

HORSTED KEYNES PARISH COUNCIL

Minutes of the
Meeting of HORSTED KEYNES PARISH COUNCIL held on **Tuesday 12 July 2016** at
7:30pm in the Village Hall, Horsted Keynes

PRESENT: Cllrs David Colville (Chairman) John Luckhurst
William Dye Michael Kirk
Jeremy Humphries-Davis Keith O'Regan (Vice Chairman)
Celia Vince
Sarah Webster
Christine Wheatley

Also in attendance: Michaela Frost- Parish Clerk
Councillor C Field - WSCC
38 members of the public

Before the commencement of the meeting, development consultants. Dowsett & Mayhew gave a presentation about a planning application that would be submitted in the near future. The planning application was for Jeffrey's Farm – the demolition of farm buildings and change of use of land for up to 42 residential units, new access, new community building. More details could be obtained directly from Dowsett & Mayhew.

PUBLIC PARTICIPATION

A Member of the public thanked the Parish Council for their continuing hard work and requested an update on the finger posts around the village – it was noted that this would be covered by a later agenda item. The Member of public also requested whether Tony Steers of Bolney Parish Council could be contacted in order to offer some advice on applying for grant monies. The Clerk would look into this.

APOLOGIES – Councillors Hersey and Clarke.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

DECLARATIONS OF INTEREST

Members are invited to make any declaration 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.

Cllr Wheatley declared an interest in agenda item 5.2 on donations as she was a member of the Parochial Church Council. This was a personal interest, but Councillor Wheatley would not take part in any debate or decision to do with this particular donation application.

Councillor Kirk declared a personal interest in agenda item 5.2 on donations as he was a member of the Conservation Group, locally known as Hackers – he would not take part in the debate or decision concerning this particular donations application.

Councillor Colville declared a personal interest in agenda item 5.2 donations item in that he was a member of the Village Hall Management Committee and also informally dealt with Neighbourhood Watch on many occasions – he would not take part in the debate or decision regarding these particular donation applications.

MINUTES

To resolve that the minutes of the Council Meeting held on Tuesday 14 June 2016 be taken as read, confirmed as a correct record and signed by the Chairman.

0065 RESOLVED that the minutes of the Council Meeting held on 14 June 2016 be adopted and signed by the Chairman.

POTENTIAL COFFEE SHOP AT PAVILION

Kelly Howes and Kay McNaughton, two local residents gave a presentation to the Council about their proposal to open a coffee shop in the pavilion on the recreation ground. Their business plan was circulated to the Council and will be made available with these Minutes (appendix 1).

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

The Parish Council listened carefully to the proposal and welcomed the business plan. The Parish Council asked the Chair of the TGR Committee to organise access to the Pavilion in order that the coffee shop group could assess the suitability of the Pavilion. The TGR Committee would consider the business plan and proposal at their next meeting on 26 July 2016. The Council supported the proposal in principle, but noted that the Pavilion was a Memorial Pavilion governed by a charitable trust and any agreement between the Council and the coffee group would need to be on a formal basis and the granting of any lease may not be straightforward. The Council would need to satisfy itself about due diligence and that health and safety policies were in place. The Council requested that the TGR Committee look into these issues in greater detail and report back to the Council.

FINANCE

To approve the Financial Reports and authorise the list of cheques issued.

- 0066 RESOLVED** - to approve the Financial Report and authorise the list of cheques issued; and
- 0067 RESOLVED** - to approve the donations made on behalf of the Parish Council as per the spreadsheet attached as an appendix (appendix 2) to these Minutes; and
- 0068 RESOLVED** - to note the verbal update on the Queen’s Birthday Celebrations and note that the event raised £1,500 which would be placed in the play area refurbishment reserves; and .
- 0069 RESOLVED** - to approve the RFO to undertake an analysis of the Council’s electricity contract and seek a more cost effective deal perhaps with a fixed rate over a three year period; and
- 0071 RESOLVED** - to approve the RFO to increase the allotment rent from £5 to £10 from 2017.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

TOILETS, GREENS AND RECREATIONAL GROUND AND HIGHWAYS

0072 RESOLVED – to approve the Duathlon taking place on the Village Green on 2nd October 2016 and request the Clerk to arrange for the freighter to be moved to a later date; and

0073 RESOLVED – to note that the new goal posts at the Recreation Ground were in place; and

0074 RESOLVED – to approve the creation of a working group for the proposed play area refurbishment with the following Councillors forming part of the group:

Councillor Webster
Councillor Kirk
Councillor O'Regan
Councillor Humphries-Davis

The working group would also co-opt two local residents. The working group would report back to Parish Council in September on their progress.

