

**Full Parish Council – Minutes
Unconfirmed**

HORSTED KEYNES PARISH COUNCIL

Minutes of the
EXTRAORDINARY Meeting of HORSTED KEYNES PARISH COUNCIL held on **Tuesday
13 April 2021 at 7:30 pm** held remotely via **ZOOM**.

PRESENT: Cllrs David Colville (Chairman)
Sarah Webster
Jon Martin
Hilary Watson
Celia Forman
Mary Elston
Kevin Coulson

Also in attendance: Michaela Frost- Parish Clerk
Cllr L Stockwell MSDC
Cllr A Lea
18 Members of Public.

There was a 1 Minute Silence to recognise the death of HRH Duke of Edinburgh.

APOLOGIES – Rufus Clarke and Chris Hersey.

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.

None.

FORMATION OF A NEIGHBOURHOOD PLAN STEERING GROUP

Following the resolution of the Parish Council at its EGM on 30 March 2021, this meeting had been convened to formally constitute a new Committee to be known as the Neighbourhood Plan Steering Group, based on the Scheme of Delegation which had been previously circulated.

The Parish Council considered the Scheme of Delegation and after debate some amendments were made to reflect how the Steering Group would operate going forward.

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The Parish Council AGREED that the Steering Group should report back to the full Parish Council for with recommendations and for decisions. It was important that full Minutes were taken at the meetings held by the Steering Group. The Clerk did not have the capacity to take Minutes at all Steering Group Meetings and advised a secretary for the group would need to undertake this. However it was noted that the Clerk should be kept informed at all times. Any meetings with MSDC and other bodies should include the Clerk. All Members of the Steering Group would need to complete Dispensation Forms which would then be authorised by the Clerk.

The Scheme of Delegation (Section 7) was amended and agreed and is attached as an appendix to these Minutes.

Councillors Forman, Watson and Webster volunteered to sit on the Steering Group.

Meeting End

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APPENDIX - Section 7 Scheme of Delegation

Neighbourhood Plan Steering Group (NPSG)

Background



At the Extraordinary Meeting on 30th March 2021 the Full Council approved a motion "that Horsted Keynes Parish Council withdraw its support for the MSDC Site Allocations DPD following the Regulation 14 public consultation, and a Committee of the Parish Council is formally constituted to explore the Neighbourhood Plan allocating sites to fulfil the District Plan's Policy DP6 obligation".

As a Category 3 Settlement (medium sized villages providing essential services for the needs of their own residents and immediate surrounding communities), Horsted Keynes has a minimum requirement over the Plan Period to deliver 69 dwellings, with a minimum requirement of 25 dwellings to 2023/24.

Housing land supply position of 31 December 2019	
Completions (1 April 2014 -31 December 2019) and commitments of 1 November 2019	7 dwellings
Contribution from C2 residential institutions arising from completions and commitments at Westall House, based on the guidance in the DCLG Housing Delivery Test Measurement Rule Book (20 units at a ratio of 1.8)	11 dwellings
TOTAL	18 dwellings

During the Plan Period, subject to policies and allocations within the revised Neighbourhood Plan, "windfall" sites can be included to meet its identified housing requirement.

Approved Documents For Review

The documents approved by the Parish Council at an Extraordinary General Meeting on 30th June 2020 can be found at [Public Consultation \(Reg 14\) \(horstedkeynesparishcouncil.com\)](http://www.horstedkeynesparishcouncil.com).

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The four documents published on 16th March 2021 ([Published Reports 2021 \(horstedkeynesparishcouncil.com\)](http://www.horstedkeynesparishcouncil.com)) for the Extraordinary General Meeting on Tuesday 30th June 2021 were framed as recommendations for the Responses to the Public Consultation and were not considered following the motion that was passed.

Composition

The NPSG is unique as a Committee of the Parish Council in that it includes three councillors and up to three members of the public.

Roles

The NPSG will appoint a Chairman and a Secretary (all meetings will be minuted).

Quorum

Three members, including two councillors, must be present for this meeting to commence.

Meetings

The NPSG meets on an ad hoc basis face to face or via a teleconference.

Purpose

Revise the Neighbourhood Plan to fulfil the motion passed on 30th March 2021 at an Extraordinary General Meeting, to meet the strategic requirements of The Development Plan and to prepare a Neighbourhood Plan for Regulation 14 Consultation.

Process

Using the "NP Plan Process 2014" document as an example, create a list of high-level tasks and timeframes – i.e. a project plan to be submitted to the Parish Council.

Scheme of Delegation

The NPSG has no delegated powers but makes recommendation on all matters relating to the completion of a revised Neighbourhood Plan to the Full Council. Recommendations may be made in closed session if considered necessary (Standing Order 3 (d)).

Dispensation

The HKPC Code of Conduct (adopted June 2020) requires all councillors to declare personal interests to any item on a PC/Committee agenda. At NPSG meetings all councillors live within the Parish, declarations by them

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are generally (but not exclusively) in relation to sites put forward by landowners or their agents for inclusion within the Neighbourhood Plan (NDP) which are located near their home. It was agreed at the meeting of the Full Council on 8th July 2015 that members could apply to the Clerk in writing and the matter would be included on the PC agenda for consideration to ensure that all discussions on the subject were kept in the public domain.

The Clerk will publish a document entitled "Granting of Dispensations to NPSG Members" and a corresponding form for councillors to complete and submit to the Clerk.

Standing Orders

a. When calculating the 3 clear days for notice of a meeting to Members of the NP Steering Group and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
b. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
c. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Steering Group's prior written consent.
d. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, a Member as chosen by the Members present at the meeting shall preside at the meeting.
e. All questions at a meeting shall be decided by a majority of the Members present and voting thereon.
f. The Chairman of the meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
g. Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Member of the NP Steering Group, the voting on any question shall be recorded so as to show whether each Member present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

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h. The minutes of a meeting shall record the names of Members present and absent.
i. The code of conduct adopted by the Council shall apply to Members of the NP Steering Group in respect of the entire meeting.
j. An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Member at a meeting shall be recorded in the minutes.
k. No business may be transacted at a meeting unless at least one third of the whole number of Members of the Council are present and in no case shall the quorum of a meeting be less than three (3)), including two (2) councillors.
l. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
m. Meetings shall not exceed a period of 2.5 hours.

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