

Lingfield Neighbourhood Plan Steering Group
Minutes of meeting
Held at Lingfield Community Centre Monday 21 September 2015

Present: Cath Hearnden (Chair), Liz Lockwood (Secretary), Andrea Watson (Comms) John Cole, Chris Eakins, Mark Jenkins, Brian Perkins, Francis Porter, Richard Young Deanne Parry Jones, Bill Stevenson

1. Procedural Matters

- a) Apologies: Brian Perkins, Graham Marks & Ian Jones.
- b) Declarations of interest - none received
- c) Minutes of previous meeting were approved and signed
- d) Matters arising not covered below

GIS mapping skills – Mark has managed to put layers from TDC maps onto Lingfield extract as sample, Sarah Thompson has been reminded to see if training for Neighbourhood Plan Groups can be arranged – in meantime Mark is able to transfer required data from selected map websites onto an OS base map. It would be useful to clarify if Lingfield parish Council already have a licence to use OS maps, otherwise, TDC have provided a template licence for the parish council to sign, Liz will ask Parish Clerk (Fay).

2. Financial Report

Deanne reported Lewis had been paid and there will be outstanding request for liability insurance renewal of £201.40 (same as last year) to be submitted to Lingfield Parish Council by Liz, leaving about £3,019 in Parish Council NPLan budget.

Upcoming expenses will be the cost of the Housing Needs Survey, a visioning exercise and possibly a Strategic Environmental Assessment (SEA) and any engagement activities. Before the next work is commissioned a grant application will need to be made for the visioning exercise and SEA, and any projected costs for public engagements.

3. Topic Group Feedback

Group 1 Environment & Countryside Richard is in process of meeting with Environment Agency, Natural England, etc to compile evidence base (records on Trello).

Andrea had attempted to get Lingfield Railway Station listed but was unsuccessful – no possibility of having it listed as asset of community value as owned by Network Rail ? She is happy to share responses from English heritage for refusal.

Photo competition hasn't achieved as many entries as expected. Agreed it could be extended for another month – this will be updated on website and Facebook page. One entrant was unable to email the photos so will drop a memory stick to Richard to forward to Chris. Andrea to do a short piece for the local paper – discussion that

including people would make it more attractive to entrants but agreed that it was to capture residents' views of the scenery and buildings specifically as evidence for this topic group, so not people (and avoids problems with permissions). Suggest paper article offers option to submit on memory stick to Parish office which can be forwarded to Chris to post on Facebook page. Some people have been able use the Facebook page already. It will be reinforced on the Stop press section of website and a newsletter can go out with details (more than 200 subscribers).

All agreed Janet Bateson's historical introduction to the Dormansland N Plan was very good and suggestion she be asked to do a shorter one for Lingfield. Liz will ask her.

Topic Group 2 Community Facilities and Infrastructure

Contact needs to be made with the East Surrey Clinical Commissioning Group (ESCCG) to establish any procedures that need to be followed to enhance the facilities at the Lingfield Surgery. This can be done in conjunction with a separate approach to the Lingfield Surgery (hopefully Brian can arrange this). Suggestion that an approach to the ESCCG is done with the Dormansland NP group as their aim to provide separate surgery works well for the Lingfield area as it may take the pressure off the current surgery. Concern that current surgery at Lingfield may be taken over by a company when current owners (partnership doctors) retire and thus may not be as favourable for the community. Liz to start the contact with ESCCG.

In light of difficulty in arranging a public engagement with young families, suggestion the school is approached to see if a short survey can be sent out to families via the satchel post to capture the aspirations and comments from children and parents. The Dormansland NP has a school based questionnaire and the results of help add depth to their evidence. Cath to approach school to see how this can be arranged. Bill said the school will be working with the RH7 group looking at the "future" of the village, in 2066, as their theme for next year's exhibition is "Past, Present and Future" (May 2016). The idea of a drawing competition was mentioned – with prizes like Amazon vouchers (Dormansland did this) – to encourage good response. Discussion that a survey via the school will capture non Lingfield residents but as the children and their parents were users of the services in the village, their views of the future of the village were valid contributions. It may be possible to capture views of teenage siblings as well.

Cath reported primary school almost at capacity and the Oxted secondary school, whilst it did experience a dip in numbers over the last couple of years, has a waiting list. With poor school facilities in Edenbridge, Oxted has many Kent students. Cath will try to find out how many. East Grinstead secondary schools are also at capacity as are their primaries. Further development at Lingfield primary constrained due to the sacrifice of already reduced playing space on site. Liz will contact the Edenbridge NPlan to see what their plans for education may be.

Liz will make sure the old Village Plan (2010) is on Trello (and the current Village Design Statement)

Topic Group 3 Local Economy and Transport

Francis reported ongoing meetings with Brian regarding parking issues and John regarding businesses, very useful in identifying the problems but not sure what solutions may be practicable. Hopefully Ian will put notes for these on Trello.

Francis noted it will be worth looking at the East Grinstead's and Edenbridge's NPlans to see if that may impact on traffic flows through Lingfield.

The Call for Sites may throw up economic opportunities.

Topic Group 4 Land Use Housing and Development

Housing Needs Survey (HNS) has been commissioned and meeting to be arranged with Louise Williams of Surrey Community Action to go through first draft. Liz will send the draft and the copy of Dormansland's survey to refresh everyone.

Market housing trends need looking at – Richard Goman at Robert Leech has offered to help with this. Liz will arrange meeting.

Call for sites needs to go out fairly soon – can be done as Public Notice ad in local paper, story in the local paper and via the newsletter from the website. There will also be a catch all question about sites in the HNS to cover all options. Sites requested not just for housing but for community use.

4. Public Engagements

Change of management at the Star makes the option of an afternoon to catch the families for engagement difficult to organise. Best option we agreed was the satchel survey of primary school children and their families. May need to have an open day to filter the draft policies before submission.

5. Visioning Exercise

Liz to ask rCOH for quote. They have suggested they may do one for Lingfield. Capacity will be for 12 for the 3 hour exercise and will involve 4 days work.

6. Draft Policies or recommendations/7. Project Management

Ideally we should have some bullet points ready for next meeting to keep on track. These to consist of the key issues that each topic group considers relevant and some ideas about how they may be addressed. Discussion of output being very dependent on workloads, etc but we need to be ready to share our draft policies with TDC by the end of the year so as to conform with the emerging Local Plan or possibly help shape the direction of this for Lingfield.

Discussion about difficulty Lingfield may have in delivering any substantial housing without having to use green belt land or being able to match existing needs with infrastructure even before considering any additional resident population. Is it that Lingfield cannot sustainably accept any additional housing as things stand today?

8. Date of Next Meeting Monday 5 October 2015

7.30 for 8pm Lingfield Community Centre, Plaxton Room.