
HORSTED KEYNES NEIGHBOURHOOD PLAN



Neighbourhood Plan Steering Group - Minutes

Date: Thursday 02nd July 2015

Time: 8.00 p.m.

Venue: The Martindale Centre

Present: David Colville (DC), Celia Vince (CV) and Mike Kirk (MK)

In Attendance: Beverley O'Garra (Note taker)

14 members of the public

The Meeting was opened with a brief introduction by Cllr. Colville who explained that although only 3 members of the Steering Group were present for this meeting, 3 is the minimum number required to form a quorum and the meeting would go ahead accordingly.

Cllr. Colville went on to advise that Terry Higham, Treasurer of the Steering Group, has stepped down with effect from 02/07/15 and the Parish Council and Steering Group wishes to thank him for the considerable time he has spent on this project and the work he has carried out, in particular his expert management of the project finances and grant funding.

The meeting was then opened to members of the public to ask questions about the project / process.

Peter Foreman:

Questioned the new Call for Sites – why and what?

NPSG response:

Extraordinary NPSG meeting held on 27/06/15 to discuss as the Steering Group has become aware of 3 sites in the Parish not submitted under previous land call which are keen to develop or have submitted planning applications for development.

- a) Ravenswood – Change of use to create 12 dwellings (Planning Application submitted to MSDC)
- b) Westall – keen to build additional accommodation for independent living.
- c) Land behind St. Stephen's Church – site submitted to MSDC as potential SHLAA site to be considered for housing.

Options available to NPSG are to:

- 1) ignore,
- 2) issue a second call for land – consultant advises this is safest option
- 3) include these sites whether submitted or not – not considered "fair"

NPSG consider it better that these sites are submitted – plus any others – under a second call for land to allow numbers to be included in total Horsted Keynes development and where appropriate to create development policies that can be applied to the sites if included in the Neighbourhood Plan.

Second call for sites is focused specifically on sites "in and around" the Village – not throughout the Parish as previous land call.

Adverts have been placed in the P&P, Mid Sussex Times, on Facebook, Twitter and the PC website.

NPSG confirmed that priority is to ensure the process is "right" even if it impacts slightly on overall timescale for completion of the Plan.

Joanna Hall:

Will inclusion in NP of land behind St. Stephen's Church open up access to Constance Wood Field (CWF), a green space that needs to be protected and are landowners responsible for development design?

NPSG Response:

Re opening up CWF- it is possible but unlikely. As a SHLAA site, the field behind St Stephen's could accommodate approximately 20 dwellings – if a further 20 are built on Constance Wood Field access issues may arise. To be discussed with WSCC Highways.

Defensible boundaries for the Village are to be considered and explored which means that layout of development on sites to create a defensible boundary could also restrict or limit access. Investigations are ongoing.

Large sites of development are not wanted and 20 + 20 = large.

If landowners submit a planning application to MSDC for development, they are responsible for design aspects of any development proposed. If land is included in the Neighbourhood Plan, development policies can be designed and applied to sites.

With new possibilities becoming available, the NPSG hope to have all options for people to consider at the consultation events in September.

Discussion regarding the OAN (Housing numbers) for Horsted Keynes and it is noted that this has increased but that there is little expectation the numbers will be achieved. It is important to produce detailed justification where NP housing numbers are lower than the OAN and MSDC has provided guidance on how to produce that justification.

Sue Stewart:

3 sites now identified may not be submitted to NPSG if no affordable homes are wanted.

NPSG response:

If not submitted under the NP, Westall and Ravenswood dwelling numbers can be included for OAN purposes if planning permission is granted.

6 sites previously identified as potential for development are still being considered – but viewed differently as the NP is not looking for large scale development / large housing numbers. MSDC housing numbers are not a target.

Peter Foreman:

The draft District Plan identifies that some parishes within Mid-Sussex are not expected to produce development in line with the parish OAN – Horsted Keynes being one such parish.

David Watson:

It is important to retain the rural character of Horsted Keynes.

NPSG response:

Agreed – but cannot avoid some development - important to have balance.

There will be an opportunity at September consultation events for people to express likes and dislikes to create a Plan that will pass referendum.

Discussion followed re requirement for street lighting on new developments when none exists elsewhere in the Parish and the possibility of creating site policies to cover this. More information to be presented at September consultation events.

Peter Foreman

A number of sites were considered unsustainable as too far away from the Village centre – are criteria being reconsidered to accommodate sites like the Ravenswood?

NPSG Response:

No – Ravenswood has already submitted a planning application for Change of Use to create residential dwellings from existing buildings.

Discussion followed re whether this opens up other areas of the Parish for development and other sites not considered sustainable under the earlier NP assessment. It was suggested that where a landowner considers a previously assessed site outside the built up area of the Village to be viable, they are able to submit a planning application to MSDC. For NP purposes, all sites are to be treated equally and the NP does not intend to extend the Village boundary to accommodate speculative building outside the built up area. Any development not included in the NP but granted planning permission by MSDC may be considered as “windfall” development and included in the parish OAN.

Cllr. Colville thanked members of the public and 13 people left the meeting.

Formal meeting continued at 8.40 p.m.

1. Apologies for absence

Peter Whatling
Cllr. Sarah Webster

2. Declarations of interest

(Members are invited to make any declarations of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.)

