

Lingfield Neighbourhood Plan Steering Group
Minutes of meeting
Held at Lingfield Community Centre Monday 2 November 2015

Present: Cath Hearnden (Chair), Liz Lockwood (Secretary), Mark Jenkins, Brian Perkins, Francis Porter, Richard Young, Deanne Parry Jones, Ian Jones, Bill Stevenson.

1. Procedural Matters

- a) Apologies: Graham marks, John Cole, Chris Eakins, Andrea Watson.
- b) Declarations of interest: None received.
- c) Minutes of previous meeting: Approved and signed.

2. Financial report

No expenditures reported by Deanne. Grant application under way, awaiting updated project plan from Richard. Liz suggested we apply for what we could spend by the end of the year and do an additional application in the New Year. Parish council had agreed to pay for the HNS and will need to factor in the cost of the VAT but this can be reclaimed, so the parish won't be out of pocket for long.

3. Topic Groups feedback

Topic Group 1 Environment & Countryside. Richard had very little to report – still to fix a meeting with Felicity Pool to produce comprehensive lists for ACV and buildings of Character, etc.

Topic Group 2 Community Facilities and Infrastructure. Brian will try again to set up meeting with the surgery and Cath will organise a meeting of her topic group to assess what still needs to be done.

Mark identified a useful template for project management based on looking at other Neighbourhood Plans/Community work and has posted on Trello. It sets out issues, priorities and projections for the future. It may be useful for each topic group to use to standardise our approaches.

Cath acknowledged input of school in presenting a summary of their survey results and will ask if the school would appreciate any tangible – possibly edible – rewards for the pupils who coordinated the results. The results are on Trello.

3 Economy and Transport Topic Group. Ian reported they had a successful meeting with Derek Dawson, MD of Scandia Hus, with John and Francis. They currently have 10 small units (about 1000 sq ft), all fully let and any vacancies refilled quickly, with recent increased demand as Pond Farm is closing. The advantages of the site are the rural setting, pleasant site and adequate parking. They had a single larger unit but had been unable to find any tenants over the last couple of years so have now resorted to permitted development to convert it to residential.

Scandia Hus have no problem either recruiting admin or project staff from local area. The Felcourt site is the admin base but they have a factory in Horsham. Derek

commented the government bias for conversion into residential as General Permitted Development Orders makes it easier for him to do this than to do any other development through TDC, which is normally more difficult, although his preference is to expand the business side of the site.

There was a discussion on how the Plan may be able to capitalise on this apparent need for small business units by supporting applications for them. We discussed whether it was feasible to encourage businesses (including office types) into the village centre in the vacant shops. This would require a rewriting of the Detailed Policies which has zoned the commercial area in the centre of Lingfield as having to have at least 50% frontage as retail. The problem of workers' parking needs was discussed as the Gun Pit Road car park may not be entirely suitable, we suggested that if another area for parking could be found for shopping and village worker parking, it may help. The difficulty would be to find a site that was far enough away from the station to discourage commuter parking and near enough to the centre to help the businesses. If any new parking area was too accessible to rail commuters – it would soak up all the cars for this and encourage yet more into the area. Commuter parking was seen as a South east England problem and not specific to Lingfield – by controlling parking near the station or having expensive station parking, all this does is push the commuter parking further out from the station area – the Plan will never be able to solve the problem. Parking by commuters along some roads help as they are unplanned traffic calming measures, slowing traffic in the side streets.

Liz will arrange a meeting with Sarah Thompson for Ian's group to discuss the implications of changing the 50% retail rule.

Contact has been tried with the racecourse without any luck so far, Ian will try again, as it was discussed the field next to Orchard Court could be a possible parking site, so the racecourse could have a vested interest in talking to the Plan. The desirability of offering opportunities for an integrated cycle-way from the village towards the station was also discussed. It was noted the Plan would like to find a way to improve cycling in the area and separate cycle-ways were seen as much better than cycle lanes tacked into the sides of main roads.

Topic group 4 Housing, Land Use and Development. Liz circulated a draft for the advert for the local paper for the call for sites. We would need to have the results in before we had the Visioning exercise as that would need some scope with sites put forward to work on. Ian offered to have a go at wording to include the phrase in some way – submission doesn't guarantee permission.

4. School Survey. Already covered by Cath.

5. Housing needs Survey. Liz read out names of roads not yet delivered to and will ask for more envelopes as we seem to be short of these. Offers of help to finish off the areas given (including indirectly from Graham if he has his car back or can get to do them). Liz reported that at least 140 forms had already been returned to Surrey Community Action, including online responses. Liz will book banner space on the roundabout fence for a notice to remind residents.

6. Visioning exercise. Booking this is dependent on having the bulk of the evidence work finished so suggested we propose to have this just after Christmas or perhaps just before, if we are ready.

7. Project management. Richard circulated an updated scheme of work listing actions that needed to be done and a project plan extending the finish date after summer next year. The impetus is to try to collect all the evidence and identify issues/targets by the next meeting, using the template suggested by Mark.

8. Any Other Business. Richard asked where to deliver the memory stick with pictures for the photo competition – to Chris directly. He will ask Chris to put all the pictures together to allow Facebook “friends” to register a fresh set of votes. Liz will contact Angela Holland, who was in the Lingfield photography club, about a judge for the competition. The contact Richard had in the Lingfield photography club, who he was going to ask, was the one who had submitted the memory stick.

Richard asked Mark if he could produce a better map of the parish than we have at present. It was agreed to include the surrounding area to put the parish into context, perhaps as a “faded” section.

Liz suggested that as Bill is playing such an active role in managing the archive, and Trello, that if the steering group were in agreement, he should become a member. All agreed.

9. Date of next Meeting Monday 7 December 2015 7.30 pm, Lingfield Community Centre, Plaxton Room, prompt start at 7.30 – suggest if we finish early to go onto a pub for a celebratory/seasonal drink.

Meeting closed 9.45pm.