**Lingfield Neighbourhood Plan Steering Group**

**Minutes of meeting**

**Held at Lingfield Community Centre Monday 3 August 2015**

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

**1. Procedural Matters**

1. Apologies: Deanne Parry Jones, John Cole, Graham Marks, Ian Jones & Bill Stevenson.
2. Declarations of interest - none received
3. Minutes of previous meeting were approved and signed
4. It was noted that the last full meeting was cancelled and some of the topic group members met Lewis instead.

**2. Financial report:** In Deanne’s absence it was noted that no expenses had been incurred but fees for Lewis and the Housing Needs Survey (HNS) proposal had been submitted to the parish council for payment, both having achieved approval from the PC. Bill needs to be reminded to invoice the PC for the fees for Trello.

**3. Topic Groups Updates**

1. Topic Group 3 Housing and Development - Housing Needs Survey/call for sites – Liz reported the group had fresh impetus to get the housing need survey underway as a property developer had expressed an interest in a rural exception site on the edge of the village and the Chief Planning Officer for TDC had suggested the NPlan should be the responsible body for undertaking this and not any property developer. Three quotes had been obtained from companies who are known to have done HNS locally and presented to the PC – WS Planning – who did the 2009 survey of Lingfield for the Baytrees development, Action in rural Sussex and Surrey Community Action – both not for profit community support agencies. WSP - £7,867.46; AirS - £3,304.95; SCA – £2375.72. All charge VAT but if the PC commission the work, this can be reclaimed. Discussion as to which best to choose – WSP rejected on cost; Both of the others have been used locally with moderate success and difference in price considered NOTE – on quote – SCA gave additional discount of 20 hours’ worth for community use – so actually comparable – Lingfield PC to be asked to commission the SCA.

The format would be the questionnaire, a covering letter and a stamped addressed envelope would be hand delivered to every house, the agency will collate the results (in confidence) and compile a report of the findings.

The key to success would be to make sure the covering letter told residents the purpose of the survey (to establish the amount of “need” for affordable housing) and that it was not developer led. Andrea would have a go at some words for this – Liz will supply some templates to work on.

It was noted that there are some 74 households on the TDC housing waiting list living in Lingfield – although not all of them were of equal need, Liz will try to get a breakdown of how many are in each of the priority ranking groups. This is separate from the housing market need to be established (by talking to estate agents). The Dormansland housing needs survey results were artificially low because of the reluctance to submit forms but identified 9 families/units in “need”. The actual survey is standardised so offers little scope for altering to collect additional information.

A call for sites is to be circulated – a small ad in the local paper and story; also inclusion in the HNS documents to households and possibly posters is the minimum needed. Sites have already been submitted to TDC in their call for sites – map circulated.

1. Topic Group 3 Local Economy & Transport – Ian has sent a message for Brian to meet with this topic group re the parking and through traffic issues in case there is anything the working group is able to take forward.

Business survey – the online survey is still open – 26 responses and still coming in. Ian has resent letter, Cath to try to send out, addresses on Trello.

1. Topic Group 1 Environment & Countryside - Photo competition has publicity in Community News and EG Courier. Chris will put post on NPlan Facebook page – an email address for entries has been set up to send to Chris and he will post on the FB page (photos@lingfield.info ). Especially important to record openness/countryside views as these are recorded as valued by residents in surveys – this may help shape locations for development or where to avoid. Winners possibly selected by number of FB “likes” or by local photography club – Liz to investigate with her contact.

Heritage assets listed by Andrea and Felicity Pool –especially pertinent given view of planning at TDC that Lingfield doesn’t have much in way of heritage assets. Reference made to comments from Piers Mason to Mrs Downing (Liz and Brian copied in) – Liz will circulate a copy of this letter.

Andrea in process of applying for listed status for Lingfield Station – anywhere else to be considered?

1. Topic Group 2 Community Facilities and Infrastructure - Brian to arrange meeting with doctor’s surgery for this topic group as already has good working relationship with senior partners. Some results from school to come – Liz will try contacting Surrey County Council about locations of pupils on waiting lists. Cath

**4. Public Engagements :** Star Inn – Chris has 2 dates for September – Sat 19 or 26th – Agreed on the 19th - lunchtime/afternoon. Buffet for 30 @£10 per head – if fine could be laid out on decking area – otherwise will have to be set out in pool table area. High cost of buffet discussed – but this way NPlan isn’t having to hire venue. Working group to set out some ideas for activities for families and advertising (leaflet drop in school book bags?)

It may be necessary to offer a “drop-in” session to encourage completion of the housing needs surveys – this could be tied into the Star activity or run as a separate Q&A session at the Community Centre

**5. Trello:** Agreed this useful for accessing shared documents.

**6. Visioning exercise:** (and associated risk assessment to identify what might prevent the vision being achieved). Dormansland are having a session with consultants on the 19th August; Liz will enquire if they could do similar for Lingfield. There are help sheets from planning aid on this; Liz will find and circulate.

**7. Draft policies or recommendations:** We need to be thinking about draft policies – some of these can be found looking at nearby plans.

**8. Other neighbourhood Plans:** East Grinstead, Crawley Down, Dormansland, Edenbridge, Woldingham, Ardingly (passed), Hurstpierpoint (passed). Exeter has good documents. Crowhurst is minded to undertake a Plan and 2 other parishes in Tandridge have recently been designated.

**9. Student Placement:**  Lewis has done nearly 2 months – he could be available for any small pieces of finishing off before he goes back to college.

**10. Project management:** Richard will update the chart but urges everyone to be mindful that the key elements need to be in place before the end of October from the Topic groups at the latest

**11. Any Other Business:** GIS training – Liz to chase Sarah Thompson to see if this can be done – other parishes may be keen to do some training – the community centre IT room might be a useful venue.

Discussion of the value of NPlan identifying and weighting historic assets – Andrea will do a story for the local paper about listing the Station – important to counter the view held by the planning department that there is nothing worthwhile historically in the village. If anyone can come up with suggestions for other possible heritage assets or where “blue plaques” could go. It was noted one of the arms on Tandridge’s “shield” was from the Lingfield family the Cobhams.

**12. Date of next Meeting:** Monday 14 September 2015 7.30 for 8 Lingfield Community Centre and the one after Monday 5th October.