

Lingfield Neighbourhood Plan Steering Group

Minutes of Meeting 1 December 2014

1 Present

Cath Hearnden, Liz Lockwood, Andrea Watson, Ian Jones, Graham Marks, Francis Porter, Richard Young

Apologies Brian Perkins, Emily Tomlinson, Sue Tyrell, John Cole, Guy Dickerson, Deanne Parry-Jones, Jeanine Searle, Mark Jenkins,

2 Minutes of previous meeting approved and signed

3 Matters arising

- a) **Meeting with consultants** – Brendan O’Neill of consultants’ rCOH and Faustina Bayo of AiRS met with Cath, Richard and Liz on the 27th November. Initial discussions were around the possibility of working closely with adjacent Dormansland to make sure we were not in conflict with their policies. It was suggested that there were significant differences between the 2 areas but it would be important to maintain links. Brendan discussed advantages of having “visioning “ exercise where range of “possibilities” can be discussed and Faustina mentioned the advantage of some tasks being kept separate from the residents especially where confidential information was involved as in a housing needs survey.

A submission of a break-down of tasks into a project sheet has already been sent. This was discussed and items on the list which have already been done and that we could easily do ourselves reduced the total from 22 to about 15 days. The terms of payment for AiRS is 50% up front and could be funded by grant allocation before its expiry date (and there is a reserve of nearly £2000 which may be able to tap into). If we need a Strategic Environmental Impact Assessment and a full housing needs survey – then we may need an extra days and a reserve of up to 3 days was suggested. Liz will draft a reply to AiRS to this effect. It will be pertinent to obtain at least 2 other quotes for these work tasks, even if other consultants do not have a similar track record or are as local as AiRS. However the grant funding allocates a maximum of £500 per day and this is likely to be what every consultant will quote, as they are aware most parishes are receiving grant funding with these fixed limits.

Liz will approach Dowsett Mayhews (Hurstpierpoint’s Plan consultants) and Tim North (West Hoathly’s consultant) for quotes.

If the parish council commissions the work directly, they can claim VAT back.

There is an additional benefit to Lingfield using AiRS, if D'land use them as proposed, there will be further opportunity to make sure the plans are in full harmony as the planning consultants be working in the combined interest of both plans. The D'land steering group are going to ask their parish council for approval for the full commission, less the few days their steering group is happy/able to do.

Key areas identified for the consultants for Lingfield are the Visioning exercise, ensuring compliance with local and national planning, refining draft policies and possibly having an attendance at one of the open days. It would be preferred that the consultants are able to engage with landowners if site allocations are part of the Plan to ensure complete clarity and that it may be that time is provided for the consultants to do their own project management – given they will be dipping into our Plan at intervals and not following the whole thing through and this will necessarily be more difficult for them.

- b) **First community survey** - numbers returned to date 59 online; 347 posted back; 56 hand delivered. Total so far 462 – of 1800 homes – more than 25%. This is an excellent response!
- c) **Timetable – project plan** – this will tie in with the consultants work
- d) **Open day Saturday 17 January 12 to 5pm** both the hall and the kitchen area are booked.
The rooms were not available on the 10th.

4 Budget request to Lingfield parish Council

Parish meeting 7.45pm 2 December. The parish council had expressed, through their chair, at the last parish meeting, that they wished to see a reduction in the amounts ring-fenced for the Plan in this year's budget and a reduction in the portion of the next year's precept to be allocated for the Plan as well. It is to be discussed at the next parish meeting where the steering group will be given an opportunity to state their case for funding for the next financial year.

It was noted that the precept last year had £5000 allocated to the Plan and it was hoped that whatever was left of that the end of the year could be carried over in full. It was also hoped that a request for a further full £5000 could be put into next year's precept – as this would not involve any increase in the rates to the parishioners.

Funding is required for incidental expenses not covered by the grant – eg the consultants' expenses, liability insurance, etc. It will also be crucial to maintain the work of the Plan in between grant funding periods. Grants cannot be given to cover retrospective costs.

The key reason funding is required is to ensure continuance of the Plan should full or part grant funding not be obtained in the next round. Two cohorts of grants are available – a bridging grant open to us after 31 December and full grants from 1 April. The amounts on offer have not been published. There is also Direct Support –

where Planning Aid/Locality staff give professional support for selected aspects of the Plan. Any of these will depend on a successful grant application.

5 Business Survey

The draft survey was discussed and refined – to include in the introduction assurance of complete confidentiality; to include questions on parking spaces off road for clients/staff; ages of employees; to put into appropriate question request of information on apprenticeships and equal opportunities for disabled workers; to include local publications in the communications section – especially Community News and to take out the questions relating to where new businesses could locate.

It was suggested the questions will be online only (perhaps the ones not online could have a phone survey). Liz will circulate amended draft.

It will be advertised by a leaflet drop, promoted by the Plan banner, on radio Meridian FM, the Open Day 17 Jan, through the website newsletter (75 signed up), through the Community News (next edition deadline 11 January, on doormats Feb), addresses of rate paying businesses can be collected from Tandridge – hopefully the rest can be picked up by word of mouth. Aim to have survey active mid-January.

6 Collation of survey results

Tally sheets and survey response sheets shared amongst group to take away and try to count the responses and fill in the numbers – the (wordy) comments can be collated at an additional meeting:-

Meeting room upstairs (Plaxton Room) booked 8pm Monday 15 December

Meeting ended 9.30pm

7 Date of next Steering Group Meeting Monday 5 January 8pm L&DCC