

HASSOCKS PARISH COUNCIL

Minutes of the Neighbourhood Plan Working Group held on 16 March 2015 at 7.30 pm in the Parish Centre, Adastra Park, Hassocks.

Present: Ian Credland (Chairman) Virginia Pullan
 Peter Gibbons Frances Gaudencio
 Bill Hatton Penny Wadsworth
 Geoff Copley Judith Foot
 David Cumberland Georgia Cheshire

Clerk: Linda Baker

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

1. **Apologies for Absence.** Apologies for absence were received from Adrian Batchelor and Steven Ecroyd. Paul King had notified the NPWG that he was standing down from membership and as Chairman of the NPWG, although he would follow through with meetings on education and health. The committee agreed that Ian Credland would be appointed as Chairman of the NPWG. The committee expressed thanks to Paul King for all the work he had done in chairing the working group over the past two years.
2. **Declarations of Interest.** Ian Credland and Judith Foot declared an interest in Ham Fields, Frances Gaudencio, land east of Ockley Lane, Peter Gibbons land north of Clayton Mills, and Virginia Pullan, land at Pattendens.
3. **Minutes of the Meeting held on 26 February 2015.** The minutes were taken as read, agreed by the meeting, and signed by the Chairman as a correct record.
4. **Workstream Reports.**
 - a) **Housing.** Notes of the housing workstream meeting held on 9 March 2015 had been circulated. The comments on the questionnaires received following the January 2015 open sessions were being analysed and input into a spreadsheet by members of the group and the parish office. Any factual comments regarding the accuracy of the information held on the sites under consideration would need to be taken account of.
 - b) **Economic Development and Tourism.** A meeting of the workstream had been held on 16 March 2015. From data received from MSDC, 150 businesses in Hassocks paid business rates and there were 500 home workers in the village. The group was exploring ways of canvassing these groups. There was also a question of how much research needed to be carried out into

identifying these groups. Dale Mayhew advised that there was a need to identify how sustainable business was at the moment, what was the capacity to accept further growth and what the constraints were, and reference was made to the MSDC Draft Settlement Sustainability Review, March 2015, (circulated to the NPWG by email on 9 March 2015).

Survey Monkey could be used to obtain views from the business community, and the survey could be advertised via social media. Geoff Copley would investigate setting up a Survey Monkey survey using the HPC account, and Ian Credland could publicise a survey via social media. Frances Gaudencio would copy the draft survey to Dale Mayhew for comment, and send a copy to Geoff Copley. The group had identified a brownfield site, Broadhill Craft Workshops, which needed investigation. The parish office would investigate if there were land registry records of ownership. With regard to the Station Goods Yard site, MSDC had approved a development brief on the site in May 2012, and a copy of the brief and adoption statement was available in the parish office for reference.

- c) **Old People/Young People.** This would be fed into the other workstreams and not treated as a separate workstream. Bill Hatton and Frances Gaudencio had been to Age Concern to canvass opinion, and Bill Hatton and Penny Wadsworth had met John Rose at Age Concern to discuss possible village centre redevelopment.
- d) **Amenities/Education/Health.** Steven Ecroyd and Paul King were taking this forward. Paul King had emailed a report that:
- There was a meeting with WSCC on 20 April 2015 to discuss their strategic plans for the locality
 - He was writing to the PCT and Hassocks Patient Participation Group to discuss their views and plans with the aim of meeting late March/April
 - A statistical review of provision of amenities to population size in the anticipated growth scenarios i.e. 250, 450, 600 new homes would be conducted.
- e) **Transport.** Geoff Copley had circulated a draft Transport document. Dale Mayhew commended the preparation of the document which included the collection of baseline information, using the information to identify the issues the NP sought to resolve, and how these issues could be developed into policies. It was possible that some elements could not be translated into policies which were eligible for inclusion in the NP, and further information might have to be provided to pass the independent examination. It would be useful to have a discussion with MSDC and WSCC at this stage to see if there was support for the policies. It was agreed that Geoff Copley and Dale Mayhew would set up a meeting with Mark Bristow at MSDC.

- f) **Environment.** The workstream group had met twice, and were producing a draft paper on wildlife, a landscape character assessment and an urban character assessment. The drafts would be circulated. Photographs of key views were also being taken.
5. **Correspondence.** Copies of the correspondence received to date, and the responses, and copies of the correspondence received to date which had not been replied to, had been circulated. Ian Credland would draft a thank you to everyone who had submitted comments, which would be put on the HPC website. Ian Credland would draft responses to Mr & Mrs Smart and Hilary Handel. With regard to flooding issues, Dale Mayhew urged caution in referring to anecdotal evidence which might not be substantiated. A draft of FAQs and responses had been circulated. Geoff Copley had commented on the draft, and Dale Mayhew would revise the FAQs before the information was put on the website. It was agreed not to refer to the unconstrained housing number for Hassocks quoted by MSDC as this could be misleading. Geoff Copley would draft an explanation of the binary results from the January 2015 consultation, which would be reviewed by Dale Mayhew prior to publication on the HPC website. Ian Credland had circulated details of the membership of the workstreams, and an update version would be put on the HPC website.
6. **Administration of the NPWG.** A resource issue in supporting the work of the NPWG had been identified. The parish office was unable to provide all the extra administrative support required to produce a NP, and the work being required of the office was having a detrimental effect on the normal work of the parish council. It was agreed that there was a requirement to recruit a suitably qualified administrative assistant on a fixed term contract, probably until August 2015 when the bulk of the work would have been completed.
- Dale Mayhew would draw up a brief for the role, based on the experience of other parishes who were using a dedicated administrator
 - Bill Hatton and Geoff Copley would make enquiries of people they knew who might be interested in the role, and other group members were encouraged to contact anyone they knew of
 - Dale Mayhew will introduce Ian Credland to a contact who administers two parish NPs in Horsham, to ask if they would consider taking the Hassocks role in addition
 - Dowsett Mayhew have an administrator who may be able offer some additional assistance. Dale Mayhew would discuss further with his partners to consider capacity to make this offer and will revert in due course with the cost (in the order of £25 per hour).
 - Proposals for employing an administrator on a fixed term contract would have to be put to the parish council for approval, with a budget for the role

7. Date of Next Meeting. 26 March 2015 at 7.30 pm. It was agreed that the meeting scheduled for 18 March 2015 with representatives of the Hassocks Golf Club would be cancelled, and if possible re-arranged before the 26 March 2015 meeting.

There being no other business, the Chairman closed the meeting at 8.55 pm.

Chairman.....

Date.....

DRAFT