

LINGFIELD NEIGHBOURHOOD PLAN
STEERING GROUP – THIRD MEETING
held at Lingfield Community Centre on Monday 3rd November 2014

MINUTES

1 Present and Apologies

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

Apologies – John Cole, Guy Dickerson, Jeanine Searle

2 Minutes of previous meeting to be approved and signed

Subject to an amendment of those present to include Richard Young, the minutes of the meeting held on 6th October were approved and signed

3 Matters Arising

Liz announced that Chris Joynes had asked to step down as Treasurer, and it was agreed that Deanne Parry Jones be appointed in his place.

The meeting with Andrew Perkins of Lingfield Racecourse was reported as very positive, and he is keen that the Racecourse is involved. He has agreed to put forward a ‘prize’ of one year’s membership.

Several members of the Steering Group attended Lingfield Fireworks night, which was held at the Racecourse, in order to promote the Neighbourhood Plan. Unfortunately, it was felt that the turnout of Lingfield residents was fairly poor – possibly less than 5%. However, almost all of those who did stop and ask questions took a copy of the survey. It was noted that care should be taken not to become too beholden to any one organisation, but as a number of other groups also had stalls/tables it was thought attendance at this particular event was not an issue.

Residential Survey

The majority of surveys have now been delivered, and the distribution of the remaining surveys was discussed, with various members agreeing to deliver to outstanding roads etc. Cath reported that 4 surveys had already been returned, with a further 4 completed on line. Liz/Andrea will contact the Courier in a final push to raise awareness, although any article will not appear until next week due to print deadlines. A3 posters and banners will be displayed around the village to remind residents to return their surveys (Liz). Use of Radio, Churches, and Doctors Surgery were also suggested.

A possible problem with linking the return envelope and survey should they become separated was raised. Cath told the Group that it was not possible to change the address on the Business Reply envelopes without obtaining a new Licence from Royal Mail. The Survey clearly states that it should be returned to Catherine Hearnden and each return envelope has been marked with a logo to identify Survey returns. Andrea suggested that the press release in next week’s Courier could include the return address for Surveys.

A copy of the Survey was presented to the Parish Council at last week's meeting by Liz, who felt that it had generally been perceived well, with the exception of several comments from Lisa Bangs:

Q5 - why was there no option for people to select green belt for additional housing people may not understand the terms used

Age Group – 18/65 too wide, should be split

These points were discussed by the Group. Liz pointed out that the NP cannot re-draw the green belt and so this option could not be offered, and that if it became apparent from the completed surveys that a Housing Needs Assessment was required then a breakdown of ages would be sought. Most of this information can be obtained from other Agencies.

Business Survey

A sample business survey was distributed amongst the Group, and it was agreed that Liz would prepare a draft for circulation and comment.

a) Area of Distribution

The possibility of including those residents who had a business outside of the parish boundary was discussed, but it was agreed that only those businesses with premises in Lingfield, including industrial estates, voluntary services, homeworkers, and mobile traders working in Lingfield would be consulted, with the owner or responsible person being asked to complete the Survey. Liz will also check about the inclusion of Churches.

Business addresses, together with any information regarding the landlords/owners of empty properties, will be requested by Liz from Tandridge District Council. It was also suggested that the local Chamber of Commerce be approached for help in this connection.

A request via the media would be required to locate any other businesses/homeworkers who may wish to complete a Business Survey.

Liz reminded the Group that whilst the NP should engage with the community, it was duty bound to write a plan bearing in mind the views of the business community, even though it was only residents who could vote.

b) Questions to include;

Number of employees

Number of employees resident in Lingfield

Mode of transport to workplace/length of journey time

Is parking an issue/number of parking spaces

Number and type of vehicles used by business i.e. HGV

Barriers and/or challenges facing the business

Is there anything that can be done to encourage businesses to remain in Lingfield

c) Format

It was suggested that business users would prefer to complete a survey on line. The cost of using a survey website such as 'Monkey Survey' is £26 per month. Liz will investigate the cost of other similar sites.

Timetable

An outline timetable of the key stages leading to completion of the Plan had been prepared by Richard, and was distributed for comment.

Following discussion, items 2.9 and 2.10 (public consultation) to be revised. (Richard)

Consideration was given to the length of time required to review the results in order to establish the key issues for working groups, and whether this could be completed before Christmas. Paper surveys should be returned by the 15th of November, and the online survey will be closed at the end of November (Liz). It was expected that analysis of the surveys could commence at the next Group meeting.

Public Consultation – Saturday 10th January 2015 (to be confirmed)

The type and form of public consultation was discussed. Liz will check availability of L&DCC for Saturday 10th January 2015. This can then be advertised during December. Possibly similar format to Dormansland, where display boards were used noting key points that had emerged from the Survey and residents added poster notes with comments. Suggestions; Identify assets of community value. Andrea will provide pictures/photographs.

a) Action Points;

- Get Surveys in
- Extract main issues
- Set up Open Day
- Set up Working Parties

4 Any Other Business

Tandridge Council are reviewing the Strategic Housing Market Assessment, and have opened the meeting to representatives from the Neighbourhood Plan Steering Groups.

Liz will attend the workshop on the 24th of November.

Grants for NP funding will be available again in April, and bridging loans have been offered between now and next April if required.

Tom Warder of Action in Rural Sussex and a Consultant at RCOH, has provided a quotation of £16,000 to write the whole Neighbourhood Plan. It was thought useful to utilise his services just for writing the Policies in planning terms, which will reduce the overall fee, as a lot of the work will have been undertaken by the Steering Group. A briefing meeting has been arranged at Hearnden Associate's offices on 27th November at 4.30 p.m. (Liz and Cath will attend).

Meeting Closed at 9.20 p.m.

5 Date of next meeting; Monday 1st December 2014 8.00pm L&DCC