

## HASSOCKS PARISH COUNCIL

### Minutes of the Neighbourhood Plan Working Group held on 27 November 2014 at 7.40 pm in the Parish Centre, Adastra Park, Hassocks.

Present: Paul King (Chairman) Georgia Cheshire  
Steven Ecroyd Ian Credland  
Bill Hatton Frances Gaudencio  
Judith Foot Virginia Pullan  
Peter Gibbons Justine Fisher  
David Cumberland Adrian Batchelor

Clerk: Linda Baker

Also present were Dale Mayhew, Director, Dowsett Mayhew, and one member of the public.

- 1. Apologies for Absence.** Apologies for absence were received from Geoff Copley and Penny Wadsworth. The Chairman welcomed the new members to the Working Group.
- 2. Declarations of Interest.** Ian Credland and Judith Foot declared an interest in the Ham Fields site as they lived adjacent to it, Frances Gaudencio declared an interest in the Ockley Lane site, and Virginia Pullan declared an interest in Pattendens. Ian Credland questioned the basis of declaring an interest on individual sites as the Neighbourhood Plan would affect the whole village, but it was pointed out that councillors had a duty to disclose a personal or prejudicial interest under the Code of Conduct, and they needed to exercise their judgement as to when an interest would be considered by the public to be prejudicial, particularly when specific development sites were under consideration, and there was a need for transparency in dealing with these sensitive issues.
- 3. Minutes of the Meeting held on 23 October 2014.** The minutes were taken as read, agreed by the meeting and signed by the Chairman as a correct record.
- 4. Consultations with Hard to Reach Groups.** Geoff Copley had handed out leaflets at Hassocks Station, but there had been little response to date. Georgia Cheshire would distribute leaflets to schools and playgroups. Georgia Cheshire and Janet Slaughter had consulted pupils at Downlands and other youth groups and would report back at the January 2015 meeting.
- 5. Summary of Consultation Document.** Geoff Copley had put together the information from the consultations and this would be refined into a document which could be issued to the public by the next meeting.

Georgia  
Cheshire

6. **Development Sites Criteria and Assessments.** The sub group had met Mark Bristow from MSDC and produced a site assessment sheet. A copy of the work done so far on possible development sites, including the SHLA sites, was circulated. This did not include sites already being developed, or the village centre, and there were 3 further sites to include in the assessment. It was agreed that the document would be a background document, which would be used in helping to assess which sites should be included and which sites should not be included in the Plan.

Dale Mayhew would review the assessments and advise if any amendments needed to be made. It might for example be necessary to include information on employment, or environment in the site assessments, and evidence as to how the assessments had been arrived at. Ian Credland would detail the methodology used in the assessments and why some sites had been excluded, and forward this information to Dale Mayhew. Dale Mayhew pointed out that there were strict definitions of deliverability, developable and achievable in defining when sites might come forward.

It was agreed that Georgia Cheshire, Ian Credland and Judith Foot would explore the feasibility of redeveloping the village centre, and bring proposals back to the group if the landowners concerned were interested in the possibility.

7. **Scoping Report.** Dale Mayhew was examining the draft District Plan and Sustainability Appraisal, which had only recently been issued, to ensure that the Hassocks Scoping Report aligned with those documents. The Scoping Report would then be sent to MSDC for comment, copied to the Working Group. If MSDC and the Working Group were happy with the draft the Scoping Report would then be sent to the Statutory Consultees, the Environment Agency, Natural England and English Heritage for a 5 week consultation period. The Scoping Report would set out the tests for the various plan policies.

8. **Project Timetable.** Frances Gaudencio and Virginia Pullan had produced a draft timetable, based on the gant chart produced by Dowsett Mayhew, and copies were circulated. This showed a projected completion date of August 2016. It was agreed that the timetable should be accelerated as much as possible and that it might be possible to bring forward the proposed date for publishing the Neighbourhood Plan by several months. It might be possible to reduce the time taken by running some tasks in parallel, and making more use of consultants, but there were fixed consultation and other timeframes which could not be shortened, and the parish would have no control over the time MSDC took to submit the document to the independent examiner. It was agreed to break down the tasks into discrete units which could be undertaken by sub groups, reporting back to the Working Group.

DM

IC

GC/IC/JF

DM

DM

## 9. Next Steps.

- The initial site assessments would be completed and circulated by 15 December 2014, so that they could be considered at the December 2014 meeting. (Ian Credland, Adrian Batchelor, Judith Foot, Bill Hatton, Virginia Pullan)
- The next public consultation would be planned for early in 2015 and proposals put to the next meeting (Ian Credland, Georgia Cheshire, Adrian Batchelor, Frances Gaudencio)
- Georgia Cheshire would be the publicity/event co-ordinator
- Paul King would ask Justine Fisher if she would handle communications for the Plan.
- Members of the group would consider which topic areas, other than housing, they would be prepared to lead on and who would be responsible for each topic area would be agreed at the next meeting
- The question of appointing a project manager would be discussed at the next meeting
- Dale Mayhew would produce a project management plan showing the work involved, for consideration at the next meeting
- Dale Mayhew would send costings for his input to the end of the year which would be set against the government grant

**10. MSDC Evidence Base on Future Infrastructure Requirements and Historical Flooding Events.** Members would send any comments to the Clerk before the deadline of 10 December 2014. It was suggested that the Beacon Centre should be included.

**11. Land North of Shepherds Walk: Local Green Space.** Councillors had met local residents prior to the meeting to listen to their proposals for having the land north of Shepherds Walk designated as a Local Green Space. Dale Mayhew confirmed that the only mechanism for designating a Local Green Space was via a Neighbourhood Plan. It was agreed that this would be considered in the development of the Plan.

**12. Project Budget.** There had been no change since the previous meeting. MSDC had confirmed that the District met the cost of the Referendum.

**13. Date of Next Meetings.** 17 December 2014 at 7.30 pm. The topics for discussion would be:

- The site assessments
- Arrangements for the next consultation event
- The topic areas group members were going to take forward
- Project management

Meetings dates for 2015 were agreed, all meetings to be at 7.30 pm:

22 January

6 February

26 March

IC/AB/JF/  
BH/VP

IC/GC/AB  
FG  
GC  
PK/JF

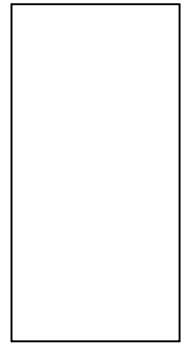
All

DM

DM

All

23 April  
28 May  
25 June  
30 July  
27 August  
17 September  
29 October  
26 November  
10 December



There being no other business the Chairman closed the meeting at 10.50 pm.

Chairman.....

Date.....