Lower Horsebridge, Hellingly and the more recent development of Roebuck Park, and 3 general areas – Hackhurst Lane, North Street and Grove Hill. All are too small in size with limited social facilities to constitute a separate Neighbourhood for this purpose.

Planning permission has recently been granted for the construction of 700 homes, 8,950 sqm of employment and retail floor space and a 2 form entry primary school, on land south of New Road and west of Park Road, Hellingly as a northward extension to the built-up area of Hailsham.

Consideration has been given to omitting this development area from the Neighbourhood for which the Plan is to be prepared. It was concluded that it should be included because, when completed, it will affect the area around it in various ways. The Plan will not however seek to change what has already been approved.

Subject to consultation, the Parish Council considers that the overriding aims of the Plan should be to preserve and enhance the rural character of the Parish and to protect the separate identity and character of the settlements within it.

**Overview of the project**

The development of a Neighbourhood Plan for Hellingly is being facilitated by Hellingly Parish Council through a Steering Group consisting of Councillors and volunteers across the community. The Parish Council’s responsibilities will include the collection of evidence and engagement with the community on a number of options and proposals for development in the area covered by the Neighbourhood Plan.

The Parish Council believes that this is a real opportunity for the community to become involved and have real ownership on future planning policies for the parish.

Through the creation of the Neighbourhood Plan, local people will have the opportunity to help shape policies for land use and the scale of development; such as where new homes, or businesses should be built and what they should look like.

The Neighbourhood Plan for Hellingly will cover the whole area of the town and subject to passing the formal tests, a local referendum and assessment, it will become part of the planning framework.

Below is a map showing the extent of the Parish. If you are uncertain as to whether you are in the Hellingly Neighbourhood Area please contact the Wealden District Council Planning Policy Team on 01892 602008 for assistance.
The Parish Council will be supported in this process by Wealden District Council.

**Community Engagement**

Hellingly Parish Council has put funds aside and is in the process of obtaining a grant to help with the costs of providing a Neighbourhood Plan. Currently a Steering Group to take the Neighbourhood Plan forward is being established and a report was taken to the Parish Council on 8th July 2015 setting out an overview of the neighbourhood planning process and the terms of reference for the steering group.

The Parish Council has placed an article in the local magazine outlining the proposals and will advertise the consultation on their website and noticeboards.

For more information, in the first instance, please contact the Parish Clerk, Suzanne Collins on 01323 461390 or clerk@hellingly-pc.org.uk.
Further information regarding Neighbourhood Planning and the consultation process can be found on the Wealden District Council website at:

Hellingly Parish Council: Application for designation as a Neighbourhood Area for the purposes of preparation of a Neighbourhood Plan.

Summary

Hellingly Town Council has submitted an application to Wealden District Council to become a “Designated Area” as its first step in producing a Neighbourhood Development Plan (NDP) for Hellingly. This report details the consultation process which has been undertaken by the District Council in liaison with the Parish Council and considers the responses received to the process. The report recommends the designation of Hellingly Parish as the appropriate Designated Area for the purpose of producing a Neighbourhood Plan for Hellingly.

Recommendation

A. Approve the application submitted by Hellingly Parish Council and designate formally the parish of Hellingly as a Neighbourhood Area, for the purposes of Neighbourhood Planning.

Reason

Hellingly Parish Council, as a relevant body for the purposes of designation, has applied for designation of the whole Parish as a Neighbourhood Area under Section 61 G of the Town and Country Planning Act 1990 (as amended). Appropriate advertisement and consultation arrangements for this application have been carried out in close liaison with the Parish Council. The Consultation closed at 5pm on 19th October 2015. It is concluded appropriate to approve the application to designate the extent of Hellingly Parish as a Neighbourhood Area.

Introduction

1. Following provisions introduced through the Localism Act 2011 in respect of neighbourhood planning matters, Hellingly Parish Council has contacted and subsequently met with officers to discuss the implications for them of producing a Neighbourhood Plan for the Parish. As part of this process it was also resolved to submit the Parish of Hellingly as the designated Neighbourhood Area for the Neighbourhood Plan.

2. By way of a letter, the Parish wrote to advise the District Council of this resolution and as a public body constituted by Law and thus a relevant body for the purposes of the Act, submitted their application to Wealden under Part 2, section 5 of the 2012 Regulations. The application consisted of a letter dated 17th July 2015 and a plan showing the proposed boundary of the Neighbourhood Area (attached at Appendix A to this report).

Analysis

3. Hellingly Parish Council considers that the production of a Neighbourhood Plan would help to meet the overriding aims of preserving and enhancing the rural character of the Parish and to protect the separate identity and character of the settlements within it. Hellingly Parish Council also considers that the production of a Neighbourhood Plan is appropriate because it will provide an opportunity for local
people to have a say in the future of their town. In their application Hellingly Parish Council has confirmed that the Plan is intended to cover the whole of Hellingly Parish.