0075 RESOLVED – to request the Clerk to look into taking legal action concerning the return of the Council's finger posts. The finger posts remained uncompleted and despite several warnings and letters the current tradesman who had been assigned the task of completing the Parish finger posts they remained uncompleted and all the Parish Council's property and materials remained with this tradesman. The Clerk would seek to take further action to ensure the return of all finger posts and materials.

REPORTS

To receive report from County Councillor – Cllr Christine Field updated the Council about the school crossing patrol and that the issue was recruitment. Funding was in place for the role, but there had not been any applicants for the post. Councillor Field urged the Councillors to seek an applicant/volunteer from local residents before the funding was withdrawn. Councillor Field also suggested that the proposed village hall hearing loop might be funded from the Community Initiative Grant and she suggested the Village Hall Committee look in more detail at this. Councillor Field also praised the work of the local conservation group the Hackers and reminded the Council that there were grants available for local groups from WSCC. These grants could assist local groups with the purchase of machinery and equipment for example strimmers, hedgecutters and office equipment.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

To receive and consider reports from Councillors – Cllr Colville informed the Council that he had received a letter about the dangerous parking in Station Road and that he had requested the Clerk to liaise directly with Highways at WSCC.

Councillor Colville also updated the Council about Mid Sussex District Council District Plan. Councillor Colville and Cllr Dye had attended a briefing on 8 July about the District Plan and the message from Mid Sussex was that they anticipated submission of their Plan in the Summer.

NEIGHBOURHOOD PLAN

0076 RESOLVED - to note the financial update provided by Councillor Kirk on Neighbourhood Plan monies which can be summarised as follows:

The Parish Council had received an initial grant of £2904 from Mid Sussex District Council – the consultants from Navigus costs were £2904. The cost of printing so far amounted to £250. The Parish Council had also applied for and received a further grant from Groundworks of £1,836 towards the independent consultant fees for completing the Plan. The Council had now had to appoint an external expert to review the work on the Neighbourhood Plan and the cost to the council would be £450 a day. The external expert, Lindsay Frost had been restricted to a five day review, but it was anticipated that due to the extent of the work that needed to be reviewed this may need extending. It was hoped that a further grant from Groundworks would cover some of this cost.

0062 RESOLVED – to approve the Terms of Reference drafted by Councillor Colville and Councillor Webster for the engagement of the external expert, Lindsay Frost. The Parish Council also noted the following statement made by the Chairman:

You have the Terms of Reference before you, which Councillor Webster & I were delegated to undertake.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

In addition, a CD was created containing all documents relating to the Neighbourhood Plan – there was no selection – no view was considered as to what information our consultant may wish to read.

His work will be an independent review which takes stock of the current situation and make recommendations for the way forward leading up to formal submission of the Neighbourhood Plan to MSDC, further consultation, examination and referendum.

To do that, he will have to stand back, examine the planning context, and then look at our vision and objectives, our housing strategy in response to OAHN in the particular circumstances of the parish, and how this is carried through into the draft Neighbourhood Plan in terms of development allocations and planning policies.

The limited time available means that he does not propose to comment in detail on all the extensive work which has gone before on site assessments, sustainability appraisals, and public consultation, other than to bring their conclusions into an assessment of the wider picture.

It is likely that the Parish Council will need to consider several strategic issues before it decides how to respond to the recent consultation and move forward.

Timetable:

Councillor Webster, the Clerk & I met Lindsay Frost on 29th June and passed over all electronic and paper documents before driving round the village to show him the sites. Since then he has undertaken a walking tour of all the sites to familiarise himself with the village geography.

He is on holiday from 10th to 17th July and will aim to complete his report by the end of this month.

Submissions made during 6-week consultation:

You will have noticed that there were submissions made by Savills, Dowsett & Mayhew and Fairfax together with an update by Abbeyfield. Since then I have had a number of phone calls, and a number of emails have been received in the Parish Council mailbox. I am also aware that letters have been delivered to all households in Church Lane and Cheeleys regarding the Savills submission.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

In view of the independent review of the Neighbourhood Plan currently underway I suggest that it would be inappropriate to comment on these. The draft Neighbourhood Plan has been the subject of a statutory 6-week consultation.

