

# LINGFIELD NEIGHBOURHOOD PLAN STEERING GROUP

## Minutes of Meeting

held at Lingfield Community Centre on Monday 27<sup>th</sup> April 2015

### 1 Present and Apologies

**Present** – Cath Hearnden (Chair), Liz Lockwood (Secretary), Susan Tyrrell (Minutes), Andrea Watson (Communications), Chris Eakins, Mark Jenkins, Ian Jones, Graham Marks, Brian Perkins, Francis Porter, Richard Young

**Guests** – Sarah Thompson (Head of Strategic Planning Policy TDC), Mark Beynon (Local Resident)

**Apologies** – John Cole, Deanne Parry Jones

### 2 Minutes of previous meeting to be approved and signed

The minutes of the previous meeting held on 30<sup>th</sup> March 2015 were approved and signed, subject to the following corrections;

Sarah Thompson – Head of Strategic Planning Policy TDC    Marie Surtees – Local Plans Manager

### 3 Matters Arising

a) **Declaration of Interest** – Liz circulated a draft for approval, which should be signed and returned at the next Steering Group meeting.

b) **Topic Groups** -The initial meeting on the 13<sup>th</sup> April resulted in an invigorating discussion and Liz has produced a template/methodology for each group to work to. It was agreed that the next meeting would take the form of a ‘brainstorming’ session, followed by individual group focussing. The necessity of a visioning exercise was also discussed, and the role of the ‘old’ Village Plan which will become part of the evidence.

Cath asked if each group had enough people to cover the work involved. (Graham indicated that he could help with Environment & Countryside/Community Facilities & Infrastructure if required.)

**Environment & Countryside** - Richard has contacted several people to assist with nature, historic and open space issues. Richard will deal with flooding, and Andrea will cover foot paths.

**Community Facilities and Infrastructure** – Cath has also identified several people to assist.

**Local Economy and Transport** – Ian and Francis have identified a number of businesses they may wish to talk to, but are awaiting evidence from the business survey results.

Liz has contacted Faustina Bayo (AirS) to obtain a copy of the village profile for Lingfield which contains data taken from the 2011 census. Ian asked Sarah if TDC were able to provide similar information re economy and trends for the area. Sarah said that TDC were working on a report covering a) functional economic area and b) economic needs assessment forecast for the next 20 years. However, this report will not be available until December at the earliest. It was agreed that whilst this would be useful, we should obtain our own evidence which should correlate with TDC.

Liz announced that the Parish Council have approved the recruitment of a student (20/22) at minimum wage to research and collect the data required – **Cath** will oversee this.

**Next Step** – Get various topic groups together with volunteers for Group meeting on Monday 18<sup>th</sup> May (8pm), for ‘brainstorming’ session and to prepare SWOT analysis.

**Andrea** will put a release in the Courier – ‘become a detective for Lingfield’.

c) **Business Survey** – Liz reported that this was now on the website with two responses thus far.

**Liz** will prepare a flyer for distribution in local shops etc. by the end of the week, **Ian** will assist with delivery.

**Cath** will contact Martin Cudey for a list of local businesses, and will arrange for them to be contacted re the survey. A separate letter direct from the Chairman to the larger businesses was also discussed.

**Sarah** was asked if TDC could provide a list of business rate payers and whilst she was not sure whether this information could be shared, will investigate accordingly.

**d) Youth Engagement** – The previous idea of an event in Jenners Field on 4<sup>th</sup> July was dismissed, due to it being the same day as Lingfield Primary School Fete.

Discussion then turned to the age group that needed to be targeted – young adults (20's & 30's). A pub quiz was proposed (possibly with questions based on Lingfield), the Star Pub was suggested as a venue for an afternoon on **18<sup>th</sup> July** (Chris will make enquiries). The cost of a finger buffet and bouncy castle in the garden for the children could be included in the grant application.

It was also decided to have a table at the Old Town Fayre on **6<sup>th</sup> June** (Cath will arrange), and at the Lingfield Primary School Fete on the **4<sup>th</sup> July** (Mark will make enquiries). Grant funding would be justified by paying for a table.

**e) Housekeeping** - A statutory pre-submission consultation period of 6 weeks is necessary for the draft plan, and in preparation Liz has arranged for a volunteer to collate the list of statutory consultee names and addresses etc.

The storage of original photos, newspapers articles, etc. was discussed. Richard will contact Bill Stephenson to scan documentation for electronic storage. It was thought the originals might possibly be stored in the library.

**f) Project Management** – Richard reported that progress was almost on target, other than the business survey results which were behind. The topic groups also needed to start moving forward.

#### **4 FINANCIAL REPORT**

No changes reported.

#### **4. ANY OTHER BUSINESS**

**a)** Liz has registered to apply for grant funding but firstly wants to ensure that the PC, at tomorrow's meeting, are happy with an application for grant funding re the engagement of a young person, and also needs to obtain quotes for an SEA (Strategic Environmental Assessment). The requirement of an SEA was discussed with Sarah explaining that if sites are to be identified it will be inevitable that an SEA will be required. Sarah is required to produce a scoping report on behalf of the LNP, to be sent to the Environment Agency, English Heritage and Natural England with a statutory 3 week consultation period. (A template for the required information will be provided.) The necessity to include for the cost of this in the application was considered advisable, with Liz explaining that if the SEA was not required, we could request that the funds be spent elsewhere. It was agreed that the application for grant funding would include a figure of £5,500 for consultant's fees, and £2,500 towards the SEA and a possible Visioning Exercise. Approximately £4000 remains in the Parish Funds for this year, and there is a £5,000 precept for next year. Deanne will help Liz with the grant application and quotes for an SEA and Visioning Exercise.

Sarah was asked about evidence from planning applications in connection with site identification, and explained that information from pre-applications could not be disclosed, but that a map was available on TDC website after a recent 'call for sites' showing sites that have been submitted.

**b)** Cath asked Sarah if there was anything she wished to add, and she advised the group to continually refer back to the initial objectives and key issues to ensure that the evidence gathered was relevant. Also to write policies against which an application could be assessed with an appendix giving more detailed guidance on certain issues of design etc. Finally, that when a policy is written to consider how it is going to be monitored and allow for it to be reviewed in 3 or 4 years time, or that policies may have to be amended due to changes in strategic or national planning.

The meeting closed at 9.20 pm.

#### **Date of next meeting**

<b>Topic Groups</b>	<b>Monday 18<sup>th</sup> May 2015</b>	<b>8 pm</b>	<b>Allison Room</b>	<b>Lingfield Community Centre</b>
<b>Steering Group</b>	<b>Monday 1<sup>st</sup> June 2015</b>	<b>7.30 for 8 pm</b>	<b>Plaxton Room,</b>	<b>Lingfield Community Centre</b>