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# HORSTED KEYNES NEIGHBOURHOOD PLAN

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## STEERING GROUP MEETING

Date: Thursday 4<sup>th</sup> December 2014  
Time: 8.00pm  
Venue: Martindale Centre, Station Road, Horsted Keynes

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**Members of Steering Group present:** Angela Newman (AN), David Colville (DC), Marjorie Fritz (MF), Peter Whatling (PW), Terry Higham (TH)

Members of the public are welcome and encouraged to attend.

3 members of the public present + 2 more joined at 8.50 pm.

### 8.00pm to 8.30pm – Open discussion

Neighbourhood Plan process - An opportunity to make comments and ask questions

PW pointed out the limitations of what we could discuss this evening and that the sites put forward for the Call for Land would be assessed individually against the Sustainability Assessment pro-forma agreed by Steering Group. He stressed the importance of the Village event on 24/1/15 when the assessment process would be complete and comments would be sought from residents.

Andrew King asked if it was possible for the Parish Council to approach landowners to nominate land that had not been submitted in the Call for Land process and that NHP SG felt should be developed for the benefit of the community? No such land was identified.

MF to clarify position with Beverley.

MF

### 8.30pm – Meeting commences

*The first 10 minutes of the meeting will be available for members of the public to make comments or ask questions on any item on the following agenda.*

*No questions arose*

## AGENDA

- 1. Election of temporary chair**  
PW elected. TH proposed. DC seconded
- 2. Apologies for absence**  
Kenton Lawton (KL), Mark Syrett (MS)
- 3. Declarations of interest**  
TH lives adjacent to Constance Wood Field  
DC is a member of PCC and Village Hall Committees and may have conflict of interest in relation to sites put forward by the Diocese
- 4. Minutes of previous meeting 6<sup>th</sup> November 2014**  
Minutes agreed
- 5. Matters arising from previous minutes not covered in agenda items**  
Andrew and Nikki King happy to stay connected to NHP process  
KL has finalised Street Coordinator list

MS still to contact SE Water. PW to follow up contact

MS/PW

MS still to see if other villages have used expert environment specialists

MS

6. **Update on consultant activities**

a. **Confirm minutes of Navigus meeting 25<sup>th</sup> November 2014**

Minutes confirmed

b. **Matters arising from minutes of 25<sup>th</sup> November 2014**

- PW to speak to MSDC and get their view on solar panels installation / farm in AOB. (PW) – outstanding PW
- PW to ask Mark Bristow at MSDC to get A1 size maps printed (PW) – outstanding PW
- PW to contact Landlord / agent and businesses at both Industrial Parks to gain their views (PW and TH) –outstanding PW & TH
- MS to chase CB (Navigus) on tasks to be done MS

7. **Sub-group reports:**

a. **Finance (Report attached)**

TH

At current rate we will have to refund £2809 to the grant supplier unless Navigus commit to more work over next month. A further grant may be available in April 2015

- TH to contact CB (Navigus) to ask for proposal of how to approach refund. TH
- TH to attend Parish Council meeting 9/12/14 if necessary to explain grant position. TH

b. **Communication**

i. **Publicity and marketing**

AN, DC and Nikki King met re planning Village Event 24/1/15. Would like large banner to advertise event for centre of the village.

DC to research cost of banner and communicate to group DC

c. **Framework**

i. Confirmation of revised Vision Statement

New version agreed. Renewable energy generation section should stay in.

PW to ensure Vision Statement says 2031 PW

d. **Community engagement**

i. Update on “Objectives Road Show”

To date Objectives have been communicated to Pre-School, St. Giles School, Christmas Card Charity Event customers and majority of respondents strongly agree or agree with objectives. The objective regarding development of housing at the same rate as previous 10 years is ambiguous and needs clarification of wording. Road Show to be outside shop weekend of 6<sup>th</sup>/7<sup>th</sup> Dec.

