

## CRANLEIGH PARISH COUNCIL

### MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE ON THURSDAY 27 APRIL 2017 AT 7.00PM IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

#### Councillors

Cllr R Bryant\*

Cllr B Freeston\* (Vice Chairman of the Committee)

Cllr S Jeacock\*

Cllr E Townsend\* (Chairman of the Committee)

Non Councillors

Mr. P Townsend\*

PRESENT\*

ALSO PRESENT: Assistant Parish Clerk S Simmonds,

1. APOLOGIES FOR ABSENCE

The apologies from Cllr D Harris, Cllr K Fernandes, Cllr R Cole and Cllr M Forszewski of prior commitments was ACCEPTED.

2. DECLARATION OF INTERESTS

Cllr S Jeacock declared that he is a Committee Member of Cranleigh Civic Society.

Cllr R Bryant declared that he is a Committee Member of Cranleigh Civic Society.

Cllr E Townsend declared that she is a member of Cranleigh Civic Society and a Waverley Borough Councillor.

3. NEIGHBOURHOOD PLAN COMMITTEE MINUTES

The draft minutes of the Neighbourhood Plan Committee meeting held on 20 April 2017, having previously been circulated, were AGREED with the following amendment and signed by the Chairman as a true record. Item 5; bullet point 3

Removed, *Cllr E Townsend asked about the Planning Inspectorate*

Replace with, *Cllr S Jeacock asked about the Planning Inspectorate*

4. PUBLIC SESSION

No Public attended.

5. NEIGHBOURHOOD PLAN CONTENT

Cllr E Townsend stated the purpose of the meeting was to discuss the following:

1. To allocate sites for all uses (housing, employment, community and retail).
2. To carry out a Town Centre Boundary Review.
3. To define the Primary and Secondary Retail Frontages.
4. To carry out a review of the Area of Significant Visual Importance.

1. To Allocate Sites For All Uses (housing, employment, community and retail)

- Housing - Ms Gayle Wootton, Principal Planning Officer, Waverley Borough Council, had advised that two additional sites had been put forward since the Land Availability Assessment was published in April 2016.

- Employment - Cllr E Townsend commented that the NP was not informed of any commercial sites that had been put forward for expansion or development in the area, since the MP had started, other than Mansfield Park, although this, it was noted, was restricted by green belt. Commercial sites could be included in the call for sites.
- Community - The allocation of sites for the community will include any buildings, football pitches etc. It would also include any school if they open-up their facilities for use by the community and any community buildings on the Amlets Lane development and Berkeley Homes development.

The evidence needed to backup any allocations of sites and it was suggested the allocation of community sites could be included on the housing questionnaire. It was felt that the residents and NPC had the knowledge base, instead of WBC's desktop exercise.

- Retail - Waverley Borough Council, under the Local Plan Part 2 would review the allocation of sites for retail and could look at extending the retail areas so that it services the population.

For the Neighbourhood Planning Committee to review the allocation of retail sites, this would involve surveys to businesses and customers to establish usage and possibly turnover. As WBC had already carried out this survey it may be possible to use their data, however, concerns were raised that the data is likely to be out of date and are guess estimates.

Concerns were raised as the work required in talking to traders and customers could be too much and felt WBC would be better to carry out this review.

## 2. To Carry Out A Town Centre Boundary Review

The current town centre boundary does not currently include Knowle Park or Berkeley Homes. WBC will be looking to include these, which will result in a significant boundary change. If the NPC do not do the boundary review, then the concern is WBC will include the park areas and this could result in future development on these sites.

## 3. To Define The Primary and Secondary Retail Frontages

It was discussed the review regarding retail frontages would be better to be carried out by WBC who would have more expertise and information in this area and request if we can use their database.

## 4. To Carry Out a Review of the Area of Significant Visual Importance

The recent report on Snoxhall Fields carried out on behalf of WBC had questioned the inclusion of this area as ASVI. But as the centre of the village is changing with the new development, this makes it more compelling to protect the area. It is important to include as much as possible under the ASVI to give another layer of protection. If the NPC do the review it will give an element of control.

It was discussed if the NPC were to carry the reviews it would need commitment from those involved, the NP needed to be credible and the following items would need to be looked in to: -

- Funding – Clerk to advise on funding available from the Parish Council and other sources. Cllr R Bryant asked, if the Neighbourhood Plan was challenged, who would pay the legal costs. It was advised WBC would pay the costs.
- Evidence – At the current time, the NPC is not in possession of the data that was collected by the previous Neighbourhood Plan Group. Concerns were raised that it

would now be out of date and some of the questions could be challenged.

New questionnaires would need to be sent out, collected and collated. It was agreed the questionnaire would need to be clear and transparent. Cllr E Townsend said she had copies of some previous questionnaires they could review.

Previously these were sent out with the Challenger, this would be the best method to send out this time as it would reach all households. It was suggested visiting clubs and schools as well to distribute the questionnaire. The collection could be carried out by a drop-in boxes or people collecting them.

- Timescales – Cllr E Townsend advised she would be able to manage the NP but would not be able to do assist in the work required. Mr P Townsend advised the NP should be finished by the end of the year. However, Cllr E Townsend said if we are doing the Neighbourhood Plan, the NPC should not be pressurized by WBC.

The Neighbourhood Plan would need to start fresh and it will need managing. It is possible some residents would still wish to assist, and it was possible to hold workshops and perhaps giving specific tasks to individuals rather than groups.

The Local Plan Part 2 will be produced by WBC and they will allow us to contribute to it as the NPC. The assessment of development sites will be carried out by an appropriate independent consultant. The Sustainability Assessment and the Environmental Impact Assessment would be carried out by professionals. The consultation will be the biggest part and assistance for the policy writing would be required.

**The Committee AGREED to make the following recommendation to Council:**

- **To allocate sites for Housing and Community and let WBC to allocate sites for Employment and Retail.**
- **To carry out a Town Centre Boundary Review.**
- **To let WBC define the Primary and Secondary Retail Frontages and request that we can use their database.**
- **To carry out a review of the Area of Significant Visual Importance.**

6. CHAIRMAN'S REPORT – No report.

No report.

7. CLERK'S REPORT- No report.

No report.

8. DATE OF NEXT MEETING

To Be Confirmed

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

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