

Lingfield Neighbourhood Plan Steering Group
Minutes of meeting
Held at Lingfield Community Centre Monday 5 October 2015

Present: Cath Hearnden (Chair), Liz Lockwood (Secretary), Andrea Watson (Comms), Mark Jenkins, Brian Perkins, Francis Porter, Richard Young Deanne Parry Jones, Ian Jones, Brian Perkins & Graham Marks

1. Procedural Matters

- a) Apologies: Bill Stevenson, Chris Eakins & John Cole.
- b) Declarations of interest - none received
- c) Minutes of previous meeting were approved and signed

2. Financial report

Deanne reported there was no change to the account since the last meeting. Liz said quote in from rCOH for the Visioning exercise was for £2,300 plus VAT, a flat rate travel expenses per person and would involve about 4 days work including a 3 hour workshop session for 12 people.

3. Topic Groups feedback

Topic Group 1 Environment & Countryside. Richard reported he had sent round 2 documents – a list of suggested assets of community value and a list of evidence & key issues. Andrea and Cath had already made some amendments; there was a discussion about when a document is considered to be “finished” and general agreement was that modifications were acceptable at any point before publication; Richard offered to include everyone’s amendments and suggestions to produce the final document in order that the wider group had the opportunity to add their suggestions.

Liz clarified the term “Asset of Community Value” (ACV) as one of statutory classification of a building or open space and a set procedure has to be followed to submit to TDC for listing by a community group who have to show how the “asset” will be used and maintained. It was noted the Old Cage failed in the application to list it as an ACV because the application was for use as a pub and this was not what the building was used for at the time of the application. Liz suggested that if the pubs on the list, and to include the Greyhound, are to be put in the application for ACV then this should be done whilst they are functioning as pubs.

It was agreed to have 4 lists. Some places may possibly be on more than one list.

- a) Buildings/open spaces/etc for which an application for ACV would be done.
- b) Buildings which we considered should go onto the list of “Buildings of Character” as defined by TDC for buildings which were not “listed” by English Heritage but met other criteria on their assessment guidelines (copy already circulated and now on Trello).
- c) Buildings or spaces of note or value to the community which were not on the first two lists but those which the NPlan wished to save and had evidence to support its inclusion – eg open spaces, buildings, key shops, etc.

- d) Designated Open Spaces to be included in the TDC new local plan, once in this, they would be protected from inappropriate development. There has to be supporting evidence to include these – eg sports club use, attached to school, amenity use by residents, etc.

Topic Group 2 Community Facilities and Infrastructure. A meeting has taken place with Carol Rowley, Patient Experience Lead, from the East Surrey Clinical Commissioning Group (ESCCG) and Richard, Ian and Liz. Summary is that single unit doctor's surgeries are not supported by NHS, so suggestion by Dormansland that small clinic could be provided as part of their community development would not be likely get support. NHS prefer larger multi-function clinics as patients get better level of care and results. More important we now engage with the surgery to see what their long term plans are. Brian to chase again to set up a meeting.

3 Economy and Transport Topic Group. Ian summed up key issues for this topic group, which majority view is that parking, or rather inappropriate parking, and speeding and/or HGV traffic through the village are ones the N. Plan may not be able to address. It would be key to have planning conditions to include sufficient off road parking spaces, including for any new businesses. Matters we can pass on include negotiating with surgery to have overflow car park at weekend, sign for Hobbs Industrial Estate to be posted at Blindley Heath traffic lights to reduce HGVs etc coming through Lingfield, supporting volunteer traffic wardens.

Ian will continue to push for meetings with the Racecourse and Scandia Hus but has given up trying to find out about sale or rental for commercial premises with Styles Harold Williams (commercial Estate Agents). Cath suggested contacting Mike Redmond who works locally as commercial estate agent, she will forward the contact details.

Discussion about loss of agricultural buildings, including existing business units converted for residential development. There is permitted development for these to be converted to residential and TDC is reluctant to put any restrictions on wholesale replacement of these for housing, eg Pond Farm. They have been resisting conversion direct from farm buildings to residential. There was some discussion this leads to net loss of employment space. Perhaps we might consider including something in the Plan to reduce the wholesale loss of employment space but were not all in agreement. Further examination of existing planning laws may help clarify the situation and TDC may impose restrictions on permitted development rights for employment sites to residential in the new local plan as they have included this in the draft objectives.

Topic group 4 Housing, Land Use and Development. Call for sites to be launched soon – Liz suggested Public Notice ad in the local paper - this can be included in the next website newsletter. Liz has met Richard Goman from Robert Leech to find out about market housing. Housing Needs Survey (HNS) below.

4. School Survey. Cath reported Lingfield Primary happy to take on a short survey of all pupils and will forward the Dormansland example and offer of prizes if needed.

The school would like to use their school council to organise and collate. Results will be available shortly.

5. Housing needs Survey. The draft survey has been circulated, some amendments from Cath have been included. It needs to go to printers as soon as possible, so any other amendments needed ASAP. Liz asked if everyone would be able to deliver roughly the same areas they delivered the first survey to. The HNS can be completed online – Liz will send the link to Chris and to Fay to put on Parish Council Facebook page and website. Replies will be posted to Surrey Community Action directly in pre-paid envelopes, who will collate results and present a report.

6. Visioning exercise. Consultants, rCOH, will also provide a Visioning Report as part of their exercise. As they have done Dormansland's it makes sense to use them as savings can be made as much of the background information is the same – eg TDC policies. There are also overlaps in objectives, especially relating to the countryside/environment and economy topic groups. Liz will put together grant application for funding for this and some bookings for Community Centre for meetings, presentations, etc. Also to get some provisional dates set up with rCOH.

7. Draft Report Contents Page. Liz shared the Dormansland contents page for their evidence report to give an indication of what was expected. There was agreement that brevity and clarity were preferred over volume. Factual evidence can go into the appendices and summaries into the text. Bearing in mind the consumers of the document are residents as well as TDC and eventually the planning examiner, crucial to have a readable, and comprehensible, document.

8. Project management. In relation to the previous item, Richard emphasised the importance of getting the draft of the Plan ready to coincide with the publication of the TDC local plan – due out 17 December.

9. Any Other Business

None.

10. Date of next Meeting

Monday 2 November 2015. Lingfield and Dormansland Community Centre

7.30 for 8 start. Plaxton Room, upstairs.