

Alfold Neighbourhood Plan

Notes of the meeting held on 8.4.19

Present: Alasdair Denton-Miller (chair); Penni Mayne; Chris Britton; Cilla Britton; Mary Brown;

Apologies: Adrian Erricker; Betty Ames

In Attendance: Maggie Williams (Colin Smith Planning (CSP))

Minutes

The chairman had circulated notes of the last meeting held on 4.3.19, and there being no comments these were approved.

The chairman welcomed two SG members who had recently been elected members of the Parish Council (Mary and Chris) and it was agreed that the third new Council member, Rick Dyer, would be invited to join the ANPSG.

NP Timetable and Process

Maggie presented draft programmes for the rest of the process to complete the NP. The first was an outline of key milestones, suitable for publication on the parish web site, to keep the public informed at every stage. Dates for some tasks that have been done are to be filled in, and next public consultation date(s) to be added – see decisions taken below.

Action; Alasdair

The second programme was a detailed bar chart timeline proposing tasks for the SG and the consultant (CSP) to meet the key milestones and arriving at a delivery date for the compliant Plan to WBC in January 2020 ('Regulation 15' stage).

Maggie commented that an immediate priority for the SG was enhancing and firming up our evidence base, which has been evolving from the start but is now critical. Public and Stakeholder Consultations are the next urgent tasks to undertake, followed by the detailed drafting of the Plan and its policies and checking its legal compliance.

The meeting then focussed in detail on the actions for the next month, under a series of sub-headings (as follows):

Evidence Gathering

- | | |
|--|-----------------------------|
| Evidence inventory to be sent to CSP for review/gap identification | Action; Alasdair |
| Feedback from SG workshop | Action; Colin (CSP) |
| Pass analysis of residents' survey to the SG | Action; Maggie (CSP) |
| Prepare list of additional evidence required | Action; Maggie (CSP) |

Content/evidence for Parish Profile (State of the Parish);

List of heritage assets and listed buildings

Action; Mary

Statistics and demographics etc.

Action; Chris/Cilla

Complete list of green spaces using NPPF criteria

Action; Penni/Adrian

Consultation – first stage

List of what's been done so far

Action; Alasdair

Prepare consultation protocol (check if WBC has a model)

Action; Maggie (CSP)

Exhibition

Village Hall is booked for **Monday 20th May**. SG to set up during the afternoon, doors open at 6.30pm, short presentation at 7.30pm, exhibition closes 9.00pm

Display boards; 5-6 boards, each on a plan 'theme', i.e. Vision, Policy Aims, highlight topics such as Housing, Employment, Heritage, Transport (Traffic Safety), Dark Skies, Landscape Buffers. These to be designed using content from evidence papers etc. and be as simple and graphical as possible. High level approach to show links to Sustainable Development strands (Environmental, Social, Economic). At this stage, policies will not be presented in detail, but rather as 'aims/objectives' with broad proposals.

Overall design Action; Alasdair/Maggie

Explore possibility of borrowing display boards.

Action; Mary

Publicity; to include online/social media, parish magazine, free magazines, village shop, sports club, roadside banner

Overall coordination Action; Alasdair

Exit Questionnaire (allocation policy, approach to contingency sites, open questions on policy themes) and printing

Action; Alasdair

Presentation; Parish profile, graphics as much as possible, stage reached, outline policy areas and site allocation strategy, request for extra help drafting

Action; Alasdair

Refreshments

Action; Mary and Cilla

Consultation – second stage

An evening Stakeholder Workshop will be held on **Monday 1st July**. The SG to consider which local organisations should be invited to give brief (5 minute) presentations. Developers will also be welcomed, but numbers may require us to hold a second workshop. Event will be open to the public. Maggie offered to act as independent facilitator if SG wishes. Village hall to be booked.

Action; Alasdair

Consultation – third stage

'Regulation 14' consultation planned for Sept-Dec 2019, followed by analysis of responses (possibly with help from CSP).

Writing the Plan

Scheduled for June-August 2019 (following first/second public consultations)

Draft Policy Themes (underway – see previous minutes for actions)

When all consultation responses included in revised Plan, including Regulation 14, send it to WBC ('Regulation 15') in January 2020

Legal Compliance

It is now urgent to complete request for SEA screening opinion, including check on Habitats Regulation and Environmental Statement requirements. **Action; Alasdair/Maggie (CSP)**

Noted that we need to start compiling (1) Draft Consultation Statement and (2) Basic Conditions Statement which covers compliance with NPPF and with Waverley LPP1 policies.

Any Other Business

None

Next Meeting

The next meeting will be held on Wednesday 1st May, 7.30pm in the Green Room.

The meeting ended at 9.30pm.

Guide to abbreviations used in these Notes

BLR	Brownfield Land Register
CSP	Colin Smith Planning
DP	Dunsfold Park
LPA	Local Planning Authority (Waverley Borough Council)
LPP1	Local Plan Part 1 (adopted by Waverley Borough Council 2018)
LPP2	Local Plan Part 2 (under development by Waverley Borough Council)
NOMIS	A service provided by the ONS (https://www.nomisweb.co.uk)
NP	Neighbourhood Plan ('The Plan')
NPPF	National Planning Policy Framework (https://www.gov.uk/government/publications/national-planning-policy-framework--2)
ONS	Office for National Statistics
PiP	Permission In Principle
PPG	Planning Practice Guidance (https://www.gov.uk/government/collections/planning-practice-guidance)
SCC	Surrey County Council
SEA	Strategic Environmental Assessment
(ANP) SG	(Alfold Neighbourhood Plan) Steering Group
WBC	Waverley Borough Council