
HORSTED KEYNES NEIGHBOURHOOD PLAN



STEERING GROUP MEETING - MINUTES

Date: Thursday 03rd July
Time: at 7.30 p.m.
Venue: Martindale Centre, Station Road, Horsted Keynes

Present: Kenton Lawton, Terry Higham, Mark Syrett and Peter Whatling
(Notes taken by Beverley O'Garra)

10 members of the public

7.30pm to 8.30pm – Open discussion on the implications of the ageing population of Horsted Keynes on the Village Neighbourhood Plan. Review of which stakeholders the NHP steering group should engage with and invite to a future meeting.

Stakeholders identified: Medical Practice / Dental
Metrobus / Dial a Ride (or local equivalent)
Abbeyfield / Bluebird Healthcare (or similar)
Housing Association
MSDC Social Care Director
Parish Churches – representation

List to be reviewed with consultants (when appointed) and additional stakeholders to be identified and included as appropriate.

Questions identified: Do young people want to stay in Horsted Keynes?
How do we ensure a bus service in the future?
How do we control occupancy of affordable housing? (Concern first raised by Village Plan in 2008).

Issues identified: Broadband speeds
Phone signal strength
Post Office – threatened closure due to resignation of Post Mistress.

Comments noted: To improve attendance at meetings – 7.30 p.m. not a good time

1. Apologies for absence

Marjorie Fritz

2. Declarations of interest

None

PC clerk still to obtain Disclosure of Interests forms from Bolney PC for non-Councillor members of the Steering Group.

3. Review and consider Neighbourhood Plan Consultant options

- a. AiRS (Action in Rural Sussex)
Involved in Lindfield NP
Quotation resulted from meeting held November 2013
26 days' work @ £10900 plus VAT and expenses
- b. Tony Fullwood Associates
Involved in Cuckfield NP – Front runner status and funding
Quotation between £10k - £20k
Daily rate – twice that quoted by AiRS / Navigus
- c. Navigus Planning
Involved in West Hoathly NP – used for key parts of process only
HKNP Steering Group members met with Consultant July 2014 – key areas identified
21.5 days' work plus facilitation of 2 Workshops @ £8100 plus VAT and expenses

Preference – Navigus (based upon cost, key areas required, consultant experience and understanding of NP needs)

4. Review and consider current funds and further funding possibilities for 3 above

Funds currently held by PC in Special Reserve to meet NP costs = £4907
Additional funding of up to £7000 available via DCLG – application required.

Preference – that PC is asked to underwrite full cost of Consultants to allow project to progress.

Noted - if the PC does not agree to underwrite in full, it might be possible to appoint Consultant in 2 phases:

- a. to apply for funding and start process
 - b. to complete process if funding from alternative sources is forthcoming.
- Not preferred option but will be considered if necessary.

5. Agree a proposal to put to the Parish Council from 3 & 4 for approval

Kenton Lawton proposed as follows:

NP Steering Group recommendation to PC is that Navigus be appointed as Consultants for the Horsted Keynes Neighbourhood Plan.

Seconded by Terry Higham. Agreed unanimously.

Kenton Lawton proposed as follows:

PC to be asked to underwrite full cost of Consultants using funds currently held in Special Reserve for NP and Community Garden on basis that without an NP in place, Community Garden project cannot proceed. Any NP funding subsequently received from alternative sources to be reimbursed to the PC to replace Community Garden funds.

Agreed unanimously.

6. Date of Next Meeting

07th August 2014 – 7.30 p.m. Martindale Centre

Appendix 1 – Minutes of last Meeting and Member Reports

1. Minutes of last Meeting – 12th June 2014
Agreed as a true record and signed by NP Steering Group Leader
2. Member Reports:
 - a. Terry Higham
 - i. Met with PC Clerk and reviewed funding available and currently held by PC.
 - ii. Authorisation process agreed for NP expenditure.
 - iii. PC has agreed NP Steering Group may authorise expenditure up to £300 without prior reference to the PC.
 - iv. Funds will continue to be held by PC and all cheques issued by PC RFO in accordance with PC financial regulations.
 - v. VAT will be reclaimed by PC on all items of expenditure where incurred in accordance with usual PC practice.
 - vi. Future NP meetings – NP Steering Group will be presented with details of any expenditure incurred.
 - b. Peter Whatling
 - i. Census data downloaded from internet
 - ii. Data to be reviewed and findings presented at next NP meeting
 - iii. Ardingly NP is going to first consultation
 - c. Kenton Lawton
 - i. Update provided on Post Office situation and confirmation of meeting to be held on 29/07/14 to discuss future.
 - ii. Assuming PC agrees appointment of consultant and funding proposal, next P&P will need to advertise the first workshop – deadline for article 18th August.