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# HORSTED KEYNES NEIGHBOURHOOD PLAN

MINUTES



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## STEERING GROUP MEETING

Date: Thursday 04<sup>th</sup> September 2014  
Time: at 7.30 p.m.  
Venue: Martindale Centre, Station Road, Horsted Keynes

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

(Notes taken by Beverley O'Garra)

10 members of the public

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### 7.30 pm to 8.15 pm – Open discussion

Kenton Lawton 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. “Front Runner” status of Cuckfield explained.
- Following PC agreement, Navigus appointed as consultants for this project – meetings held.
- HKNP Grant application has been approved by DCLG – payment of £6900 funding is awaited.

Margaret Allen spoke re:

- Creation of wildflower meadows and excessive cutting of grass areas in the Village.
- Not convinced that Community Orchard will be viable.
- Has contacted a number of bodies about best way to create an environment to encourage wildlife such as “Coronation Meadows”. **AN** suggested also contacting “Flowerscapes”.
- Concerns re excessive cutting of Green – confirmed this is Parish Council land / issue not NP
- Concerns re excessive cutting of verges – confirmed this is WSCC land / issue not NP. **KL** will raise with WSCC Councillor at next PC meeting.

Mark Syrett explained the possibility of creating alternative natural green space (SANG) as part of NP process – managed areas of grassland to offset development within the 7km Ashdown Forest buffer zone.

Discussion followed on:

- Allocation of housing numbers by MSDC – confirmed that no allocation from MSDC. NP must support District Plan but numbers for development are driven by the Parishes.
- Referendum and ensuring adequate communication of the importance of the NP.
- Development sites identified under SHLAA (Strategic Housing Land Availability Assessment) process which has been ongoing since 2004 and key criteria applied by MSDC to identify sites suitable for social housing. Noted that these criteria will not necessarily apply to sites to be identified under the NP process which may mean that previously rejected sites will be reconsidered. Sites identified under NP may be anywhere in the Parish unlike SHLAA sites.
- Discussed timetable for NP process (considered very useful by those present) – to be published for all residents.

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Meeting continued:

**1. Apologies for absence**

Marjorie Fritz, Peter Whatling

**2. Declarations of interest**

Terry Higham declared an interest in land adjoining his property – Constance Wood Field

**3. Minutes of previous meeting 7th August 2014**

Agreed and signed

Minutes of meeting with Navigus (Consultants) 20/08/14 also confirmed as an accurate record.

**4. Matters arising from previous minutes**

None

**5. Update on consultant visit to Horsted Keynes and next steps (KL)**

a. Skeletal HKNP

Circulated to all NP Steering Group members and copy held on file

b. Set clear objectives and establish a vision statement

See item (c) below.

c. Allocation of tasks

**KL** explained proposal to break process into sub group headings and allocate tasks to relevant sub groups.

Benefits of the proposal:

- i. task allocation easier,
- ii. members able to work on tasks more effectively between meetings,
- iii. encourage members of the community to become involved in sub-groups,
- iv. utilise member and community skills more effectively,
- v. reduce length of monthly meetings and volume of emails for members
- vi. create ownership of specific areas of the NP process

Vote (including email votes from those members not present at this meeting).

5 in favour / 1 against / 1 abstention

See appendix 1 of these minutes for sub group / task details and allocation of members / community volunteers to sub groups.

In view of the above, item 5(b) - Set clear objectives and establish a vision statement – allocated to **Framework** sub group to produce recommendations for next full NPSG meeting.

**6. Update on grant application**

a. HKPC response to underwriting in case of DCLG reclaiming money

PC has assessed the risk and confirmed it will underwrite costs if DCLG reclaims funding.

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- b. Confirm back to DCLG  
PC Employee (Clerk) has confirmed - Awaiting payment of 90% of funds into PC bank account. Clerk will advise when received.

### 7. **Community engagement sessions in September / October**

- a. School / pre-school / first steps (PW / AN)
- b. Businesses
- c. WI / lunch club / youth club in Danehill
- d. Agree content of questionnaires and mail out pre visits

In view of item 5(c) above – delegated to **Community Engagement** sub group.

**AN** reported that arrangement with Pre School / 1<sup>st</sup> Steps are progressing – meetings arranged and questions being identified. KL suggested designing questions by referral to issues identified in Village Plan and expansion of existing issues / evidence.

DC advised that slot has been allocated to NPSG at WI meeting on 02<sup>nd</sup> Wednesday October. Members also agreed to speak with British Legion and Youth Club contacts.

### 8. **Engagement with landowners over development sites**

- a. Reconfirm with an agreed standard template of questions to be completed with each landowner and get signed agreeing that this will be in the public domain
- b. Consider other sites – call for land

In view of item 5(c) above – delegated to **Housing / Development** sub group with proposed questionnaire to be circulated to all NPSG members by email for comment prior to meeting with landowners.

### 9. **Agree any items which need to go onto Parish Council agenda.**

Nothing to be referred at this time.

