



**MINUTES OF MEETING OF THE
DEVELOPMENT ADVISORY COMMITTEE**
HELD AT LONDON HOUSE, HIGH STREET, MAYFIELD,
ON FRIDAY 26 JUNE 2009 AT 0930 HOURS

Committee Chairman Councillor Deveda Redman

9D01
FINAL

SUMMARY OF MEETING

- Councillor D Redman confirmed as Chairman
- Power of Well-Being Community Involvement Statement reviewed.
- Annual Report distribution agreed.
- WDC Housing policies discussed.

ATTENDANCE

Councillors

Deveda Redman	(DR)	Present and Voting
Patricia Balfour	(PB)	Apologies for Absence
Jerry Watkiss	(JW)	Apologies for Absence

Lay Members

Garnet Shackel	(GS)	Apologies for Absence
Leonard Trevellion	(LT)	Present
Steve Harland	(SH)	Apologies for Absence (B)
Brian Pike	(BP)	Not Present

Councillors Present and Voting	1	Apologies for absence	0	Not present	0	Total	3
Lay Members Present	1	Not Present	1	Apologies for Absence	2	Total	4

Also Present

David Thompson (DT) Parish Clerk

MINUTES

1. ELECTION OF CHAIRMAN

- 1.1. Councillor Deveda Redman was elected Chairman.
- 1.2. Lay Members were re-appointed as under:
 - B Pike (BP)
 - L Trevillion (LT)
 - G Shackel (GS)
 - S Harland (SH)

2. DECLARATIONS OF INTEREST ON AGENDA ITEMS BY COUNCIL MEMBERS

- 2.1. There were no declarations of interest.

3. MINUTES OF MEETING 19 JANUARY 2009 (8D07)

- 3.1. The minutes were approved by the Full Council.
- 3.2. There were no comments on the minutes.
- 3.3. Actions progress is attached as Annex 1.

4. POWER OF WELLBEING – COMMUNITY INVOLVEMENT STATEMENT

- 4.1. The Chairman explained the purpose of the Power of Well-Being legislation and the benefits it could bring to Parish Councils. The Chairman also explained the processes the Parish Council had to go through to achieve Power of Well-Being status. The statement of Community Engagement was part of this process.
- 4.2. The Clerk outlined the content of the draft statement section by section and asked for comments and criticism. Details of the Statement content are given in Annex 2. Comments received were:
 - Provide easy access to the website for non computer users through the library service.
 - Develop Open Door as a surgery opportunity for the Parish Council.

ACTION DT

5. ANNUAL REPORT

- 5.1. The Clerk reported that the Annual Report for 2008/9 had been completed and formatted into house style for distribution. Distribution would be through:
 - Website
 - Office
 - Open Door
 - Library
 - Post Office

ACTION DT

- 5.2. The Clerk would update the financial section to reflect the final financial results.

ACTION DT

6 HOUSING – HOUSING NEEDS SURVEY

- 6.1 DR reported on the recent seminar held by WDC to launch the housing needs survey. It was noted that the questionnaire was complicated.
- 6.2 The Parish Council would be given a copy of the resultant information.

7 HOUSING – HOUSING RENEWAL STRATEGY

- 7.1 The Clerk drew attention to the Wealden District Council Housing Renewal Strategy, and agreed to circulate copies of the management brief section to all members.

ACTION DT

- 7.2 The Committee considered it important to draw attention to the need to accommodate the following problems into housing schemes, for the benefits of residents:
- Building contractors access
 - Development of the site to be built into the project.
 - Signs on narrow routes.

ACTION DT

8 HOUSING – EMPTY HOUSING STRATEGY

- 8.1 The Clerk drew attention to the Wealden District Council Empty Housing Strategy document, and agreed to circulate copies of the Management Brief Section to all members.

ACTION DT

9 HOUSING – WDC CONSULTATION WITH PARISHES ON SOCIAL HOUSING ISSUES

- 9.1 DR reported that WDC had recently sent out some notices stating that residents were able to apply to Wealden District Council for social housing if they met the necessary criteria. This was supposed to be consultation.

