



**CRANLEIGH PARISH COUNCIL**  
**MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE**  
**ON TUESDAY 10 APRIL 2018 AT 6.00PM**  
**IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH**

**Councillors**

Cllr J Betts  
Cllr R Cole\*  
Cllr B Freeston (Vice Chairman of the Committee)  
Cllr S Jeacock\*  
Cllr A Richardson\*  
Cllr E Townsend\* (Chairman of the Committee)

**Non Councillors**

Mr. P Townsend\*

**PRESENT\***

ALSO PRESENT: Parish Clerk B Bell FSLCC.

**1. APOLOGIES FOR ABSENCE**

The apologies of Cllrs J Betts (unwell) and B Freeston (prior commitment) were AGREED.

**2. DECLARATION OF INTERESTS**

Cllr E Townsend declared that she is a Waverley Borough Councillor.

**3. NEIGHBOURHOOD PLAN COMMITTEE MINUTES**

The draft minutes of the Neighbourhood Plan Committee meeting held on 08 March 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.

**4. PUBLIC SESSION**

There were no members of the public present.

**5. SCREENING PROCESS**

Waverley Borough Council has confirmed that, following notification from the Parish Council of their wish to make site allocations in the Cranleigh Neighbourhood Plan, the Neighbourhood Plan should still be subject to a Strategic Environmental Assessment and they advised that the Parish Council proceeds to the Scoping Stage now to avoid any delay in delivering the plan.

**6. STRATEGIC ENVIRONMENTAL ASSESSMENT**

Planning consultant Navigus have provided a draft Scoping Report. It was AGREED that Cllrs E Townsend and A Richardson would proof read the report and provide comments to the Clerk for submission to Navigus. The Committee AGREED to send the updated draft Scoping Report to the statutory consultees and a copy to Waverley Borough Council.

**7. CALL FOR SITES**

Members discussed the call for sites assessment prepared by Navigus in detail. The Committee asked the Clerk to check with Waverley Borough Council on the number of houses to be allocated through the Neighbourhood Plan site allocations.

**8. DRAFT NEIGHBOURHOOD PLAN**

Cllr E Townsend will continue to update the draft Neighbourhood Plan and is meeting with Waverley Borough Council to discuss their comments on the proposed policies. It was AGREED to send Waverley Borough Council's comments on the draft policies to Navigus.

**9. LOCALITY FUNDING**

It was AGREED to submit an application for grant funding to Locality for the sum of £4,250 for stages 4 – 6 of the planning consultancy fees.

**10. GREEN SPACES**

Cllrs R Cole and E Townsend will meet with Mr P Townsend to review the Green Spaces report.

**11. TIMELINE**

Cllr E Townsend reported that the Neighbourhood Plan is still within its specified timeline. Cllr E Townsend will update the timeline for the Clerk to add to the Parish Council's website.

**12. COMMUNITY SHOWCASE**

It was AGREED that the Working Group would prepare the display for the stand at the Community Showcase to include a large map of the potential site allocations and dots for members of the public to indicate their preference, details of the sites put forward and comments forms.

**13. CONSULTATION**

It was AGREED to take part in the Community Showcase, hold a meeting with local farmers and organize meetings with developers of potential site allocations.

The pre-submission consultation will take place from 30 June 2018 to the end of August 2018.

**14. PARISHES ONLINE**

It was AGREED to purchase an annual subscription at a cost of £450 + VAT from the Neighbourhood Plan reserve.

**15. CHAIRMAN'S REPORT**

The Chairman REPORTED:

- The Clerk will speak with the neighbours about the ASVI at Snoxhall Fields.
- The Chairman asked the Clerk if the Locality end of grant report had been submitted, the Clerk confirmed this has already been completed.
- Cllr A Richardson received information about secondary school places.
- Cllr E Townsend will follow up the car park review report.

**16. CLERK'S REPORT**

- The Clerk reported that she has received a reply from the Royal Surrey County Hospital who are responsible for outpatients services to say that car parking at community sites has not been discussed yet.
- Cllr E Townsend has asked the Clerk to find out about an offer of free advice to prepare a low carbon Neighbourhood Plan. Members did not wish to pursue the offer.

**14. DATE OF NEXT MEETING**

Thursday 03 May 2018. The meeting CLOSED at 8.43pm

Signed: \_\_\_\_\_

Date: \_\_\_\_\_