0077 RESOLVED – to hold an Extraordinary meeting of the Parish Council on Tuesday 9 August 2016 to consider the report of the external expert, Lindsay Frost.

GENERAL

0078 RESOLVED – to approve the following nomination from Horsted Keynes Parish Council for the Community Service Award:-

Marion Lott

The Clerk would write to Mid Sussex and inform them of the Council's unanimous decision to nominate Marion Lott.

DATE OF NEXT MEETING

To note that the next meeting will be held on **Tuesday 13 September 2016.**

The meeting closed at 9:25pm

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

Appendix 1 – BUSINESS PLAN

Horsted Keynes Community Coffee Shop

We would like to present to you an exciting opportunity that will enhance the community of Horsted Keynes.

We would like to convert the memorial pavilion into a coffee shop/tea room, which would serve the entire community and those in the surrounding areas.

We believe that rather than leaving the building unoccupied for the majority of the year, a community coffee shop would be a fitting use of such a building which was built to fulfil both practical and commemorative functions.

As there isn't currently a football team in operation, it seems a shame that such a wonderful building is sitting empty, whilst it could be made use of by the members of the Parish it was built to serve. Whilst a football team could be an important part of village life, there isn't currently a team in place, nor one in sight, which begs the question, how long is the building to remain largely vacant and costing the Parish money?

Should a football team be reformed then we can consider coming to an arrangement whereby the team could use the space for the 12-15 or so home games per year.

In 2014/15 the pavilion only had an income of £100, with outgoings of £460.11. We are proposing that we open a coffee shop in this space, at our own expense, which would not only provide refreshments but a much needed social meeting place for villagers and visitors alike. If it is agreeable

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

with the parish council, we would like to offer an amount of £600 in rent for the 1st year, as we will be covering the cost of renovations and start up ourselves. This covers the current outgoings for the building, which in reality will probably become considerably less as we would expect to pay the utilities. This amount could then be reviewed at the end of year 1. We would of course, expect a formal rental agreement should our proposal be accepted.

In order to create a usable area for the coffee shop, we don't envisage many changes needing to be made to the building. We would like to change the glass in the front windows to non-privacy glass to make the most of the views. We would also like to install a counter across the kitchen area which would be removable in the event of the coffee shop no longer using the space. There are also regulations requiring two doors between food service areas and toilets and the only way we can see this being done without structural alterations is by putting up a stud wall porch type space outside the toilet we will be using. The second toilet and the showers will be closed off to the public. Finally, the double doors separating the main area from the changing rooms would be removed to maximise usable floor space and stored to be rehung when necessary.

We are aware that the pavilion currently serves as a storage area for items used for village events. We understand that some events also require the use of the facilities inside the pavilion and we believe that on these days, we can work with the organisers to ensure these facilities are still made available as ultimately we will aim to benefit and enhance the community.

We understand that some of the storage space in the outside sheds is rented out to Billy Dye, a member of the Parish Council but we are sure this won't cause a conflict of interest as we are not asking to use this space. With better utilisation of the remaining space (the second shed and the shower rooms), storage will not be an issue.

Further to all of the positives we see with the use of the pavilion, we are not discounting the challenges that may arise. Perhaps predominantly is the ease of access in winter as crossing the muddy recreation ground is not ideal, however there are many people out walking dogs for example who won't mind crossing the muddy ground. There are paths which run through the park, and past the tennis courts which people could use, and with the renovation of the park area, there is a possibility that access may be improved further in the future.

We are also aware that a coffee shop in this location was suggested several years ago but was dismissed as too expensive for the parish council to undertake. We won't be asking the council to fund the refurbishment or any of the start-up costs, we are merely seeking permission for us to proceed to turn the building into a space that can benefit the village by providing a safe, family friendly space which can be enjoyed by many.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

As you will see from the business plan, we have conducted a survey with just short of 100 responses, which shows that the idea was extremely well received by villagers and the overall feeling is that Horsted Keynes is crying out for a coffee shop and we would love to be the ones to make it happen.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

Business Summary:

We aim to open a coffee shop with dual principal aims; first to provide a high quality coffee shop experience with premium drinks products and a selection of quality local cakes and pastries; and secondly to run as an asset to the community both in terms of a location for meetings and community events and as an outlet for locally produced products.

To begin with the coffee shop will be referred to as Horsted Keynes Community Coffee Shop as we would like to decide upon a name following suggestions from people within the village. The business will be run as a partnership between Kay MacNaughton and Kelly Howes.

