

LINGFIELD NEIGHBOURHOOD PLAN
STEERING GROUP – EXTRAORDINARY MEETING
Lingfield Community Centre
Monday 15TH DECEMBER 2014

MINUTES

1 Present and Apologies

Present – Cath Hearnden (Chair), Liz Lockwood (Secretary), Andrea Watson (Comms), Mark Jenkins, Ian Jones, Francis Porter, Richard Young, John Cole

Apologies – Guy Dickerson, Jeanine Searle, Graham Marks, Brian Perkins, Emily Tomlinson, Deanne Parry Jones

2 Reason for meeting and matters arising

To discuss the **462** completed Community Surveys and how to deal with the data and comments which had already been collated after sharing the surveys at the last meeting.

It was agreed that all information would be transferred to a spreadsheet created by Richard Young. (Spreadsheet already circulated.)

This will enable in the first place - simple graphs to be created for questions 1-9 showing the results in numerical terms.

More complicated is how to present the additional comments which are wide ranging. A long discussion took place as to how this data could be presented without every comment being detailed. It was agreed that generally where there were very similar comments on subjects such as 'lack of infrastructure' or 'parking problems' these could be dealt with by adding a column such as 'Need better infrastructure, surgery, school' and totalling comments falling in this area.

Concern was shown that comments that did not fall into any particular general category should nevertheless be allowed in spite of the fact that this might not be deemed to be statistically important. For example, 'Improve Scats Frontage' was voiced by just one person yet is it possible that it is the view of many more. This may emerge at the Open Day

Eventually it was agreed to add all comments to the spreadsheet however singular. In some cases these might be put in the separate Wish List category not on the spreadsheet.

3 The appointment of consultants was also discussed.

Tom Warder of Action in Rural Sussex (AiRS) and Brendan O'Neill, Consultant at RCOH,

had quoted £16,250 to write the whole Neighbourhood Plan. The Steering Group felt there were many parts of the quote for which they do not need to pay a consultant however AiRS say they are not prepared to do piecemeal work, apart from for example a Visioning Day meeting. The Steering Group on the whole felt that the amount was excessive and that a wait and see policy might be better. Quotes from a second consultant Tim North are awaited. A third quote from Dowsett Mayhews was higher than that of AirS.

Should the Steering Group's idea of buying in specific help for the writing/checking of the policies before submission be too expensive proportionally than as part of the itemised quote then it was felt that the Steering Group itself had the skills to write the draft. Several successful NPs have been published and these could be used as a template for Lingfield's NP without breach of copyright. Help can also be sought from Tandridge District Council who have been allocated central government funding to support plans (for financial year ending 2015, up to £100,000 was available to TDC for the five NPs being written at the time). We can also apply for direct help from Locality to support this also – in the form of practical help.

4 Finance.

Further discussion took place over financing and budgeting arrangements with regard some points raised at the previous parish Council meeting which took place on December 2nd. If consultants are not instructed before December 31 then the part of the grant to cover this cost will have to be returned. It makes the group ineligible to apply for any interim "bridging grants" available now and we will have to wait until April to apply for the next tranche of funding.

Action Points

1. Score totals to be submitted to Richard by Thursday 18 December in columns provided for each of those with surveys, with particular emphasis on the results for questions 1 to 9.
2. The summaries of comments to be added to the spreadsheet no later than December 31st
3. The score totals (numbers not comments) for these questions to be presented in graph form to be taken to printer before the end of year budget deadline (Liz).
4. John to compile brief reports to submit to Parish Council and budget updates will be submitted with these to the parish council meetings.

Next meeting 5 January 2015 8pm Community Centre

Meeting Closed at 10.10 p.m.