MF to reword objective 5 MF

ii. Discussion and promotion of Village Event 24/01/15

Printing of leaflets and advertising materials needs to be put in hand urgently so ready for 24/1/15

DC to contact printers to see when they can print the leaflets. DC

AN to draft leaflets AN

AN and DC to take responsibility for banners and leaflets AN

e. **Housing / Development**

i. **Call for Land update**

23 sites of various size and use have been proposed. Process of assessment underway by CB (Navigus)

**f. Infrastructure / Economy**

i. Mobile phone masts sites

Concern expressed by PW that Call for Land was not sufficiently clear that could have proposals for other than housing. The fact 2 sites are proposing mobile phone masts indicates that at this stage it is understood.

ii. Report of meeting with Metrobus and actions arising from this

This is a fully commercial route with no subsidies from MSDC. Metrobus want assistance from PC to promote route e.g. links on the website. This is a PC agenda item for next meeting..

Group agreed to include Metrobus leaflet with Event leaflet drop by Street Coordinators.

**PW to contact Metrobus and request 600 leaflets.**

**PW**

Metrobus would consider adapting current timetable to earlier/later bus if viable. A small subsidy (£11-12,000 pa total for the whole route, e.g. from CIL) could be sufficient to reinstate Sunday service. This could be raised in cooperation with neighbouring villages on route e.g. .Danehill/Chelwood Gate/Forest Row.

**g. Environment**

Not progressed as yet.

**AN to email CB (Navigus) to enquire if we need to hire an environmental expert** **AN**

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

- **TH to explain grant position to PC if necessary**

**TH**

- **DC to report regarding Metrobus meeting**

**DC**

**9. Date of next meeting**

8/01/2015

## HORSTED KEYNES NEIGHBOURHOOD PLAN STEERING GROUP

### BUDGET REPORT FOR HKNPSG MEETING ON 4 DEC 2014

(Note: All costs are reported net of VAT which is recoverable by HK PC)

BUDGET RESOURCES	month	total	available for		invoiced to date
			Navigus	other	
HK Parish Council Special Reserve		5,000.00			
Cost of Posters		<u>-93.00</u>			
Balance available to HKNPSG		4,907.00	1,890.00	3,017.00	
CDF Grant received (90%)		<u>6,210.00</u>	<u>6,210.00</u>		
		<b>11,117.00</b>	<b>8,100.00</b>	<b>3,017.00</b>	
<b>Adjustments to Resources</b>					
Forecast Grant refund (see below)		-2,809.00	-2,809.00		
Transfer of HK PC Special Reserve			<u>2,809.00</u>	<u>2,809.00</u>	-
<b>Revised Total available to HKNPSG</b>		<u>8,308.00</u>	<u>8,100.00</u>	<u>208.00</u>	

(Note: New Grant may be available from 1 April 2015)

### EXPENDITURE TO DATE

Martindale hire	June	15.00		15.00	
Martindale hire	July	15.00		15.00	
Navigus fee		250.00	250.00		250.00
Martindale hire	August	15.00		15.00	
Navigus fee		300.00	300.00		300.00
Martindale hire	September	20.00		20.00	
Navigus fee		25.00	25.00		25.00
Martindale hire	October	20.00		20.00	
Navigus fee		900.00	900.00		900.00
Navigus expenses		81.00	81.00		81.00
Martindale hire	November	20.00		20.00	
Navigus fee		900.00	900.00		
Navigus expenses		45.00	45.00		45.00
Land Call Ad in Middi		150.36		150.36	150.36
<b>Total to date</b>		<u>2,756.36</u>	<u>2,501.00</u>	<u>255.36</u>	<u>1,751.36</u>

### BALANCE OF BUDGET AVAILABLE

5,551.64    5,599.00    -47.36

### CDF GRANT SUMMARY

CDF Grant received to date	6,210.00
Less already spent	<u>-2,501.00</u>
To be spent by 31 Dec to avoid refund	3,709.00
Navigus estimate for December	<u>-900.00</u>
Refund estimate	<u>2,809.00</u>