
HORSTED KEYNES NEIGHBOURHOOD PLAN



STEERING GROUP MEETING - MINUTES

Date: Thursday 12th June
Time: at 7.30 p.m.
Venue: Martindale Centre, Station Road, Horsted Keynes

Present: Kenton Lawton, Marjorie Fritz, Terry Higham, Mark Syrett and Peter Whatling
(Notes taken by Marjorie Fritz)

10 members of the public

1. Confirmation of election of Steering Group leader.
Kenton Lawton – previously elected and confirmed unanimously
2. Apologies for absence
None
3. Declarations of interest
None
Non-PC members to complete a disclosure of interests – paperwork to be supplied by the PC Clerk and will be held on PC files.
4. Confirmation of election of Steering Group Secretary
Marjorie Fritz - previously elected and confirmed unanimously
5. Election of Steering Group Treasurer
Terry Higham volunteered to undertake this role
Agreed unanimously
Meeting to be arranged with PC Clerk to agree processes to be adopted.
6. To agree the structure of Neighbourhood Plan Steering Group meetings including:
 - a. Adoption of relevant sections of Parish Council Standing Orders
Agreed
 - b. Frequency of meetings
1st Thursday of each month. 1st meeting to be 3/7/14
 - c. Venue
Martindale Small Hall
 - d. Public involvement / open sessions
Members of the public can discuss agenda items. There will be flexible timing
7. Background of the Neighbourhood Plan process within Horsted Keynes – Cllr. Mark Syrett
Update delivered

- 8.** Review of the Village Plan
Report held on file
- 9.** Review of the Neighbourhood Plan Survey results
Report held on file
- 10.** Review and consider Neighbourhood Plan funding and resources
 - a.** Funding currently available
Parish Council have allocated £5000 for NHP
A grant is available £7000. Can be used to fund consultants. Navigus Planning fit the bill. We need 3 quotes. We have 2 (Navigus and AIRS). Kenton will approach Hurstpierpoint and Cuckfield PCs to see which consultant they used and contact them. Will then ask them and Navigus to provide a proposal for 3/7/14. Mark is willing to meet them beforehand to update them on our progress.
 - b.** Payment process to be adopted
Terry to meet with Beverley
 - c.** Funding required including potential sources and what funds will be used for
Grant to be used for consultant expenses and incidentals e.g. rent of hall
 - d.** Note financial limit of authority delegated by the Parish Council without prior reference to the Council
Parish Council have agreed we can spend up to £300 without reference to them
- 11.** Agree project plan to progress the Neighbourhood Plan to completion and to note current position and remaining elements to be completed within the project plan
We will wait until the consultant is in place to advise us of next steps
- 12.** Review Area Coordinator role and identify areas within the Parish without Coordinator cover
Identify and allocate tasks resulting from all points above
No responses were received from coordinators. We will need to identify leaders when we need them
Peter to access census information and DCLG statistics to compare to questionnaire responses
- 13.** Agree Steering Group reporting and communication channels
Monthly meetings, P&P, email within the Steering Group. Emails to be “sent” to those taking action and “cc” to others for information. All emails to be copied also to Beverley and Jim Brimfield (PC Chairperson)
- 14.** Date of next meeting
03rd July 2014 – 7.30 p.m. in the Giles Moore room at the Martindale Centre.