Business Aims:

We will be supplied by the high quality local coffee roast house “world coffees” of Lindfield. This resonates with our dual mandates of local produce and fine products. This principal will be expanded out into other services - in the first instance cakes, pastries, sandwiches and Paninis and then on to act as an asset to the community; i.e. establish a lunchtime delivery service in the village, targeted at workmen and trades on site, and setting ourselves up as a meeting place and facilitator of community events.

With no other similar services in the village, we hope to become an important amenity for many groups in the village. Currently, to access a coffee shop would mean using either private or public transport which is not viable for many people, and elderly people in particular run the risk of becoming isolated if travel does become an issue. With the availability of a space to meet friends, or join groups, we hope to help the village to retain a community ethos.

Similarly with young people in the village. Currently we do not have a youth group, and there are limited activities available for young people without travelling outside of the village. We would offer an environment which would be appealing to the young people as a space to meet friends, with free wi-fi and a good selection of food and drinks, but also appealing to parents as we will be located close by. We also hope to engage with the youth worker who is visiting the village for one afternoon a week to create a space for a ‘pop-up’ youth group.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

Financial Summary:

We believe we can establish the Memorial Pavilion as an attractive and food safety accredited location for in the region of £2000. With a further £3000 being spent on removable fixtures, fittings and stock.

These funds are sourced by £4000 of our own money with a predicted £1000 from the crowd source initiative of asking potential customers to “prepay” £10 for a coffee voucher that would provide funds for the establishment of the shop and as an incentive for the customer’s first visit.

Products and Services:

We feel that a welcoming, friendly environment with high quality, good value products will be key in attracting and maintaining a client base.

To start with we will offer a range of coffee products, both caffeinated and decaffeinated, using coffee beans sourced from the local roast house in Lindfield. We are looking into creating our own blend which will be custom made for the Horsted Keynes Community Coffee Shop and supplied by World Coffees in Lindfield. In the first instance we will lease a coffee machine as it will be important to get a good machine to produce quality coffee which will be a big expense.

We want to offer a selection of different herbal tea’s alongside everyday tea. To limit the range of tea’s we stock at a time, we may use a tea of the week/ month approach so that regular customers will consistently have a different tea to try.

The coffee shop will also stock a range of cold drinks and juices, as well as hot chocolate for those who don’t drink tea or coffee.

We plan to offer baked goods such as cakes, brownies, and biscuits which we hope to make ourselves as much as possible to limit costs but also understand that this may not always be possible and so hope to use food safety accredited people within the village to supply the rest.

Our market research shows that as well as the baked goods, people are also interested in having pastries, sandwiches and panini’s. The sandwiches and panini’s will be made on site to order and we feel will really increase the range of people who would use the coffee shop as currently the only option for a lunch time snack would be a takeaway sandwich from the village shop or a meal at one of the pubs.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

Our hope is that in the future we may be able to extend the menu to cover other lunchtime meals such as quiche and soups.

As well as the on site service, we will be offering a take away and a possibly a delivery service.

Market Research:

Customers – we have established through both an online and in person survey that we will have an appeal across a wide demographic in the village. Of the 1580 people in the parish we have surveyed around 100 and have received a positive response from over 90% with a similar number saying that a coffee shop is something which the village needs.

We will attempt in particular to target the large demographic of retired people, parents engaged in the school and nursery run, office workers who are missing out on their coffee fix as they follow the increasingly popular trend of working from home, groups who are in the vicinity for other purposes, such as tennis lessons or using the play area, and hope to engage with the village youth worker to provide a teenage space.

Frequency – Of the people surveyed, over half said that they would visit at least once a week, with a number of those commenting that it would probably fall somewhere in between once a week and every day. From the survey which currently represents less than 6% of the population in the village, we will have 401 visits of the 422 needed each month to breakeven in the first year.

Price – The survey shows that on average people spend £5 when they visit a coffee shop, with just over 50% saying they would order food, and 31% saying they might do.

Market space:

We expect our core business to be based on the residents of Horsted Keynes as despite the popularity of coffee shops in Sussex there are none in the immediate vicinity with local residents going to Lindfield or even Forest Row in search of their fix. However, in addition to this core we see substantial opportunity to entice those from further afield, with a focus on Danehill and Chelwood Gate.