4. Legislatively there is a requirement upon Wealden as the Local Planning Authority to advertise appropriately any such application “as soon as is practicable” and to bring such an application to the attention of those who may be affected. In liaison with Hellingly Parish Council an agreed advertisement for their application was placed upon Wealden’s website, together with a copy of the submitted application. Officers of the Council also produced an online version of guidance notes on the consultation process entitled “Consultation Information” together with a comments form on which people could submit their views. Both of these documents were produced in liaison with Hellingly Parish Council. Copies of this documentation and the relevant plan are attached as Appendix B.

5. All relevant information was made available on both Wealden’s and also Hellingly Parish Council’s website. Information about the Neighbourhood Plan area consultation was also made available on the Town Council noticeboard and hard copies of the information and consultation forms were also made available at both the District Council and Crowborough Town Council offices. The consultation period ran for a period of six weeks from Monday 7th September 2015 to 5pm on Monday 19th October 2015.

Conclusion

6. The consultation received a total of one response (attached at Appendix C). One of the responses received considered that the proposed boundary of the neighbourhood area was appropriate.

7. The Parish Council is a relevant body for the purposes of the Act and clearly has a wish to proceed with the neighbourhood planning process and considers that the Parish boundary is a sensible and supportable geographic Neighbourhood Area. It is recommended that the application to designate the whole of the parish as a Neighbourhood Area be approved.

Financial Implications

8. The Local Planning Authority (LPA) has a duty to provide advice and support to the neighbourhood planning process. Officers have met with representatives of the Town Council to discuss their ideas at the preliminary stages and have also supported and liaised closely with the Town Council with regards to the necessary consultation process and availability of information. The LPA will need to consider how best it is able to resource any future advice and support that may be required or requested as the Crowborough Neighbourhood Plan progresses. The amount of advice and / or support will need to be considered against other Council / planning priorities.

Legal Implications

9. Should the Town Council proceed with its Neighbourhood Plan then it will be necessary for the LPA to make arrangements for its examination and subsequent referendum. These will need to be resourced and supported by the LPA. Following any adoption of the Neighbourhood Plan it will form part of the adopted Development Plan for the area.
Human Resources Implications

10. The guidance notes and consultation information have already been produced from existing officer resources within the planning policy team. These notes will continue to be of assistance for any future applications from other Parish or Town Councils. Some limited Officer support can be afforded to the Neighbourhood planning process. However this will be dependant upon other competing priorities for the Council. It should be noted that an increasing number of Parishes and Town Councils are now wishing to progress or are progressing Neighbourhood Plans.

Other Implications

11. Neighbourhood Plans will be required to go through formal processes of consultation and examination, including the Sustainability Appraisal process.

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Director: Nigel Hannam – Director of Environment and Community Services
Proper Officer: Nigel Hannam – Director of Environment and Community Services
Report Contact Officer: Emma Garner – Senior Planning Policy Officer
Telephone Number: 01892 602565
E-mail address: Emma.garner@wealden.gov.uk
Appendices: Appendix A: Letter dated 17th July 2015 and a plan showing the proposed boundary of the Neighbourhood Area Appendix B: Consultation Information and comments form Appendix C: Consultation response
Background Papers: None
WEALDEN DISTRICT COUNCIL

PLANNING AND DEVELOPMENT PORTFOLIO HOLDER DECISION

NAME OF DECISION MAKER: Councillor Ann Newton  Date: 5 November 2015

PORTFOLIO: Planning and Development

SUBJECT OF REPORT:

HELLENGLY PARISH COUNCIL: APPLICATION FOR DESIGNATION AS A NEIGHBOURHOOD AREA FOR THE PURPOSES OF PREPARATION OF A NEIGHBOURHOOD PLAN

DECISION MADE:

To approve the application submitted by Hellingly Parish Council and designate formally the parish of Hellingly as a Neighbourhood Area, for the purposes of Neighbourhood Planning.

REASONS FOR DECISION:

Hellingly Parish Council, as a relevant body for the purposes of designation, has applied for designation of the whole Parish as a Neighbourhood Area under Section 61 G of the Town and Country Planning Act 1990 (as amended). Appropriate advertisement and consultation arrangements for this application have been carried out in close liaison with the Parish Council. The Consultation closed at 5pm on 19th October 2015. It is concluded appropriate to approve the application to designate the extent of Hellingly Parish as a Neighbourhood Area.

OPTIONS CONSIDERED:

N/A

RESOURCE IMPLICATIONS:

The Local Planning Authority (LPA) has a duty to provide advice and support to the neighbourhood planning process. Officers have met with representatives of the Parish Council to discuss their ideas at the preliminary stages and have also supported and liaised closely with the Parish Council with regards to the necessary consultation process and availability of information. The LPA will need to consider how best it is able to resource any future advice and support that may be required or requested as the Neighbourhood Plan progresses. The amount of advice and/or support will need to be considered against other Council/planning priorities.
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**INTERESTS, AND NATURE OF INTERESTS DECLARED AND ANY DISPENSATIONS:**

| N/A |

**SIGNED:**
Councillor Anne Newton  
*(Planning and Development Portfolio Holder)*

**DATE OF PUBLICATION:** 5 November 2015

**FINAL DATE FOR CALL-IN:** 12 November 2015

**DATE OF IMPLEMENTATION:** 13 November 2015  
*(if not called in)*