

LINGFIELD NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of Meeting

held at Lingfield Community Centre on Monday 5th January 2015

1 Present and Apologies

Present – Cath Hearnden (Chair), Liz Lockwood (Secretary), Deanne Parry Jones (Treasurer), Andrea Watson (Comms), Susan Tyrrell (Minutes), John Cole, Mark Jenkins, Ian Jones, Graham Marks, Francis Porter, Richard Young

Apologies – Guy Dickerson, Emily Tomlinson, Jeanine Searle, Brian Perkins

2 Minutes of previous meeting to be approved and signed

The minutes of the previous meetings held on 1st and 15th December 2015 were approved and signed

3 Matters Arising

- a) **Consultants Quotes** – Liz reported that the final quotation had been received from Tim North stating a daily rate of £1280. (Dowsett Mayhews £600 per day and AIRS just under £500 per day for inclusive package). A copy of the quotation was distributed, from which it was noted that some very useful points had been made. No further discussion of the quote was thought necessary.
- b) **Residential Survey Results** – Richard presented an updated summary of the results which after initial assessment identified five keys areas; Housing, Business, Traffic, Parking, Community/General, (comments from Question 10 forming the section of Community and General). He also explained the process in which he had undertaken the transfer of the comments into the appropriate topic to form the basis of the spreadsheet, and produced a wish list by separating comments into remarks or aspirations. Once the remaining comments have been sorted and added to the summary, the final result can be presented graphically.

The analysis of the questionnaires resulted in ideas for future improvement, for example the question relating to parking should have response boxes marked 'yes', 'no' or 'no comment'. In order to achieve uniformity in the marking of the questionnaires, markers should meet and agree how responses will be analysed.

Liz requested 'markers' to let her have a list of those people completing surveys who had asked to be contacted with a newsletter (forename, surname, email address). The online survey resulted in 87 names. Andrea will compile the Newsletter.

- c) **Open Day – Saturday 17th January 2015.** Liz advised that one banner advertising the event was already displayed by the roundabout in the village, and the second would be put up outside of the Community Centre. Andrea will contact 'The Courier' to ensure that the

event is promoted in the paper. A report on the Open Day in the Community News should also be possible, as the copy date has been extended to the 18th.

Liz requested help to prepare the display boards on Friday evening, 16th, in the Day Centre from 5pm to 8pm. Emily has already agreed to help with this.

The following items need to be completed;

1. Graphs and display of the wish list and comments
2. Photographs (Cath): suggestions - bike racks, Gunpit Road free car park, mess outside of the Co-op, parking outside of the Co-op, Scats frontage, pinch points, one of the approach roads with the 'Welcome to Lingfield/Freetade Village' sign, Station Road, Historic Lingfield sign.

Andrea will provide photos of the community orchard, etc.

It was suggested that the Parish Clerk (Fay) may be able to assist with printing of the photographs.

The display boards, approx. 12 in total, will be required Friday afternoon – Ian to arrange. Liz also requested a paper slicer.

The Community Centre will be available from 12 noon to 5 p.m. There will be 1 hour to prepare and set up the displays prior to the event opening to the public from 1 p.m. Tea, Coffee and Cake will be available.

As with the Dormansland Open Day, the public will be given green and red stickers with a request to rate the results by adding a green sticker to those pictures/comments they like and red to those they do not agree with. This feedback will help the Group form some of the Policies, with others being established from evidence given by Tandridge Council.

Liz will arrange for A3 laminated posters and A4 posters to be prepared for display in local shops, pubs, village notice boards, Station, Churches, Library, Community/Day Centre, Victoria Club etc. The cost of printing the laminated posters for notice boards/lamp posts will need to be funded from the Parish Council precept (approx. £20), and after referring to John, the Group agreed that this would be a suitable use of funds and should be commended to the PC. Posters will need to go up by the weekend.

Distribution: Graham – pubs, Mark – school/shops.

Liz/Andrea will prepare an A5 size advertising flyer for doormat delivery to outlying areas of Lingfield. Cath and Liz will print these off.

Distribution: Liz – Felcourt, Graham – Newchapel Road, Mark – school book bags

The prize for completing questionnaires will be presented on the Open Day.

- d) Report to the Parish Council** – Accounts will be submitted and a brief report will be prepared by John, in time for the meeting on the 27th January.

4 Financial Report

The Treasurer reported that a total of £3,221.95 had been spent to date, including £201 of the Parish Council precept. The remainder of the Grant Funding would be returned. Copies of the Budget Summary for the period to 31st March 2015 were distributed.

Interim 'bridging grants' will not be available as the Grant Funding had not been fully used, and a new application for funding will need to be made in April when the next tranche of monies should be available. It was felt that at this time the Group would be in a stronger position to forecast monies needed for the following 12 months, although earlier estimates had been fairly accurate. Expenditure prior to a new application for funding will be met from the Parish Council precept, an amount of £2000 to be carried forward from y/e 2014 together with £5000 'ring fenced' for 2015.

5 Any Other Business

a) **Terms of Reference for the Parish Council/Steering Group** – John advised that this matter will be discussed by the Parish Council at their meeting on the 27th January. It was felt that the Cranleigh example would be preferable over that of Hereford and Liz will arrange for a copy to be given to Fay (Parish Clerk) for distribution.

b) **Business Survey** – it was decided to 'stall' this until after the Open Day.

c) **Inclusion of Younger Generation** – a discussion was held regarding the inclusion of the thoughts of Lingfield's younger generation, and whether a survey for the children should be prepared. Dormansland's school had taken the NP on board and the children spent a term discussing the 'past', 'present', and 'future' of the village, in order to write their own NP. It was agreed that this idea could be put to Lingfield School and Notre Dame to engage their involvement.

Cath suggested a 'Facebook' page and it was agreed that this would be an extremely good way of interacting with teenagers. Cath will look into setting this up, with the possibility of moving on to 'Twitter' at a later date. For a small fee (approx. £20) Facebook will 'ping' news to a specific age group within a locality. The Steering Group agreed that this would be a good use of funds to target a specific group and commend it to the Parish Council.

Graham suggested contacting Saxby Lane Scouts, Football club juniors, and the Youth Club.

An event at the Skateboard Park in the summer was also discussed.

d) **NP Master Class, London, 5th February** - Cath, Liz and Deane have secured places at this meeting which is for Steering Groups starting up. They were asked to raise questions regarding Terms of Reference, and where the NP plan stands relating to Statutory Duties.

Meeting closed at 9.05 p.m.

Date of next meeting Monday 2nd February 2015 at 8pm Community Centre

Note; Preparation for Open Day, Friday 16th January 5 – 8 pm Lingfield Day Centre Open Day Saturday 17th January 2015 12 noon – 5 pm (Doors open 1 to 4.30 pm).