Particular emphasis will be given in marketing the central location of the coffee shop and the attractiveness of a safe and usable outside space for those using the shop. We are also exploring offering our services to groups passing through the village, such as the ramblers, the cycling clubs and the Duke of Edinburgh award scheme.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

As well as targeting retired and older people with groups such as ‘knit and natter’ we will also be aiming to attract people who might otherwise find it difficult to visit a coffee shop, mothers with small children for example. Being located next door to the play area, we can offer a location which mothers with children of all ages would find beneficial.

As an addition to the regular hours, or during the regular hours if it proves more popular, we plan to start a book group and are seeking suggestions for other activities which might be of interest to people. We have had feedback from several people who work from home saying that an area with wi-fi at which they could work comfortably would mean they could visit during the day for a ‘change of scene’.

There are often numerous parents waiting for children to finish tennis lessons or waiting in the park before it’s time for another activity who would hopefully make use of the coffee shop during these times.

Refurbishment of Preferred location:

The Pavilion – We have £2000 set aside for the establishment of the football pavilion as a coffee shop. Principal structural works will be:

- Replacing the glass in the windows at the front
- Construction of an ‘internal porch area outside one toilet door to create the two doors needed between a toilet and kitchen area.
- Building a customer facing counter at the front of the kitchen area with space underneath for fridges.
- Installing a hand washing basin within the kitchen area.
- Plumbing in a dishwasher and coffee machine.
- Installing a free standing oven
- General cosmetic enhancement, including painting of walls and if agreed, the kitchen cupboards.
- Removing internal double doors currently separating the central area from the changing rooms. These will be stored for future use.

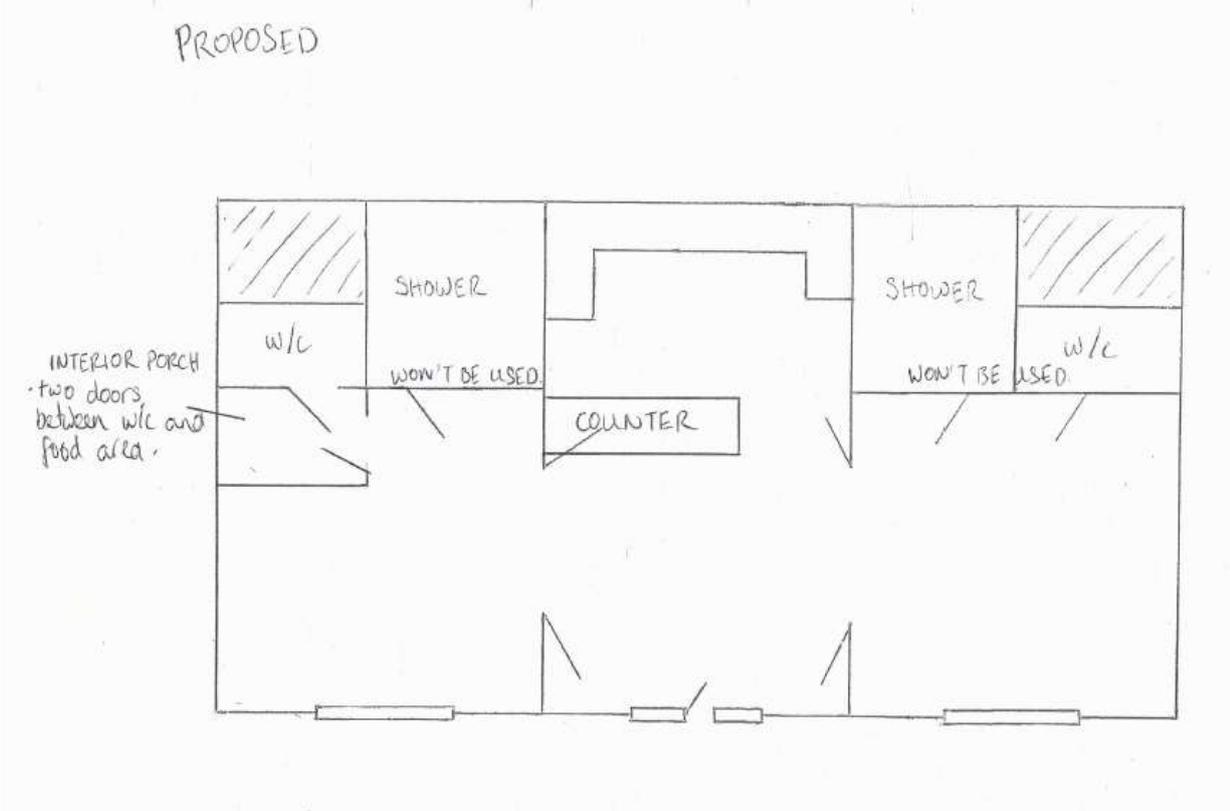
We have spoken to the planning department who have confirmed that we will need to apply for change of use.

