

Lingfield Neighbourhood Plan
Steering Group Second Meeting
6 October 2014

Minutes

1 Present & Apologies

Present – Cath Hearneden (chair) , Chris Joynes (treasurer), Liz Lockwood(secretary), Andrea Watson (comms), John Cole, Mark Jenkins, Ian Jones, Deanne Parry Jones, Francis Porter, Brian Perkins, Jeanine Searle, Emily Tomlinson, Richard Young

Apologies - Sue Tyrell, Guy Dickerson and Graham Marks

2 Minutes of previous meeting to be approved and signed

Done

3 Matters arising

Constitution – FOI – feedback from Tandridge (legal dept) we must make available to reasonable requests, information requested, including copies of email correspondence, under FOI. We can pass on costs and can reasonably refuse request if the end product of communications is published in any form.

Insurance – cover arranged with Zurich policy number P/ 01/ 26893993 / XAO:27T0010013, until 24 Sept 2015, premium £201.40 includes legal cover and liability to £5 million.

Timetable – spreadsheet circulated but a calendar may be more useful (Liz to do)

Events permission for Fireworks night at racecourse obtained – to find out about Fairtrade convention 29 Oct and to check if Christmas Shopping evening going ahead (Liz to do). Additional members joining tonight reduces need to recruit more.

4 Survey – nature and content

a) Size and appearance

Agreed that A5 booklet layout with detachable front sheet along the lines of the Dormansland example

Detachables front sheet helps separate data from personal details

Incentive to return – prize – Dormansland has cash prize, Jeanine offered prize of voucher to be used at Hair Designs, could approach Racecourse for offer of prize but may be counter-productive as some residents may not be so keen on races

When to distribute/collect

Agreed to distribute by volunteers to every house/business with SAE attached for return. Value of Community News discussed as method of distribution but felt that if sent separately, will have a "stand alone" value and may be more noticed. To try to get something in the next Community News to alert residents to arrival of survey (already done). Survey could probably be ready to distribute before end of October.

b) Key topic areas – suggestions

Parking & enforcement of breaches
Green space
Businesses
Affordable housing
Traffic – speeds
Environment – drainage – flooding
Surgery
School size
Monoculture of High Street – restaurants – negative and positive aspects
Unloading Lorries
Pinch Points
Appearance of village – maintenance of verges, footpaths (overhanging vegetation)
Vacant shops

c) Question type/format

First question positive engagement but requires thought to have to choose just 3
Mix of tick boxes and open questions to get opinion
On housing – have to start with accepting housing – ask for preference on where – take opportunity to describe possible locations: infill; increased density; brownfield; windfall;
Already have Village Design Statement – used by TDC for appearance but we can ask who the new houses are for
To make more personal – use "homes" instead of "houses"
On parking – to identify if need for off street parking – try to find ways to achieve this – find a site or planning applications to increase off road allowance
Liz to draft and circulate before the end of the week

5 Lingfield Bonfire Night (Sat 1 November)

Volunteers – Liz Emily Richard Andrea and Jeanine

Racecourse can provide location under cover – Grandstand Atrium – may not be huge number from Lingfield but good to have a presence – should be able to get surveys completed and provide information. Gates open 5pm fireworks start 6.45pm.

6 Date of next Meeting Monday 3 November 2014 8pm L&DCC