



THE PARISH COUNCIL OF HELLINGLY

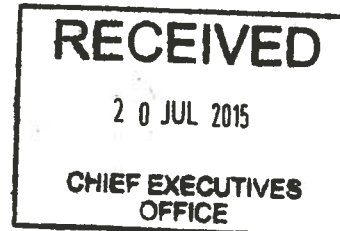
The Village Hall, North Street, Hellingly, East Sussex, BN27 4DS

Tel: 01323 461390

e-mail: clerk@hellingly-pc.org.uk Website: www.hellingly-pc.org.uk

17 July 2015

Mr C Lant
Chief Executive
Wealden District Council
Council Offices
Vicarage Lane
Hailsham
East Sussex. BN27 2AX



Dear Mr Lant,

APPLICATION FOR THE DESIGNATION OF A NEIGHBOURHOOD AREA

As a public body constituted by Law, a relevant body for the purposes of Section 61G of the Town and Country Planning Act 1990, Hellingly Parish Council hereby applies for the designation of the whole of Hellingly Parish as a Neighbourhood Area for the creation of its Neighbourhood Plan.

This application is made under the Localism Act 2011 as governed by Part 2/Section 5 of the 2012 Regulations. Hellingly Parish Council has passed a resolution for the creation of a Neighbourhood Plan and has resolved that the Neighbourhood Area to be designated should be the whole of the Parish. This is considered the most appropriate approach as a predominantly rural parish the various issues which confront it affect all of it. It is also felt that the Parish is homogenous and not identifiable into areas.

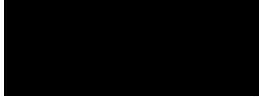
In addition although land to the south of New Road and west of Park Road has outline planning permission for residential and related developments, it should not be excluded from the Neighbourhood Plan because the development will affect areas beyond it. Also some elements within the development itself will directly involve the parish (e.g. provision of youth and adult recreation and planting of woodland between settlement areas).

I have enclosed for your information an article which will be coming out in the next edition of our Hellingly Highlights magazine, which explains to the public what we are intending to do. I also enclose a copy of a report which Council considered at their meeting on 8 July.

In terms of the publicity around the consultation on the neighbourhood area, we will advertise on our website and noticeboards. It may well be that we will set up Facebook and Twitter to assist us in getting the message out, this is still to be agreed, however.

I would be grateful if you could let me know if there is anything else that you require from us at this stage. The Council have appointed David Phillips as Planning Advisor to the project and I would also be grateful if he and members of our Project Team could meet with you at an early stage to agree the period for consultation on the Neighbourhood Area and to discuss in a general sense our intended approach and timetable vs your own Issues and Options consultation expected at the end of this year.

Yours sincerely



Suzanne Collins
Parish Clerk



Neighbourhood Plan for Hellingly

The Parish Council is to start the production process for a Neighbourhood Plan for Hellingly.

A Hellingly Neighbourhood Plan is a community-led framework for guiding the future development, regeneration and conservation of an area. There is no constraint upon the extent of the area chosen. It can be the whole of a Parish or just part. It can even cover more than one Parish

The Council decided some time ago that if the Council was to prepare a Plan then it should be for the whole of the Parish. The first step in the production is to submit the proposed neighbourhood area to Wealden District Council for designation

Key to the success of the project is community involvement. To this end the Council will be setting up a Steering Group to work on the production of the Neighbourhood Plan. It is intended that this group will be made up of some Councillors, but the majority will be members of the public. If you are interested in being a member of the Steering Group then please contact, Suzanne Collins, Parish Clerk on either 01323 461390 or clerk@hellingly-pc.org.uk.

Also as part of the process we will be holding discussion groups. The groups will include one for each of the areas of the Parish, i.e. Hellingly village, Lower Horsebridge, Lower Dicker and Roebuck Park. It is also intended to hold groups for farmers, businesses, voluntary organisations and community and environmental interests.

In addition we will hold public meetings and exhibitions

We will ensure that as many of you as possible are involved at all stages throughout the process. The Plan is about your neighbourhood so it is important that you help us to develop a Plan that reflects the views of the whole community.

It is likely that initial consultations from Wealden on the Neighbourhood Area will come out in September/October (although this is not confirmed) so please look out for these and make your views known both to Wealden and the Parish Council.

Details will be available on our website once the process gets under way so please take the time to have a look.

Suzanne Collins
Parish Clerk

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 A 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 B, 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, its 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 £50 per hour. Attached at Appendix C 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

HELLINGLY NEIGHBOURHOOD PLAN

ROAD MAP

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

Abbreviations

HPC	Hellingly Parish Council
WDC	Wealden District Council
ESCC	East Sussex County Council
NP	Neighbourhood Plan
PA	Planning Advisor
SG	Steering Group
DG	Discussion Group
EIP	Examination in Public

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)

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

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.