### 10. **Publicity / Marketing etc.**

- a. Social media – agree process for updating
- b. Street coordinator update
- c. P&P article for October

In view of item 5(c) above - Delegated to **Communication** sub group.

See appendix 2 attached to these minutes for current Area Coordinator details. Potential additional coordinators identified and to be approached by NPSG members. Details to be reported to **Communication** sub group if Area Coordinator role accepted.

### 11. **Reports**

**TH** reported that no invoices have been received to date but accruals made for cost of the Martindale Hall for meetings.

### 12. **Date of next meeting**

02<sup>nd</sup> October at **8.00 p.m.** in the Martindale. (Please note changed start time - agreed unanimously).

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## APPENDIX 1

### NP Sub Groups / Task Allocation

After reviewing the work to be done, tasks have been broken down into 7 manageable sub groups:

- **Finance and Administration**  
Financial and Secretarial  
MF / TH - (MF meeting admin etc. TH Finance – both with dotted line to PC Clerk)
- **Communication**  
Social media, P&P, Flyers and displays etc.  
AN / DC / Nikki King
- **Framework**  
Key strategy, visions, objectives and ownership of the plan format  
KL / PW / MS
- **Community engagement**  
Coordinating engagement with all parts of Horsted Keynes  
MF / AN / Margaret Davey
- **Housing / Development**  
Housing / housing sites / housing design / other development  
KL / MS / Andrew King
- **Infrastructure / Economy**  
Traffic, Transport, Business, Telecoms, Community Facilities  
PW / DC / John Kateley
- **Environmental**  
MF / AN / Margaret Allen / Simon Doherr

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Tasks have then been allocated into one of the above sub groups:

Task	Sub Group	Individuals
Liase street coordinators	Communication	AN / DC / Nikki King
Vision Statement	Framework	KL / PW / MS
Objectives	Framework	KL / PW / MS
Grants	Finance & Administration	MF / TH
Monitor Navigus costs	Finance & Administration	MF / TH
Liase with School	Community Engagement	MF / AN / M Davey
Liase with pre school	Community Engagement	MF / AN / M Davey
Liase with First steps	Community Engagement	MF / AN / M Davey
Liase with businesses	Community Engagement	MF / AN / M Davey
Liase with Abbeyfield	Community Engagement	MF / AN / M Davey
Liase with community groups	Community Engagement	MF / AN / M Davey
Social media	Communication	AN / DC / Nikki King
P&P	Communication	AN / DC / Nikki King
Flyers , displays etc.	Communication	AN / DC / Nikki King
Budgets / costs	Finance & Administration	MF / TH
Discussions with Landowners	Housing / development	KL / MS / Andrew King
General Publicity	Communication	AN / DC / Nikki King
Timetable ownership	Finance & Administration	KL
Maintain / build evidence library (PC will hold library)	Finance & Administration	MF / TH
Meetings – Agendas / minutes	Finance & Administration	MF / TH
Housing	Housing / development	KL / MS / Andrew King
Standing orders / declarations of interest	Framework	KL / PW / MS
Environment	Environmental	MF / AN / Margaret Allen / Simon Doherr
Services	Infrastructure / economy	PW / DC / John Kately
Traffic, bus services, speeding	Infrastructure / economy	PW / DC / John Kately
Infrastructure	Infrastructure / economy	PW / DC / John Kately

Individuals will undertake all tasks relevant to the Sub Group, meeting at least once a month to review / progress tasks with one Group member reporting to the full Steering Group at the monthly public meeting.

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## APPENDIX 2

### Area Coordinators @ 01/09/14

Area	Name	Tel. No.
<b>Birchgrove</b>	<b>John Bowes</b>	<b>740383</b>
Bonfire Lane		
Boxes Lane / Sugar Lane		
Chilling St. area		
<b>Church Lane</b>	<b>Chris Wheatley</b>	<b>790467</b>
<b>Freshfield area</b>	<b>Elaine Seear</b> <b>Anthony McGrath</b>	<b>790912</b>
<b>Hamsland / Challoners</b>	<b>John Luckhurst</b> <b>Terry Higham</b>	<b>791272</b> <b>791761</b>
<b>Industrial Estate / Station</b>	<b>Caroline &amp; Graham Hinton</b>	<b>01342 811239</b>
<b>Jeffries</b>	<b>Gill Barrett</b>	<b>790698</b>
Leighton Road / Cheeleys		
<b>Lewes Road</b>	<b>Kenton Lawton</b>	<b>790304</b>
<b>Lucas</b>	<b>Margaret Davey</b>	<b>791688</b>
Ravenswood area		
Westall		
Rixons Close		
<b>Rixons Orchard / Station Road</b>	<b>Lorna Shimmin</b>	<b>790711</b>
<b>The Green</b>	<b>Mark Syrett</b>	<b>791889</b>
<b>The Green / Chapel Lane</b>	<b>Jim Brimfield</b>	<b>791658</b>
Waterbury Hill / Bluebell Railway		
<b>Wyatts</b>	<b>Louise Humphreys-Davies</b>	<b>791461</b>