

Minutes of the Dunsfold Neighbourhood Plan Steering Group held on Tuesday 13th March at 6pm.

Neighbourhood Plan Steering Group

Ginny Fraser
John Gray
Steven Haines (Chairman)
Lynne Hamill
Bob Lees
Rob Nunn
Julia Quaile (Secretary)
Larry Westland

Apologies

Alistair Bentall

In Attendance

Shaun Devoto
Roy Enticknap
Celeste Lawrence (Dunsfold Parish Clerk)
Gayle Wotton (Waverley Borough Council)

1. Minutes from the meeting held on 6th February.

The minutes from the last meeting were agreed.

SH informed the group that Richard Woof had resigned as he only intended to help set up the Group and has many commitments in the village. JG was proposed as the deputy Chairman and this was agreed.

2. Progress report to Gayle Wotton

SH welcomed GW and thanked her for coming. It was agreed to change the order of the agenda to cover first the issues in which she was interested.

3. Communications

The Steering Group complimented the Communications team on the production of the March newsletter, which has been distributed via the Post Office. A few copies were also available from the Shop. Arrangements would be made to deliver them to those few houses in the Parish which had not received them. It was agreed the next newsletter should go out at the end of April.

The draft Community Engagement Strategy circulated by LH was noted and approved. GW commented on the importance of the list of societies contained in Appendix 2 as it would be important to consult these groups on the draft Plan..

JG raised the issue of the problem the Steering Group was having in engaging young people. There was some discussion as to how this might be addressed but no conclusion was reached. GW said that this was a difficulty faced by all Neighbourhood Planning groups.

4.Call for sites update

LH explained that details of the sites had now been sent to our consultants AECOM and so the call-for-sites was closed. AECOM , will undertake site visits and work out the most suitable sites according to their expertise and guidelines. They will report back in May. The report will then be published and there will be a public consultation for residents to give their views.

JG asked about the gypsy and traveller sites. GW said WBC's policy is to intensify the use of existing sites and look at small extensions. She confirmed that no new sites are being considered for Dunsfold there was no need for the Neighbourhood Plan to cover gypsy and traveller sites.

5. Strategic environmental assessment (SEA)

LH explained that there are two stages to this. First the Steering Group had to complete a form that WBC had sent to establish whether an SEA was needed. Then, if it was, we would need to apply for technical assistance from AECOM to undertake it. GW said that we would almost certainly need an SEA because the Plan would be allocating housing sites.

We had been unable to complete WBC's form because we did not have the required "Parish Baseline Information Statement". GW said Waverley had an environmental baseline statement and she would help fill these areas of the form in. LH agreed to complete as much of the rest as she could and submit it to GW.

GW said she thought we were making good progress.

5. Housing Needs

SH thanked GW for WBC's agreement to pay for the survey that we had been unable to obtain a grant for. The survey covers both open market and affordable housing. SH passed round a copy of the draft questionnaire. GW said people should be included that want to live in Dunsfold. It will go out this week by post. The report should be ready at the beginning of May. In addition AECOM is producing a top down approach based on census and other data. That report should appear any day now.

6. General Survey/questionnaire report

BL said he had taken out the housing questions and included ones about the Shop. RN and he were using surveymonkey to format the questionnaire. There will be a paper questionnaire sent to every household as well as the opportunity to complete it online..

7. Writing the Plan

JG asked when we expected to be able to start writing the Plan. It was noted that by June we should have the reports on the call for sites, and 2 surveys JG suggested we start to work on the framework of the plan by looking at other plans and everyone was asked to look out for examples.

There was some discussion about what time period the Plan should cover, given that Dunsfold had already provided 51 of the 100 houses required. GW reminded us that the 100 was a minimum. And she explained that it was vital that the Neighbourhood Plan showed how this number could be delivered in line with WBC's Local Plan. She thought it would be best for our Plan to cover the same period as Waverley's, else it would be difficult to prove consistency. She also reminded us that our policies must be in agreement with Local Plan Part 1; our Plan did not, however, have to repeat these policies. She added that there was useful information on MyCommunities website. Once the Plan was submitted, WBC would appoint an examiner, in consultation with the Steering Group.

LH reported that a new draft National Planning Policy Framework (NPPF) had been published and was due to be implemented by the summer. This document is the keystone of the whole planning system. Of importance to Dunsfold was its emphasis on using small sites and the increased protection it provided to ancient woodland and listed buildings.

8. Budget Report

The recorded spend remained the same as at the last meeting. SH and LH emphasised that this money must be spent by 31st March or it would have to be returned. It was agreed that it would be used to cover the cost of printing and distributing the newsletter, printing the questionnaire and using surveymonkey (see above) RN and BL to liaise with CL.

9. Future Funding

LH reported that a new grant system is starting in April, but it was not yet possible to apply for further funds. However, she asked members of the Steering Group to respond to her email dated 21st February asking for future costs so she can apply for a grant to cover the Steering Group's activities for the next 6 months as soon as the new system went live.

10. Storage of plans and documents

It was noted that Tina Wilmer is doing a good job.

11. AOB

JG mentioned there had been a petition about planning signed by 97 villagers , which he will be present to the Parish Council on 15th March . This would need to form part of the Neighbourhood Plan.

RN was asked to replace JG for Richard Woof as a recipient of the email address nhp@...

It was noted that the Steering Group would have a stand at the village fete. It would run a “treasure hunt” based on a map of Dunsfold, for which AB had kindly offered to donate a bottle of champagne as a prize.

It was also noted that the annual village meeting would take place on 19th April and the Steering Group would need to make a presentation.

12. Next meeting

The next meeting is on Tuesday 17th April at 6pm in the Nugent Room.