Chairman

Date

**Full Parish Council – Minutes
unconfirmed**

General Layout:



Marketing:

Living within the community, we will utilise the village events to market the coffee shop as a good starting point for marketing the business. We had a stall at the school fair, which generated really positive and useful feedback about what people would like as well as increasing awareness. We were also asked if we would like

Chairman Date

**Full Parish Council – Minutes
unconfirmed**

to have a stall at the ‘Horse Racing on the Green event’. These type of events are invaluable with regards to spreading the word about the prospect of a coffee shop in the village, as well as being a good platform for continuing market research. Speaking to potential customers has reinforced our beliefs that it is something which people feel the village needs and would be used.

We will also be visiting some of the groups which currently run in the village. The village lunch for example runs once a month and is a valuable social event for many people in the area. We hope to speak to people who attend this to see what would attract them the visit the coffee shop on the weeks the lunch isn’t running perhaps. There is also a Pilates group which has both daytime and evening classes and on speaking to the instructor, she feels that many people who attend the classes would really enjoying being able to stay for a coffee and a chat afterwards.

As well as the groups already meeting in the village, we hope to target some who pass through the village. There are several walking groups who have routes which pass through the village and we would like to liaise with them regarding the coffee shop being one of their suggested refreshment breaks. There are also a high volume of cyclists who pass through the village, particularly at the weekend who may be another source of custom.

Currently we do have a Facebook page which we have been using to inform local people about the idea and to collect research data. We will also utilise other online media once the project is underway and we have updates for people.

The Football Pavillion is located centrally in the village, close to the play area which is used by a large number of families within the village and the tennis courts. The main car park is also located across the playing field so we would have the coffee shop advertised on the outside of the pavilion. We also anticipate other signs strategically located throughout the village to inform people of our whereabouts.

Chairman

Date

Full Parish Council – Minutes unconfirmed

Fixtures and Fittings	Up front	Monthly	Lease (15% over 3 years)
Building	1000		0
Worktops	200		0
Shelving	100		0
Basin	33.5		0
Dishwasher	0		6.06
Tables (5)	0		4.79
Chairs (20)	0		9.58
Coffee machine	0		63.88
Microwave	0		3.19
Food fridge	0		6.38
Drink fridge	0		3.19
Panini grill	120		0
Till	100		0
Alarm			
Card machine (payleven)	264		0
Total	1817.5		97.07
Crockery/ cutlery etc	Up front	Monthly	Lease
Cutlery	40		0
Crockery (30)	500		0
Glasses (drinks and espresso) (30)	45		0
Salt and pepper	20		0
Water jugs	30		0
Takeaway cups (200)	25		0
Stirrers (500)	4		0
Takeaway food?			
Total	664		0
Stock	Up front	Monthly	Lease
Coffee (500)	140		0
Tea (500)	9		0
Milk (150 coffees)	15		0
Sugar (2kg white, 2kg brown)	10		0
Total	174		0
Admin fees	Up front	Monthly	Lease
Insurance	0		40
Phone line	0 (with cont		0
Wi-fi	0		32
Rates	?	?	
Planning	385		0
Utilities	0	100 (estimate)	0
Pavillion		50 (amount to be agreed)	0
Wages			1238.4
Loan repayment (Jim and anyone else)	0		128.26
Total	385		1438.66
HK Parish Council			
Costings	Totals (inc refurb	3040.5	1438.66
			97.07