None

3. Minutes of previous meetings 04th June 2015

Agreed and signed.

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

Grant funding monies received and held in PC bank account.

Sustainability criteria not sent to MSDC.

Terry Higham followed up with Abbeyfield – meeting offered and to be arranged.

Parish Council delegated powers to NPSG at its meeting on 09/06/15 – see PC minutes of meeting 09/06/15 for details.

Correspondence outstanding has been resolved.

Draft NP document has been cleaned up and all comments incorporated.

Removal of Ancient Woodland status on HKNP001 (end of Church Lane) has been queried with Natural England – response awaited.

5. Review of outcome / minutes of meeting 27/06/15

Agreed minutes represent a true record of this meeting and signed accordingly.

Call for sites published in P&P, Midi / PC website Also to be posted on the PC Notice Board on the Village Green.

6. Receive Treasurer’s report

Received and accepted.

Latest consultant’s invoice passed to PC for payment and confirmed as correct by Terry Higham prior to stepping down.

7. Discuss & confirm engagement event(s) in September – dates & format to be confirmed in the August meeting.

Cllr. Colville proposed a series of workshops – invitation or booking system to be used to create 3 groups of 8 people at any one time, with facilitator and scribe for each group. 2 way interaction important, groups asked to form views and offer opinions. Each session to last approx. 2 hours.

2 / 3 sessions consisting of 3 groups of people to be run throughout the day.

e.g. 3 groups of 8 people / 3 sessions per day / 3 separate dates. = 216 people involved.

Agreed that guidance would be needed and adequate information to allow people to participate effectively.

Cllr. Vince keen that information and all possible options are provided i.e. don't make selections and close down choices too early – to ensure that interactive dialogue is not stifled.

Recommended 2 hours sessions to provide time for information / materials to be viewed and digested in addition to the booklet to be issued prior to events – for which the consultant has suggested types of questions / issues to be covered.

Agreed information at events to include policies, highways information, maps and landowner proposals for sites.

Day time and evening events may be required.

Dates, times, venues to be agreed for series of initial events and after these are held, review and consider whether more sessions are required.

Councillors asked to consider all the above and feedback to Cllr. Colville by 09/07/15.

8. Discuss & confirm the production of a document/booklet to be delivered to the whole village in August in preparation for the event(s)

Consultant has provided initial thoughts and framework now needs to be “fleshed out” and adapted to suit Horsted Keynes.

Initial document is available electronically – graphic design recommended to produce a professional document.

Agreed to also look at literature produced by NP groups in other parishes for additional ideas.

2 Councillors required to take responsibility for collation of comments / ideas and to produce final document for circulation to all NPSG members.

Task delegated to Cllrs. Vince and Kirk.

To be distributed mid - August.

9. Consider what material we will require for the engagement event(s)

See item 7 above – plus any additional documentation subsequently identified.

Presentation material to also cover anything not covered by the booklet (item 8 above).

2 Councillors required to prepare suitable information for event use.

Task delegated to Cllrs. Colville and Webster.

10. Discuss & confirm how we respond to future correspondence

Individual responses have proved too onerous and sometimes unnecessary as much of correspondence is comments – not questions.

FAQ on website also provide answers to many questions.

Proposal that acknowledgement sent to writer of correspondence advising that comments have been noted and that questions will be answered verbally and minuted at the next NPSG meeting – ensuring that the answer is then available to all.

Agreed.

Suitable wording to be supplied to the Clerk to allow acknowledgements to be sent from PC office.

11. Agree how we undertake business engagement – e.g. Industrial Park, etc.

Following discussion regarding level / size of businesses to be approached, agreed Cllr. Kirk to approach management of HK Industrial Estate / Cllrs. Colville and Webster to approach other businesses within the Parish.

12. Agree any items which need to go on Parish Council agenda:

Recommendation that NPSG is increased to 5 Councillors and that structure matches that of other PC Committees consisting of elected Councillors only.

Recommendation that NPSG forms sub groups to be known as Work Groups consisting of Councillors and non-Council members to act in an advisory capacity and to action tasks delegated by the full NPSG.

To consider temporary appointment of paid administrator to provide secretarial and administrative support to the NPSG.

(Note subsequent to this meeting – further details e.g. hours / pay / duties will be required to enable full PC to consider this item effectively).

To consider appointment of a person to undertake Treasury duties and Grant Funding reporting for the NPSG *(NB -This is not a role currently held within the Parish Council for other Committees*

To consider making a request for an exemption to allow all members of the NPSG (elected Councillors) to vote on site issues regardless of location whilst continuing to note any Councillor interests relating to specific sites in NPSG minutes. (Similar to exemption applied to PC budget process)

To review and consider estimated costs for production of the following materials:

- a. Booklet for issue to all households in the Parish (printing costs)
- b. Engagement event materials (printing costs)
- c. Graphic design costs for items a & b above.

13. To receive and to consider reports from Steering Group members

(An oral report / additional written information arising after dispatch of this Agenda may be given on any of the above items).

Meeting held with MSDC and WSCC Highways – feedback awaited but meetings very helpful, providing indicators of what needs to be taken into account.

Materials for engagement events to be finalised at next NPSG meeting – to be included on agenda.

14. Date of next meeting – 6 August 2015

Meeting closed at 10.00 p.m.