

# **Lingfield Neighbourhood Plan** **Steering Group First Meeting** **6 September 2014**

## **Steering Group**

Catherine Hearnden (Chair)  
Christopher Joynes (Treasurer)  
Liz Lockwood (Secretary & project manager)  
Susan Tyrell (Minutes)  
Andrea Watson (Press/Communications)  
Deanne Parry Jones  
Emily Tomlinson  
Francis Porter  
Mark Jenkins  
Ian Jones  
Guy Dickerson  
John Cole (Parish Council representative)  
Brian Perkins (District Council Representative)  
Graham Marks (special interest Care in the Community also on Parish Council)

## **Minutes of First meeting**

**Apologies** : Chris Joynes and Brian Perkins

### **1.Appointment of officers**

Confirmed as identified in list above

#### **Actions**

To contact Chris to confirm he will be treasurer – done  
Cath - Additional support to be sought for website/social media.  
Liz – to approach Kate Limbert to see if she may be persuaded to join to give legal dimension.

### **2. Agreement of Constitution**

Draft constitution distributed and agreed in principle. Discussion regarding Freedom Of Information Act. Specifics of obligations to be sought. All minutes, agendas, documents, etc will be available on the Lingfield Neighbourhood Plan website ([www.lingfield.info](http://www.lingfield.info) )

Discussion of public liability insurance obligations as Lingfield Parish Council insurance does not cover the work of the NP – agreed to obtain appropriate cover to include a legal support element. Zurich cover £200 approx per annum includes this and is used by parish councils and includes the legal support. Two other companies' quotes sought and cost similar amounts but the legal support was extra premium.

#### **Actions**

Liz - Arrange public liability insurance for volunteers and up to 5 public events per annum (ordinary meetings are part of main body of work); request funding from Lingfield Parish Council for this.

Liz - Speak to Tandridge District Council and Locality about how FOI Act applies to Steering Group

### **3.Start of Neighbourhood Plan**

Copies of Locality's "Roadmap" distributed (links on website for Neighbourhood Plan info). Andrea and Liz have been on training course run by Department of Communities and Local Government and confirm guidance that it's better to do all the stages thoroughly rather than have the inspector come back and tell you to do bits again.

Note on funding - £5180 has been awarded by government grant for start-up – website, fliers, banners, meeting venue costs, printed resources, and some professional help has been pre-approved but needs to be spent before end of 2014. There will be some grant funding available next year, applications due in by April.

Collection of evidence base is start of plan – finding out exactly where the parish is at present – population demographics, state of service provision and collection of opinions of residents/workers in the plan area. Lingfield Parish Council have set aside £5000 for NP for financial year ending April 2015. It was agreed to put budget breakdown as document onto the website as well.

Questionnaire survey is most effective method to collect opinions/aspirations from residents, etc. Reference made to Lingfield and Felcourt Village Plan (2010) as having large A4 set of questions and persistence required to collect completed surveys. Dormansland's survey was looked at and further examples will be circulated so that at next meeting a survey can be assembled in readiness for publication and circulation, possibly to be distributed at about school half term – last week in October.

Use of local events for Plan to "piggy back on" for publicity – important for engaging with all sections of the community

Suggest to obtain space at Racecourse for Fireworks night (Sat 1 November) and Lingfield Christmas Shopping evening (to be confirmed). Presence at all events is very valuable.

Discussion of use of professional support to collect the evidence from the services as a possibility, although most is available online at Office of National Statistics (<http://www.ons.gov.uk/ons/index.html>). Forums and website offering support have copies of questionnaires used and methods of collecting evidence.

#### **Actions**

Liz - set out a timetable for Plan (there is a spreadsheet available for this) – it will have fixed points – ie the consultation periods which are statutory and will need to fit around events in the village.

Liz - circulate examples of other NP surveys and a summary of population statistics of village (this and budget to go on website).

Andrea - piece for the Community News – deadline 5 October

Liz – obtain bookings for events

#### **Next meeting Monday 6 October 2014 8pm**

Upstairs room Lingfield and Dormansland Community Centre

Public are welcome to attend to watch

Agenda to include:

Collection of evidence – Questionnaire survey, design and content.