

# LINGFIELD NEIGHBOURHOOD PLAN STEERING GROUP

## Minutes of Meeting

held at Lingfield Community Centre on Monday 30<sup>th</sup> March 2015

### 1 Present and Apologies

**Present** – Cath Hearnden (Chair), Liz Lockwood (Secretary), Deanne Parry Jones (Treasurer), Susan Tyrrell (Minutes), Andrea Watson (Communications), Ian Jones, Graham Marks, Richard Young, Chris Eakins

**Apologies** – Frances Porter, Brian Perkins, Mark Jenkins, John Cole

### 2 Minutes of previous meeting to be approved and signed

The minutes of the previous meeting held on 2<sup>nd</sup> March 2015 were approved and signed.

### 3 Matters Arising

- a) **Terms of Reference** – The revised Terms of Reference will be presented for approval to the Parish Council at their meeting tomorrow, 31<sup>st</sup> March.
- b) **Pre-election period** – Liz reported that after making various enquiries, the rules relating to ‘purdah’ will not be an issue for the NP.
- c) **Meeting with Sarah Thompson, (Head of Planning Policy – TDC), 5<sup>th</sup> March.** Liz reported that the meeting had been extremely useful and helpful. Sarah will be our ‘point of contact’ at Tandridge and fact finding evidence in connection with planning application statistics, housing statistics, environmental maps etc. will be made available to us through her or Marie Surtees (Head of Strategic Planning).

In order that the Local Plan takes into account the findings of the NP relating to the housing numbers that Lingfield can sustainably accommodate, it was agreed that the Steering Group will need to work with TDC and to ensure that figures are made available prior to the publication of the Local Plan (December). Contingency figures will need to be prepared to allow for the possibility of expansion at Gatwick Airport. We should prioritise infrastructure and housing numbers to meet this timescale.

Sarah stated that she would like to attend a Steering Group meeting, and an open invitation was extended. Copy Minutes of meetings will also be forwarded.

- d) **Topic Groups** – thanks were proffered to Richard for preparing the Terms of Reference for the Topic Groups, which were approved, subject to ‘Objectives’ including the review of any relevant new legislation, with particular reference to the New Care Act.

Membership of the groups was confirmed as follows:

**Environment and Countryside** – Richard Young (Chair), Andrea Watson

**Community Facilities and Infrastructure** – Cath Hearnden (Chair), Mark Jenkins

**Local Economy and Transport** – Ian Jones (Chair – to be confirmed), Frances Porter

**Land Use, Housing & Development** – Deanne Parry-Jones (Chair), Liz Lockwood

It was agreed that each Topic Group should have a maximum of 4 or 5 members. The need to attract volunteers with specialist knowledge or skills in the various fields was discussed. Andrea has already approached Fay for ideas, and will prepare an item for the local press/Community News

and newsletter via email. Liz will also call for interested volunteers at next week's Annual Parish Assembly Meeting, with a view to getting the core of the groups set up before the next monthly meeting.

Concern was raised regarding the time involved to source information and evidence and to keep to the timescale suggested by Richard. Cath suggested employing a student during the summer holidays to research and collate the necessary data, and offered the use of her office for this purpose. If the budget allows, this could be done at adult minimum wage for a period of two months (June/July or July/August). Liz will raise this at tomorrow evening's Parish Council meeting.

Cath asked Richard if a 'template' could be formulated so that each Group tackles their topic in the same manner. The overlap between Groups i.e. footpaths and flooding was discussed with the matter of drainage being assigned to Community Facilities & Infrastructure, and ditches to Environment & Countryside.

Topic Groups will occasionally need to meet at the same time to share information. It was agreed that the first meeting would be on Monday 13<sup>th</sup> April, 6p.m. to enable each group to formulate a working task list. Liz will enquire whether two rooms can be made available at the Community Centre.

**e) Business Survey** – Liz has amended the online survey which is now ready to go 'live'. Andrea will prepare a press release and Liz will distribute flyers to shops/railway station etc. The survey will be kept open until 31<sup>st</sup> May. It was suggested that local businesses could be contacted by 'liking' their facebook page, and inviting them to join the Lingfield Neighbourhood Plan Facebook page to complete a business survey.

**f) Youth Engagement** – Thanks were expressed to Chris for preparing the Facebook page. To further raise awareness of the LNP we could 'like' the pages belonging to the youth football club , cricket club etc.

The Youth Engagement Day was discussed, Liz explaining that the date originally planned as June 7<sup>th</sup> would not be suitable owing to the Parish Church Fete being the same weekend. A new date of July 4<sup>th</sup> was suggested, with the theme being 'American Independence Day'. Liz will ask Brian to obtain a permit from TDC for the use of Jenners Field.

**g) Time frame for submission of NP** – Richard had prepared a revised programme, with a key date of end August/early September for Topic Groups to have completed the bulk of the work thus allowing the Steering Group to move forward to produce the first draft of the policy documentation. This highlighted a number of issues; in particular the time frame for assessment of information/evidence by the Topic Groups if this is to be collated during June/August, completion of the business survey, and the need to tie up with the Tandridge Local Plan. Richard will look at the programme and adjust accordingly.

#### **4. ANY OTHER BUSINESS**

**Declarations of Interest** – Liz will circulate, by email, the necessary documentation for members of the Steering Group to complete, which in turn will be published. Members should note any interest they may have or benefit that may be obtained by the outcome of the NP.

#### **Date of next meeting**

<b>Topic Groups</b>	<b>Monday 13<sup>th</sup> April 2015</b>	<b>6pm</b>	<b>Plaxton Room, Lingfield Community Centre</b>
<b>Steering Group</b>	<b>Monday 27<sup>th</sup> April 2015</b>	<b>7.30 for 8 pm</b>	<b>Plaxton Room, Lingfield Community Centre</b>

