

LINGFIELD NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of Meeting

held at Lingfield Community Centre on Monday 1st June 2015

1 Present and Apologies

Present – Cath Hearnden (Chair), Liz Lockwood (Secretary), Susan Tyrrell (Minutes), John Cole, Chris Eakins, Mark Jenkins, Deanne Parry Jones, Francis Porter, Richard Young

Guests – Bill Stevenson (Archiving)

Apologies – Ian Jones, Graham Marks, Brian Perkins, Andrea Watson

2 Minutes of previous meeting to be approved and signed

The minutes of the previous meeting held on 2015 were approved and signed, subject to the following corrections;

Bill Stephenson – should read Bill Stevenson

3 Matters Arising

a) Declaration of Interest – Liz circulated the document for completion and signature by each member of the Steering Group.

b) Topic Groups

1. Environment & Countryside – SWOT analysis has been prepared and resumes of members of the group.

2. Community Facilities and Infrastructure – group meeting scheduled for next week.

3. Local Economy and Transport – SWOT analysis and evidence needs circulated by email.

4. Land Use, Housing & Development – group meeting scheduled for next week

c) Business Survey - Liz reported that 26 businesses had completed surveys to date, including some out of the area. Personalised letter to be sent out on LNP headed paper, from the Chair, addressed to the main businesses in the area. (Liz to provide Cath with headed paper). Martin Cundey has provided a list of 600 businesses, some out of parish, (Cath will send list to Liz for filtering). Steering Group members were asked to email Cath with suggestions for recipients of letters.

d) Summer Engagements

Church Fete on Saturday 6th June - Cath has obtained permission for a table for which a donation will be made to the Church funds and, following reference to John, it was agreed that this would be covered from the Parish Council funding. Discussion took place with regard to the manner of presence by the LNP at the fete, and it was decided that Liz would supply a number of A5 size flyers promoting the NP and business survey for the table/beer tent etc., together with a banner. Liz, Richard, Cath and John will arrange to 'man the table'.

School Fayre on Saturday 4th July – It was agreed that this would be a totally different audience to that of the Church Fete. In order to engage the children an exercise to make and colour-in paper houses to create a village was discussed.

The Star, Saturday 18th July – Chris has obtained confirmation that this date is available, and that the cost of providing food would be £8 to £10 per person. Due to the restaurant area being unavailable, it was decided to ask whether a gazebo would be possible in the garden with tables for food etc. As this is expected to be a collaborative family event, ideas of face painting, lollipops, balloons and pictures on a washing line were put forward.

Working groups to organise events for the School Fayre and The Star will be arranged by Liz.

e) Archiving

Bill Stevenson was introduced to the Group. He recommended the use of 'Trello', a website collaboration tool that organizes projects into boards so that everyone can see what is being worked on, the current stage of progress, add comments or upload files etc. to the particular topic via cards, share emails, and via the notification system be informed when items are added to the site. He explained that once set up, each member of the group would be invited to join the site in order to fully participate. This would also provide a database on which to list every document, although there would be some which could not be scanned to the site.

The group agreed that this appeared to be a good solution, and that a follow up meeting between Bill, Mark, and Chris would be arranged, together with the student, Lewis, who would also need to understand how to place data on the site.

f) Student Placement – Cath told the group that she had recruited a local 19 year old called Lewis, a first year maths student at University, who would be available from June 12th. The method in which his time would be spent was raised, and it was decided that a meeting between Cath and Richard should take place in order to ensure that he has a full schedule of work for the week commencing 12th, which will be prioritised/overseen by Cath. Bill will also meet with him to explain the use of the 'Trello' website. He should be available to attend meetings, including those outside of topic groups and take notes. The topic groups were asked to fully utilise his time, and to ensure that they put forward a list of items that need to be investigated together with a suggested resource list. Cath will provide initial contact details for Lewis. John suggested that payment to the student was made via cheque, on the last Tuesday of the month, following submission of a time sheet to the Parish Council Clerk.

g) Project Management – Richard reported that the results of the Business Survey were still awaited. Topic Groups should now be thinking about the key aims to be achieved by the Plan, by separating things which the NP can do something about from those that it cannot, and to agree which Topic Group focuses on matters that 'cross over'. Each Topic Group should put forward suggestions of what they would like to see in the NP, so that by next month's meeting we have an initial list of objectives for the NP. If any of these prove to be at odds with each other, they can then be addressed further. Richard suggested that it would be better to focus on a smaller number of deliverable policies – things that can be achieved by the NP and things that it can advocate.

4. FINANCIAL REPORT

No changes reported.

Liz and Deanne are currently obtaining and considering quotes in respect of the Grant funding application.

5. ANY OTHER BUSINESS

Richard reported that he had attended the Policy Writing Masterclass organised by Locality on the 29th of May.

Liz said that Dormansland NP were experiencing issues with mapping, and it was agreed that we could offer to share expertise with GIS technology and information relating to flooding which when received will cover the whole area.

Co-ordination with neighbouring plans, in particular Dormansland, was discussed. It was suggested that meetings should be set up with the parallel topic groups when they are at the 'cusp' of writing their policies to ensure that these work together and not against each other.

Liz stated that Crowhurst are also considering a Neighbourhood Plan.

The meeting closed at 9.00 pm.

Date of next meeting

Monday 6th July 2015 7.30 for 8 pm Plaxton Room, Lingfield Community Centre