- 9.2 The problem with the consultation process was:

- The Parish Council were not allowed to see the list of those who needed housing.
- Without this data they could neither assist nor recommend suitable applicants.

The consultation process was therefore a farce.

- 9.3 The Committee decided to take the issue up with WDC and that the Clerk would write to the housing department on the subject, and make a formal request for data.

ACTION DT

10 ITEMS OF INFORMATION AND NEXT AGENDA ITEM

- 10.1 Meetings – there was a foreseen need to hold six meetings per year in order to accommodate changes to the plan and the LDF process, 20 July and 24 August were agreed. The Clerk would schedule the others.

ACTION DT

10.2 LT felt strongly that the Parish Council should support the MVC over the Community Centre. DR noted that the Parish Council were fully supportive but the scheme would need to be financially viable and meet the criteria set out in the Financial Regulations.

10.3 The Plan was to be placed on the next agenda.

THE MEETING CLOSED AT 1055 HOURS

THE NEXT MEETING OF THE MAYFIELD AND FIVE ASHES DEVELOPMENT COMMITTEE WILL BE:

VENUE: LONDON HOUSE, HIGH STREET, MAYFIELD

DATE: 20 JULY 2009

TIME: 0930 HOURS

Annex 1

DEVELOPMENT COMMITTEE ACTIONS AT 9D01

MINUTE	DESCRIPTION	STATUS
• 6D10/6.2	Mayfield Open Day Questionnaire packs to be presented to mothers visiting Mayfield Primary School – Held for later date.	HELD
• 6D10/11.2	PX/JC to consult with Mayfield and Five Ashes Society with regard to the update of the 1969 Conservation Area Paper. In hand.	OPEN
• 8D06/4.4	List of houses in conservation area – in hand.	OPEN
• 8D06/5.3	Boundary Review – in hand with WDC.	OPEN
• 8D06/7.4	Surplus Land A267 – in hand with ESCC	OPEN
• 8D06/8.3	Wadhurst Parish Plan. Clerk to obtain copy. In hand.	OPEN
• 8D07/5.2	Transition Mayfield – request for HH to attend exhibition. Done.	CLOSED
• 8D07/8.2	Allotment situation to be placed in March Yellow Pages. Done.	CLOSED

Annex 2 - Example of a statement of intent as to community engagement

This annex provides examples of the type of information that a council may wish to include in its statement of intent. The breadth and type of information that a council includes in its statement will, to a large extent, depend on the size of the council, therefore some of the examples listed below may not be appropriate to all councils. However, it is recommended that, when preparing its statement, the council considers all of the suggestions carefully. The examples listed below are not exhaustive. Quality councils who have prepared community engagement strategies will be able to draw on these.

Types of information that could be included

Aims and Objectives

A statement setting out the council's aims and its objectives for seeking community engagement and the outcomes it hopes to achieve.

Defining the Community

A statement describing the individuals, groups and organisations the council intends to proactively engage with, eg the elderly, the young, third sector partner organisation.

Provision of information to the Community

A statement setting out the types of information the council will make available to the community and the methods it will utilise in order to make such information accessible, eg how and when the annual report will be published and what level of detail it will include on spending.

Opportunities for Community involvement

A statement setting out the opportunities the council will make available to the community to facilitate and encourage their involvement, eg councillors' surgeries, surveys, open days, web discussion forums; allocation of a 'Public Representation' session at council meetings.

Opportunities for Formal Representations to the Council

A statement setting out the processes in place to facilitate formal representations from individuals/groups/partner organisations, eg details of the timetable for receiving and responding to representations; process for evaluating consultation.

Involvement in Partnerships

A statement setting out the council's participation in partnerships/networks, eg council representation on Chamber of Commerce.

Role of Council Members and Officers

A statement setting out how council members and officers will engage with the community.

Specific Areas for Community Involvement

A statement setting out specific issues that the council intends to consult the community on eg development of a community centre, preparation of community-led plans.