

Minutes of the Dunsfold Neighbourhood Plan Steering Group on Monday 13th November at the Nugent Room at 4pm

Attending

Neighbourhood Steering Group

Alastair Bentall
Ginny Fraser
John Gray
Lynne Hamill
Julia Quaile (Secretary)
Larry Westland
Richard Woof

In Attendance

Roy Enticknap (Parish Councillor)
Bob Lees
Tina Wilmer

Apologies

Steven Haines
Celeste Lawrence
Rob Nunn

1. Minutes of the last meeting

The minutes of the last meeting were agreed.

2. The Terms of Reference

The terms of Reference of the Neighbourhood Steering Group have been approved by the Parish Council. However RW wanted to clarify the Parish Council's contribution to costs before the grant comes through. JG confirmed the Parish Council would cover minor costs up to £500.

3. Proposal to appoint Bob Lees and Rob Nunn as additional members of the Steering Group

Bob Lees and Rob Nunn were voted onto the Steering Group

4. Code of Conduct

RW has sent the Code of Conduct to all the members of the Group. It is the same as the one adhered to by the Parish Council members.

5. Declaration of Interests

GF and BL questioned the need for members of the group to declare pecuniary interests re- employment.

LH said she could not see the need for this information as the group was not a public body, had no funds and was not elected.

RW said he would check with Celeste the need for this information.

6. Application for a grant and technical assistance.

Extension of period of grant availability

RW said at the time of the last meeting the grant was to March 2018 but the Government intended extending the time period until March 2019.

Progress on application

LH said she had submitted the application last Wednesday and was expecting a call tomorrow. The three priorities are –

- Call for sites
- Housing needs survey by Surrey Community Action
- A wider survey, including business needs

LH said she had completed a 15 page form to apply for the grant, hopefully it will be available from 11th December. You only receive money for 6 months at a time so we will have to reapply.

LH said there may be VAT cash flow implications with the grant however Celeste will pay the bills on behalf of the Parish Council and VAT can be reclaimed.

Free and paid for technical help

AECOM provide free technical help but the company also worked for Waverley Borough Council. We have applied to AECOM for free help with the allocation of sites, RW did not think there would be a conflict of interests. You apply sequentially for different packages of help as they do not want Council's applying for everything at once.

AECOM will offer professional help in the allocation of sites -using consultants to obtain the necessary information, analysis and review feedback and then it will be up to the Parish Council to sign off on this.

RW said we were entitled to do a plan for the whole Parish, AB asked if this included the aerodrome. RE said the houses proposed for the aerodrome do not count towards the number of houses Dunsfold has to build. JG said in Phase 3 the Parish boundary does include part of the housing proposed on the western side of the aerodrome.

7. Initial Information to Community and call for Volunteers

GF said 1,000 flyers had been printed and would be distributed with the mail. GF would hand deliver some and CL would reimburse her £20 towards expenses.

8. Housing Needs Survey by Surrey Community Action

LH said Louise from SCA was on sick leave and once we got the grant would be in touch with her.

9. Survey of Dunsfold businesses and all other matters (except housing)

JG said he would ask the Council for a copy of the Waverley Electoral Roll. RE said most businesses were one-man bands and did not employ many people.

RE said he would provide a list of businesses.

LH said the survey questions must be piloted to make sure they made sense.

10. Call for Sites

RW said we could use Chiddingfold as a precedent and follow their format. We will not act until we have spoken to AECOM.

11. Community engagement

The communications sub group – Ginny, Larry and Rob will come up with strategies to communicate information to the village residents via banners, leaflets, parish magazine, events, the village societies, facebook, internet, a moving screen in the shop. RW emphasised that there was a great deal of guidance available on how to do this and said he would supply a copy.

12. Sharing and storage of plan documents

While final documents should go on the website, working drafts and reference documents should be kept separately on Dropbox or similar in a way that facilitates sharing. Rob Nunn would be asked for advice on this.

13. Review of allocation of areas of interest between members of the Steering Group

JG said he was up for helping the group but he already had a full timetable. LH and RW will be involved with the call for sites and the housing needs survey. BL and AB said they would help with the survey. RE would produce a list of businesses in Dunsfold. JQ would put the flyer in the Parish magazine. GF, AB, LW and RN would work on the community engagement.

14. Any other Business

LH said she had a form from Gayle Wotton to fill in about the environmental issues. This will be given to Celeste to fill in. BL said he had attended a Parish Council meeting and was not sure about the Council's commitment to the neighbourhood plan. JG confirmed the Parish Council is giving their full support.

15. Date of next meeting

The next meeting is on Wednesday 6th December in the Nugent Room at 7pm.