

HASSOCKS PARISH COUNCIL

Minutes of the Neighbourhood Plan Working Group held on 17 December 2014 at 7.30 pm in the Parish Centre, Adastra park, Hassocks.

Present	David Cumberland	Georgia Cheshire
	Bill Hatton (Chairman)	Ian Credland
	Judith Foot	Frances Gaudencio
	Peter Gibbons	Ginny Pullen
	Adrian Batchelor	

Also present Dale Mayhew, Director, Dowsett Mayhew, and three members of the public.

1 Chairman

In the absence of Paul King it was agreed that Bill Hatton would chair the meeting,

2 Apologies

Paul King, Penny Wadsworth, Steve Eckroyd, Justine Fisher and Geoff Copley.

3 Declarations of Interest

Ian Credland and Judith Foot, Ham Fields. Frances Gaudiano, Land East of Ockley Lane. Peter Gibbons Land North of Clayton Mills. Ginny Pullan, Pattendens. Adrian Batchelor, Land South of Dale Avenue.

4 Minutes of Meeting of 27th November 2014

Minute 9 was amended to include Ginny Pullan and Bill Hatton as members of the Public Consultation Group. The remainder were agreed as a correct record.

5 Public Consultation on Housing Sites

Frances Gaudencio referred to the minutes of the Public Consultation Group of the 10th December which had been circulated by email. The first major consultation will be on housing sites and, subject to confirmation, will be held in the main hall at Downlands School on the 30th and 31st January next year. In order to maximise community involvement, leaflets and response forms will be sent to a wide range of community groups, organisations and households. Notices will also be posted around the village, in shop windows and on lamp posts.

The Group had also produced a poster advertising this event. After discussion it was agreed that this should be amended to invite residents to comment on a range of housing numbers and clearly to show that the event is being organised by HPC. There was also discussion on the conduct of the meetings, (tables of ten with

rapporteurs etc) and of the need for as many parish councillors and members of the group as possible to be available to assist on the 30th and 31st.

The cost of the publicity is estimated to be £400. The cost of hiring the Downlands Hall is not yet known.

Dale Mayhew advised that Parish On Line Mapping is available at a low cost and had been of great assistance to the consultation exercises undertaken by other parishes. He would email details of this to the Clerk

The next meeting of the group will be on the 6th January.

It was agreed:-

- 1 The group will produce a revised poster and circulate this to members for agreement by email. **Action FG**
- 2 Subject to confirmation the consultation meetings will be held on the 30th January, 7.30 pm and the 31st January, 1pm at Downlands School. **Action GC**
- 3 The cost of the exercise, approximately £400 for the publicity, and £200 for the Hall be met from the NPWG Budget be authorised immediately. **Action FG/GC**
- 4 The proposals of the group regarding community involvement and consultation with adjoining parishes be accepted. **Action Consultation Group.**
- 5 Details of the Parish On Line Service would be sent to the Clerk. **Action DM**

6 Topic Areas.

It was agreed, bearing in mind the current workload, that this item be deferred until the next meeting.

7 Increase in Involvement of Dowsett Mayhew

Dale Mayhew tabled a Proposed Project Plan setting out the scope of work required to progress the Neighbourhood Plan to the point of adoption. It sets out this work together with a schedule for the various tasks. It also sets out time line which is considered to be ambitious but achievable allowing for best practice on consultation and stakeholder involvement. It proposes the submission of a Draft Plan to MSDC in November 2015. MSDC will then carry out a consultation on the Draft Plan – minimum time 6 weeks. When the Plan reaches the end of the MSDC publicity period it will become a material planning consideration and will carry weight in the determination of applications.

The Project Plan assumes that the consultant leads on the production of the Plan with continued support of the NPWG in stakeholder engagement .

The work required from January 2015 until the end of the MSDC publicity period is estimated to be 40.5 days. The cost would be £24,300 plus out of pocket expenses and VAT.

The Group discussed this proposal and agreed to recommend acceptance to Full Council.

It was also noted that, in the matter of payment for the services of the consultant, part of the Grant from the DCLG remained unspent and could contribute to

the cost of the increased involvement of Dowsett Mayhew. Dale Mayhew agreed to invoice the Council for work carried out since the last payment with the remainder of the Grant to be held on account to pay for work on the Project Plan.

It was agreed:-

- 1 That Full Council be recommended to agree the Project Plan as submitted and that Dowsett Mayhew be authorised to commence work immediately.

Action Clerk

- 2 That Dowsett Mayhew invoice the Council for work carried out since the last invoice, this invoice to include an accrual element, the total of which will equate to the remainder of the DCLG Grant. **Action DM /Clerk**

8 Appointment of Project Manager

In view of the agreement to increase the involvement of Dowsett Mayhew it was considered there would be no need to appoint a Project Manager. Ian Credland agreed to take on a co-ordinating role insofar as this is necessary.

9 Scoping Report

Dale Mayhew advised that he was almost ready to submit the Scoping Report for the Sustainability Appraisal. This is an essential first step in the process. The document will set out the proposed sustainability framework for the Sustainability Appraisal of the Neighbourhood Plan. He needs our agreement to specific parts of the report, particularly strengths and weaknesses and the baseline. He will email this document to members for any final comments.

It was agreed:-

The Scoping Report will be emailed to members for comment and agreement.

Action Dale Mayhew

10 Site Assessments

Dale Mayhew advised on the methodology. He considered it to be fit for purpose but said that recent DCLG Guidance required amendment to the Achievability Criteria. The previous criteria relating to deliverability in terms of 1-5 years, 6-10 years etc are no longer held to be robust.

This is an evidence based, not subjective, exercise, so we need, for each site, to specify whether it is:-

- Suitable – location, access, topography etc
- Available – Intent of land owner, problems of land assembly etc
- Achievable - there should be no impediments to bringing the site forward eg not landlocked.

He also stressed the need for consistency in the assessments.

Using this methodology the Group then completed assessments for the following sites:-

- Land North of Clayton Mills

- Hassocks Golf Club
- Land to the east of Lodge Lane

It was then agreed that, due to the lateness of the hour, it would not be possible to complete any further assessments. It will be necessary to convene another meeting of the site assessment group early in the New Year to complete this task. This will not cause any delay to the consultation exercise.

It was agreed:-

A meeting to finalise the site assessments be held in early January.

Action IC/BH/GP/AB/JF

11 of Next Meeting

22nd January 2015, 7.30 pm

The Chairman closed the meeting at 10 pm