

---

# HORSTED KEYNES NEIGHBOURHOOD PLAN

Minutes



---

## STEERING GROUP MEETING

Date: Thursday 2nd October 2014  
Time: **8.00pm** (please note later start time)  
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 Marjorie Fritz)

5 members of the public

---

### 8.00pm to 8.30pm – Open discussion

Kenton Lawton explained the following:

- NP sub-group working,
- NP vision,
- NP communication,
- NP engagement
- NP timetable.
- The next steps would be a call for land by letter to landowners and an article in P&P.

#### Questions:

##### **When will we get a mobile mast?**

KL – Feedback from surveys show more public acceptance of a mast.

PW – BT say Danehill exchange will be enabled by December 2014. NHP should identify piece of land where mast or equipment can be sited.

##### **Are we redrawing village boundary?**

NHP can redraw village boundaries

##### **When can public comment on sites?**

Site suggestions will be published by December, then people can comment.

Constance Wood Field owned by MSDC. In 2012 MSDC gave permission for allotments and orchard on CWF but has to have development as well.

Call for Land will be within the village curtilage, adjacent to it or within or adjacent to existing developments within the Parish

Meeting continued:

## Minutes

### 1. Apologies for absence

None (Steering Group members)

Andrew and Nikki King (Sub Group members)

### 2. Declarations of interest

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

### 3. Minutes of previous meeting 4<sup>th</sup> September 2014

Agreed and signed

### 4. Matters arising from previous minutes not covered in agenda items

None

### 5. Update on consultant activities to Horsted Keynes (KL)

KL reported that he now has weekly telephone conversations with Chris from Navigus to ensure Chris is up to speed. KL suggested that the Steering Group needs more guidance from Chris and he needs to be proactive and indicate the next steps and stages we need to cover.

### 6. Update on grant application (TH)

£6921 has been paid into Parish Council account for the CDF grant. This must be spent by 31<sup>st</sup> Dec. 2014. TH asked grantors what happens if not spent. The reply was vague and TH understands there is a bit of leeway. Will enquire again at beginning of Dec. Chris (Navigus) will need to work 2 days /week to use money. TH to forward Grantors email to KL.

### 7. Sub-group reports:

#### a. Finance and Administration (MF)

Discussed how sub groups record meetings. Groups will record bullet points if appropriate and report verbally to main meeting where they will be minuted. Appropriate emails after sub group meetings will be circulated if necessary.

TH circulated finance report. Copy held on file.

AN suggested that a running time line both past and present would be helpful to record what has been achieved, what is happening and what is planned. Beverley to update previous one.

#### b. Communication (AN)

Sub group have produced P&P article with Q&A approach. Favourable comments fed back. NHP now on Face Book and website. Face Book has grown this month.

The next Q&A's should make clear the limitations of the NHP scope.

NHP should aim for 2 pages / month in P&P

KL to forward details of street co-ordinators to AN

#### c. Framework (KL)

Vision statement published and awaiting feedback. The objectives will follow on from the vision. Navigus have said there should be no more than 6 objectives.

Navigus should be consulted re scope / objectives / policies.

**d. Community engagement (MF)**

MF and AN to produce simple, interactive sheets to take to community events.

KL and MF to attend Preschool 14th & 15th Oct 9 -9.30 am. AN to email parents beforehand  
WI meeting (DC) - DC and MF to attend WI meeting 8th Oct. 2.30 p.m. Will need display sheets  
British Legion and Youth club (DC) - Not yet contacted

**e. Housing / Development (MS)**

i. Standard questions template – not discussed

ii. Call for land - Draft letter circulated. Navigus have already commented on it. It will go to all land owners. Navigus will check Land Registry for absent land owners. Draft will go in P&P.

*(Note subsequent to this meeting – revised process agreed as individual letters found to be impractical. Call for land to be advertised in all media formats available (posters, website, face book, public notice Mid Sussex Times) inviting applications from landowners. Process to be confirmed at next NP Steering Group meeting).*

**f. Infrastructure / Economy (PW)**

PW in process of contacting WSCC to investigate opportunities for traffic calming etc. Will also contact Christine Field, District Councillor

PW and DC will meet with John Kateley re transport

PW is contacting mobile telecom companies to enquire about the requirements for a mast site

**g. Environmental (AN)**

No action to report

**8. Vision statement and objectives**

**a. Review comments received**

Not discussed – deferred to next meeting

**b. Development of objectives**

Covered under item 7.c

**9. Publicity / Marketing**

**a. P&P article for November**

Call for Land letter. KL to redraft for P&P

**b. Postings to electronic media**

Covered under item 7.b

**c. Leaflets / fliers**

Fliers should go on lampposts and shop boards.

**10. Agree any items to go onto Parish Council agenda**

None

**11. Date of next meeting**

6<sup>th</sup> November 2014 – 8.00 p.m.

KL sent his apologies for this meeting and confirmed that the SG would need to appoint a chair for the meeting at the start of the next meeting

KL also confirmed that he would be away from 1<sup>st</sup> December to 17<sup>th</sup> January and a deputy SG leader would need to be appointed. MS volunteered and all agreed.

*(To be confirmed as first item on agenda of next meeting.)*