

CONFIDENTIAL

HASSOCKS PARISH COUNCIL

**Minutes of the Neighbourhood Plan Working Group Meeting held on
Wednesday 26 February 2014 at 7.30 pm in the Parish Centre, Adastra
Park, Hassocks.**

Present: Paul King (Chairman) Judith Foot
Steven Ecroyd Penny Wadsworth
Bill Hatton David Cumberland
Geoff Copley

Clerk: Linda Baker

Also present was Peter Young, Senior Planner, Dowsett Mayhew.

1. **Apologies for Absence.** An apology for absence was received from Peter Gibbons.
2. **Declarations of Interest.** None.
3. **Minutes of the Meeting held on 23 January 2014.** The minutes were taken as read, agreed by the meeting, and signed by the Chairman as a correct record.
4. **It was agreed that items 5 to 7 on the agenda should be treated as confidential and the public be invited to withdraw.** There were no members of the public present.
5. **Overview of the Neighbourhood Plan Process and Next Steps.**
The letter dated 19 February 2014 from Peter Young had been circulated.
 - a) **Works Undertaken by HPC to Date.** HPC had done some preliminary public consultation, but it was agreed that the evidence was not robust enough to pass examination, and that a fresh exercise needed to be undertaken. Information which had been gathered for previous initiatives like the Village Design Statement, could be used as background and carried forward into the Neighbourhood Plan vision and objectives.
Copies of the Designation Orders, questionnaires previously circulated, background to the Village Design Statement , Parking Survey report, and other information requested by Dowsett Mayhew would be given to Peter Young.
Dowsett Mayhew would be writing to MSDC to seek clarification on whether Hassocks had any designated areas requiring a Habitat Regulation Assessment.

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b) Draft Parish Questionnaire. A preliminary list of stakeholders had been circulated. Landowners and developers would need to be included, but it was likely that if HPC did not have details they would come forward once the consultation process was underway. Examples of questionnaires by other parishes had been circulated, but there was no set format. HPC would need to formulate a vision and objectives and identify key topic areas to be included in the questionnaire. The question areas would fall into three broad categories, Economic, Social and Environmental. It was likely that some follow up questionnaires would be required on specific topic areas. The questionnaire would need to include some information on what a Neighbourhood Plan was, why HPC was producing one, and what the constraints were.

It was AGREED that Steven Ecroyd would draft a Vision and Objectives, based on the work previously produced, which Paul King would forward to him.

HPC would need to publicise the launch of the questionnaire using a multi media approach, including the website, local press, posters etc.

It was AGREED that Penny Wadsworth would research the cost of delivering a questionnaire to every household in the village by Royal Mail, and the cost of including an insert in Talk About.

It was AGREED that Geoff Copley would draft a questionnaire based on the work done previously. Paul King would send him a copy of the questionnaire produced in 2012.

RESOLVED TO RECOMMEND the council purchase a subscription to Survey Monkey as an alternative means of getting feedback from the public.

Peter Young advised that HPC would need a housing needs assessment as a basis for looking at future housing numbers, although the assessment might not necessarily produce a figure which was sustainable. HPC had already produced some figures based on information obtained from MSDC, which had been included in the draft Neighbourhood Plan, and Dowsett Mayhew would give feedback on this.

c) Evidence Base. Dowsett Mayhew had circulated a list of the documents which would need to be assessed as part of the evidence gathering process. Dowsett Mayhew could carry out the scanning process to check if any of the documents had implications for Hassocks, for example on flood risk.

It was AGREED that Dowsett Mayhew would produce a time and cost assessment for prior approval by HPC before undertaking such exercises.

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- d) **Timeline.** Dowsett Mayhew had produced a gannt chart setting out a broad overall timeline, but it was too early to identify specific dates through to completion at this stage. It was AGREED that the working group would aim to launch the public consultation on 1 May 2014, and that at the next meeting the group would look at the questionnaire, arrangements for the public consultation, and a future timetable. Members would work in informal groups to progress the work between formal meetings.
- e) **Resources.** There would be spikes of work in producing a Neighbourhood Plan, which would place an additional burden on the parish office. It was therefore RESOLVED TO RECOMMEND that the Clerk could authorise additional hours to be worked by the Office Assistants, in support of the Neighbourhood Plan, with the approval of the Parish Council Chairman.
- 6. **Community Energy Plan.** RESOLVED that the Environment Committee would be asked to consider proposals for a Community Energy Plan, and produce one for the village if appropriate, which could be incorporated into the Neighbourhood Plan.
- 7. **Co-option of Additional Members to the Working Group.** RESOLVED that Ian Credland would be co-opted, subject to his signing a confidentiality agreement. No other members of the public had confirmed an interest in joining the group.
- 8. **Date of Next Meeting.** 27 March 2014. (Paul King tendered his apologies).

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There being no other business, the Chairman closed the meeting at 9.25 pm.

Chairman.....

Date.....