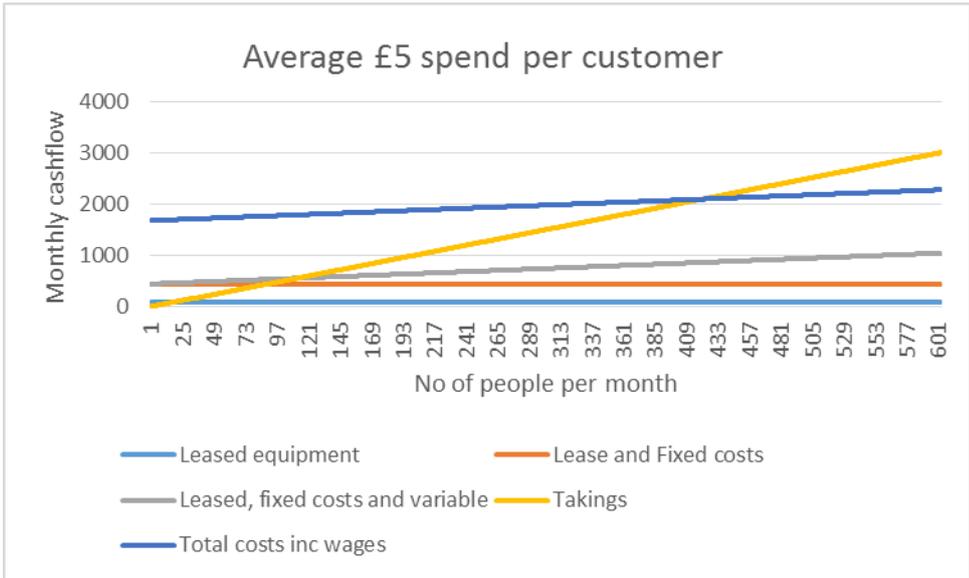
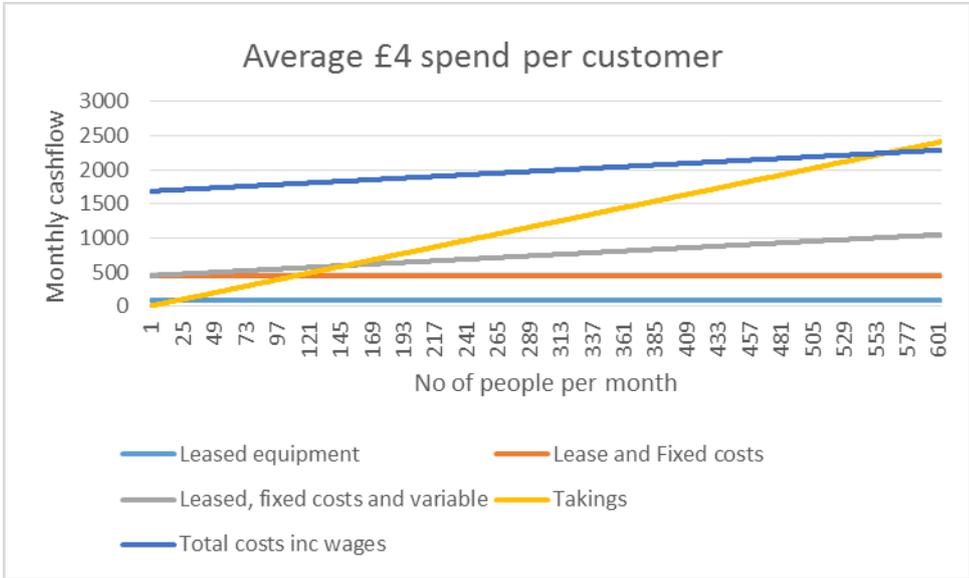
Chairman

Page 17 of 20

6/16

**Full Parish Council – Minutes
unconfirmed**

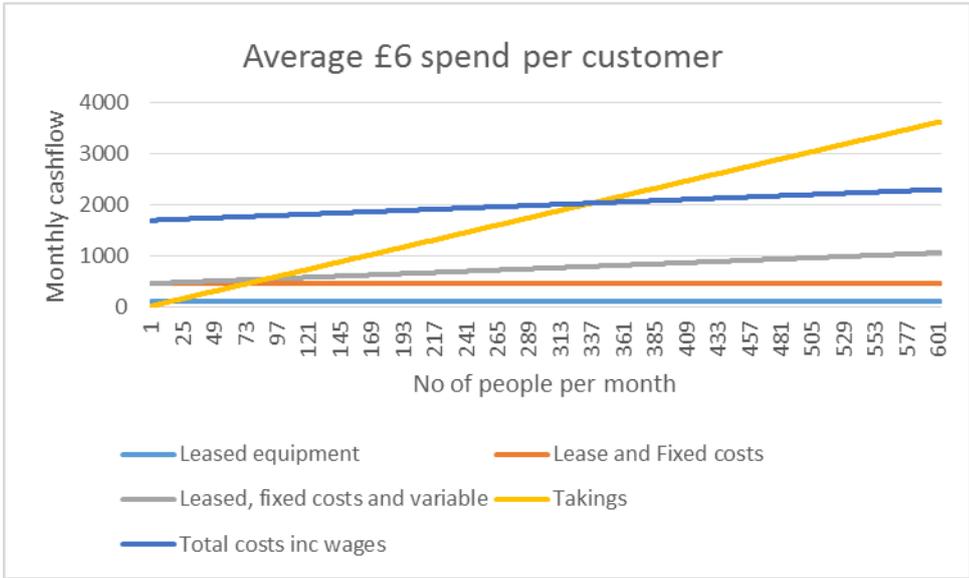
Breakeven Graphs:



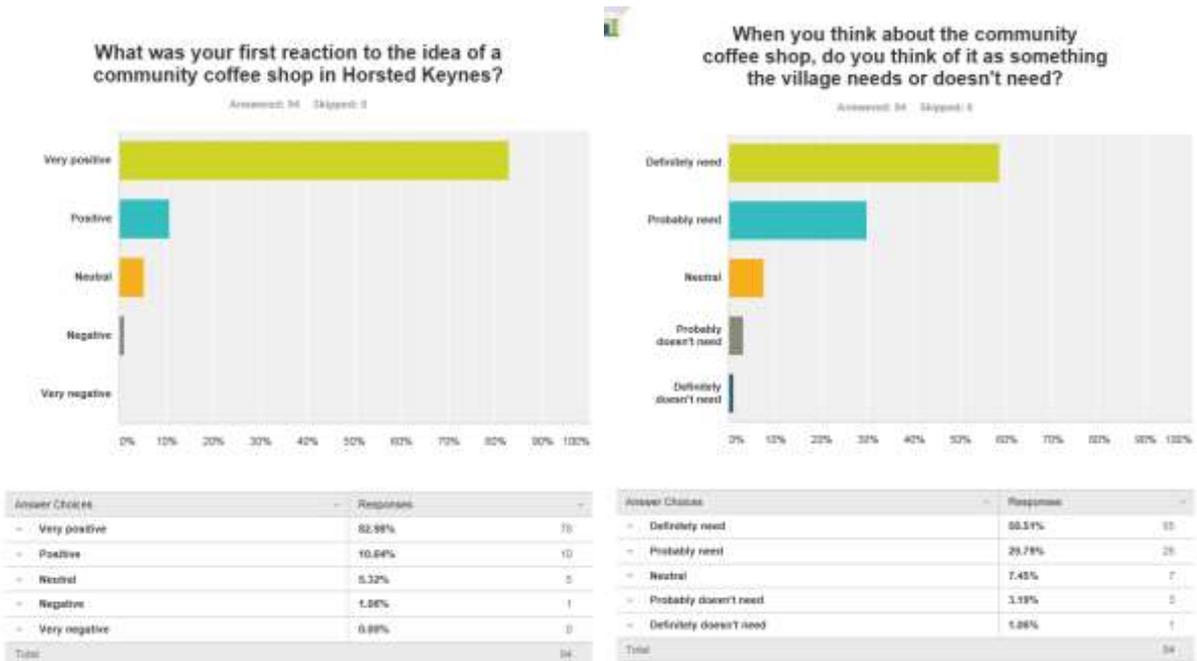
Chairman

Date

**Full Parish Council – Minutes
unconfirmed**



Survey Results



Chairman

Date

Full Parish Council – Minutes unconfirmed

APPENDIX 2

Donation Requests Received 2016/7

Budgeted for Distribution	Requested 2016/17	Agreed 2016/17	
Donations		£2,500.00	
Section 137		£0.00	
Donation Requested	2016/17	2016/17	
HKPCC - P&P	£1,000.00	£1,000.00	
HKPCC - Churchyard	£1,500	£950	
Carols on the Green	£100.00	£100.00	
HK Conservation Group (Hackers)	£200.00	£200.00	
Neighbourhood Watch	£100.00	£100.00	
Horsted Cahagnes Twinning Society	0	0	
Village Hall	£900.00	0	£3,800
	Subtotal	£0.00	£2,350
Section 137 (Out of parish)*	2016/17	2016/17	
St.Catherine's Hospice	£200.00	£100	
Victim Support	No amount specified		
West Sussex Mediation Service	£50.00	£50	
Kent, Sy & Sussex Air Ambulance			
4Sight	No amount specified		£250.00
	Subtotal	£0.00	£150.00
Overall Total	£3,950	£2,500	
Overall Balance	-£1,450		

Chairman

Date