
HORSTED KEYNES NEIGHBOURHOOD PLAN

MINUTES



STEERING GROUP MEETING

Date: Thursday 07th August 2014
Time: at 7.30 p.m.
Venue: Martindale Centre, Station Road, Horsted Keynes

Present: Kenton Lawton (Chairman), David Colville, Marjorie Fritz, Terry Higham, Angela Newman, Mark Syrett and Peter Whatling

(Notes taken by Beverley O'Garra)

6 members of the public

7.30 pm to 8.45 pm – Open discussion on:

The neighbourhood plan (NHP) process, including how to best engage with young families and youth plus planning for the Community engagement drop in session in September

Kenton Lawton welcomed David Colville and Angela Newman – both new members of the NP Steering Group attending their first meeting. He also reported as follows:

- Cuckfield Neighbourhood Plan has been accepted at referendum – 33% turnout to vote and 96% of those voting were in favour of adoption.
- Following PC agreement, Navigus appointed as consultants for this project
- HKNP Grant application has been approved by DCLG - £6900 funding will be available in addition to funds allocated by the Parish Council.
- Need to improve engagement has been identified – particularly young families and young people of the Parish
- Issue re Post Office (resignation of post mistress) and location of business appears resolved at present following recent Village meeting however could be a potential future issue. Right to Build / Bid identified as potential solution.

Mark Syrett explained creation of Community Land Trusts, Right to Build / Bid legislation - discussion followed including funding implications.

If purpose built facility needed to maintain key services in HK:

- Estimated that over 100 new properties would be needed to generate sufficient CIL funding for a project of this size
- Development would be required in years 1-5 of NP to create accumulation of CIL funds as soon as possible.
- Evidence collected via NP surveys does not support provision of a new all-purpose facility although comments received that current facilities are not considered fit for purpose.
- Data collected to date identifies affordable housing needs – No CIL payment for this
- Market Rate housing requirements need to be identified to calculate approx. CIL accruals.
- Potential Stakeholders discussed. Suggested that meetings be held with these Stakeholders however following discussion, NPSG agreed to seek Consultant advice on approach to be adopted.

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Consultant “NP Process” recommends a Drop in Session to encourage Community engagement:

Stakeholders identified:	Pre School Families 1 st Steps Families School Brownies St. Giles PTA
Methods identified:	School Gates / Hall – Questionnaire Events Entrance to Pre School / 1 st Steps “Piggy Back” other events e.g. Curry & Quiz / Triathlon
Concerns identified:	How to engage young people? How to engage young families? Suitability of Drop in Session at this time – will it reach target groups?
Comments noted:	Security applied at some venues e.g. pre-school – prior appointments will need to be made.

Agreed that in view of target stakeholders identified and appropriate approach, suitability of a Drop in Session to be discussed with Consultants prior to any communication being issued.

1. Apologies for absence

None

2. Declarations of interest

None

Non-Councillor members of the Group have all been issued with Personal Interest Declaration forms – to be completed and returned to the Clerk for publication on NP web pages.

3. Minutes of previous meeting 3rd July 2014

Agreed and signed

4. Matters arising from previous minutes

None

5. Update on appointment of consultant to assist in the NHP process and next steps (KL)

With PC agreement, Navigus appointed as consultants and PC purchase order issued underwriting the full quoted fees (£8100).

Navigus Process Plan - next items to be considered:

- Area Coordinator meeting – **MF** to contact all coordinators by phone to discuss ongoing involvement in project.
- Drop in Session – see item 10
- Working Session with Navigus – proposed dates 12/08/14 p.m. or 20/08/14 12.00 -2.00 p.m. or late afternoon. **KL** to follow up with Navigus.
[Note subsequent to this meeting – Navigus meeting confirmed 20/08/14 @ 3.00 p.m.]
- Timetable of Contents for the finished NP is needed from Navigus meeting to allow specific tasks and responsibilities to be allocated.



6. Update on grant application (KL)

£6900 funding approved by DCLG to meet consultant fees.
Formal funding acceptance is required by employee of the Council.
Terms and conditions apply – discussed
Concerns identified:

- a. Need for third consultant quote in writing (Clause 4.II)
- b. Clauses 8.III and 8.IV permit CDF to terminate the Funding Agreement for reasons unconnected with any failure of compliance or misdemeanour by the grantees.

AN briefly reviewed T&C's and clarified concerns identified / **TH** to follow up with DCLG
[Note subsequent to this meeting – DCLG response to concerns circulated to all. Assuming majority of NPSG members in agreement, a proposal to accept the T&C's to be circulated to PC members by email for majority agreement to allow funding acceptance to be completed online]

7. Review NHP timetable

MSDC has advised no referendum to be scheduled during period March to May 2015.
PC Clerk asked to obtain further information.
Item deferred pending receipt of response from MSDC

8. Review of Village Meeting 29/07/14 re Community engagement

70 people attended the meeting and interest in NP was good.
Community Right to Build / Bid offered as potential solution if key services are to be maintained in the future.
3 people completed questionnaires – key issues were bus service, housing, overdevelopment and landfill.

9. Future options for a community store in Horsted Keynes under community right to bid and community right to build

See notes in public section of the meeting.

10. Community engagement session in September

- a. Key theme
Agreed message – Your Village / Your Future / Your Choice
KL / PW to propose key theme ideas (including Affordable Housing / Village School)
- b. Agree date and time
27/09/14 - 10.00 to 12.00
- c. Approaching stakeholders
In view of concerns raised during public section of this meeting – discuss with Navigus.
[Note subsequent to this meeting Navigus agree that NPSG need to engage with the sections of the community currently not engaged, e.g. young families. Recommend NPSG “go to them” rather than hold a Drop in Session which is probably not appropriate as there is nothing new to say]
- d. Venue and booking
Village Hall – **KL** to book
- e. Marketing the event
Display / P&P / Flyers @ Post Office & Shop / Social Media / PC Website

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11. Presentation of Census data from 2011 vs NHP survey data (PW)

Data previously circulated

Peter Whatling confirmed that where comparable data exists, survey data is representative of overall census data.

Caution recommended re number due to retire as no comparable data in census – survey data may be weighted in favour of older people or those who wish to retire early. Could impact elder care needs.

Terry Higham commented re increase in 60 to 74 age group from 2001 to 2011 census may increase 75+ age group over next 10 years.

(Standing Orders)

Due to time – Members asked to consider continuation of the meeting beyond 10.00 p.m.

Agreed 6 / 1 – Mark Syrett made his apologies and left the meeting.

12. Presentation of introduction section to the HK NHP (TH)

Word document of draft Section 1 previously circulated.

Members asked to review and comment to TH.

TH to copy to Navigus for review prior to meeting on 20/08/14.

13. Agree any items to go onto Parish Council agenda (*Note: no August PC meeting*)

Item deferred to September.

14. Communication and agreement on how the NHP interact and make decisions

Kenton Lawton proposed that any motion proposed by email should be considered carried and appropriate action taken as soon as a majority respond in favour of the motion.

Agreed unanimously.

15. P&P article for September (*Note: submission deadline 18/08/14*)

KL / PW to write article on key themes.

16. Reports

None

17. Date of next meeting

04/09/14 – 7.30 p.m. in the Martindale Centre

Meeting closed at 10.15 p.m.