



Draft minutes of the Limpsfield Neighbourhood Plan Committee meeting held on Thursday, 10 October 2024.

In attendance: Cllrs Ann Osborn (Chair), John Thompson, Mark Wilson, Jenny Williams. Co-optees: Ted Beresford Knox and Robin Masefield

Clerk: Sophie Martin

Ann Osborn officially welcomes Robin Masefield to the committee.

1. APOLOGIES for absence
None
2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST
None
3. MINUTES OF last meeting – signed as circulated.
 - 3.1. Matters from last time:
 - *Gate at Glebe - no longer on action list.*
 - *On demand bus service – has been operating now for some time. Appears to be used. **Action: to ask Cameron McIntosh for feedback.***
 - *Biodiversity – In the previous minutes it was noted that the LPC should liaise with TDC's ecologist. However, she, Debbie Salmon has since left. Suggested that TDC is contacted by the Chairman to establish the correct person to liaise with and find out where they are with their plans with regards to BNG. **Action TCB.***
4. REVIEW OF Limpsfield Neighbourhood Plan – 5 years on
 - 4.1. Review of all LNP Implementation activity as set out in Section 6 – Implementation of the adopted LNP and Appendix C Performance Indicators. Annual update reports from Clerk to TDC Neighbourhood Plan team have been circulated.
 - 4.1.1. **ACVs** – Currently listed are The Carpenters, Memorial Stores and The Bull Inn. The Planning Committee has discussed the possibility of putting the Legion and St Peter's Church Hall on there. Clerk/Ted BK have asked for clarification re Church property. Any other ACVs to be discussed in formal review.
 - 4.1.2. **Conservation Area Appraisal** – has been done, adopted and implementation of projects are underway
 - 4.1.3. **Traffic & Parking** in the Limited capacity to effect.
 - 4.1.3.1. Park & Ride - Change of circumstances. Due to covid and different work habits, also due to Parking Reviews (Granville, Bluehouse, Detillens) this no longer seems viable. To be discussed in formal review.
 - 4.1.3.2. Community Speed Watch schemes - to be reviewed and implemented where viable. To be discussed in formal review.
 - 4.1.3.3. 20MPH road markings – RM suggests that we look at making the 20MPH signs more prominent. MW suggests potential for temporary signs

that could be positioned at difference points of the village for a short period of time and then moved. ***To discuss possibility of painted signage with Cameron McIntosh.***

- 4.1.4. Broadband Delivery – a lot of work was put in to finding ways for people to get better broadband, but this is now being delivered on the part of the comms companies and is not something LPC can influence.
- 4.1.5. Shop Watch – LPC has contributed to the new CCTV project in Oxted. The Oxted BID Manages a Shop Alert group and DISC reporting system. LPC councillors attended meeting regarding shoplifting and business security with Police/SCC/TDC and Oxted BID.
- 4.1.6. Public Footpaths & Bridleways – very successful and many improvements made. With addition of Limpsfield Way project (YFS)
- 4.1.7. Cycleways – Limpsfield Cycle Route has been implemented with extension to Oxted town centre as part of the YFS funded Limpsfield Way project.
- 4.1.8. St Peter's Church Hall & Surrounding Areas – LPC co-funded noticeboard for businesses and community activities (shared with LPC/St Peters). Hall Committee funded the business board. LPC liaised with Glebe Meadow businesses during discussions regarding Community Hub on Glebe Meadow (Shelved). LPC supported Community Hub bulid in principle, but this has been shelved by St Peter's.
- 4.1.9. EV Charging Points – conversations have been had with TDC and SCC regarding plans to install charging in carparks and roadside. LPC also sent list of potential off-road sites to TDC for consideration.
- 4.1.10. Improvement of Bus Services – LPC assessment of bus service and needs of the community. LPC councillors/clerk have made several enquiries into changing bus services/smaller vehicles etc with Metro (formerly Southdown) and SCC. At this time, no changes will be possible.
- 4.2. Expenditure overview. To date over the last 5 years, around £100K has been spent on LNP implementation aspects, being CAAMP, Footpaths & Bridleways (not including LW which was funded by YFS), CCTV, Accessibility/Connectivity.
- 4.3. Next steps
MW suggests that we set up a working group that goes through the plan in detail to assess where we have been successful, where more can be done, and what is not achievable or should be re-visited.

Appendix C – performance indicators.

MW suggests that we run another poll/residents survey to update needs and opinions.

TBK also agrees there is a formal review of the plan with regards to:

1. Planning policy – is it up to date and does it need to change (this needs to be done by the Planning Committee with regards to NPPF)
2. Implementation of projects (everything that is not planning related)

Action: To feedback to the Parish Council on Monday that we will be setting up a Review working group and ask for volunteers.

5. Feedback points for TDC for Made Neighbourhood Plans (MW)

MW and TBK have discussed this in brief. MW to send Clerk bullet points to forward to LNP team at TDC.

6. Project suggestions for 2025-26 budget:

- 20MPH – road painted signs could be a potential – to suggest to CMcl. AO believes it's worth raising.
- Review will need admin support with a budget required. To raise at LPC meeting.

7. AOB

7.1. Footpaths maintenance team members need to be specified to be covered by our insurance.

As per Risk Assessment, It is agreed that: All elected councillors, plus Robin Masefield and any other persons designated by the Chairman, are permitted, on the council's behalf, to undertake certain minor tasks with regards to footpaths and bridleways management and maintenance, e.g. clipping, strimming, pruning, minor repairs of gates or other structures such as stiles etc that do not require a professional contractor.

Volunteers working at the sole request of, and under the sole control of the Parish Council will be insured under the Parish Council's Public Liability and Employers Liability cover. Volunteers should only carry out tasks specifically allocated to them by the council or designated committee and recorded in the minutes of the council or committee.

Next Meeting 23rd January 2025 TBC

ANNEX

LNP Implementation (p50/51 of the published plan)

Implementation Projects

Those which are likely to incur a cost and require additional funding have been flagged with an asterisk. In such cases, funding may be sought from a variety of sources and not just limited to the Parish Council or any Community Infrastructure Levy it receives either directly or indirectly from the District Council. Indeed, partnership funding should be prioritised to improve the likelihood for fully successful and timely project delivery. A number of the proposed projects will also need volunteer support and involvement.

Registering Assets of Community Value

The following are assets important to the local community.

- I Brook Field
- II The Bull Inn, Limpsfield High Street
- III Glebe Field and Glebe Meadow
- IV Limpsfield Village Store
- V Carpenters Arms, Limpsfield Chart

The Parish Council has already registered The Bull Inn, Glebe Field and Glebe Meadow as Assets of Community Value and will seek to register the other assets listed.

Limpsfield Village Conservation Area Appraisal *

Limpsfield Parish Council will, with the support of Tandridge District Council, commission a Conservation Area Character Appraisal and associated Management Action Plan for the Conservation Area. Within this process, consideration will be given to the case for enlarging the Conservation Area.

Community Infrastructure Projects

The Parish Council proposes the following projects some of which may require the use of any future Community Infrastructure Levy (CIL) funding allocated by the local planning authority to the Parish Council, or for which the Parish Council may make a bid to the District Council for an allocation from its CIL budget.

Traffic Speed, Pedestrian Safety, Congestion and Parking * The Parish Council will undertake a few initiatives:

- Examine the options for more off-street parking in Limpsfield High Street
- Support the establishment of Community Speedwatch teams in the parish, (Limpsfield High Street, the A25 near Limpsfield School, Ridlands Lane and other areas) as and when volunteers become available
- Work with Surrey Highways to look at the options for improving pedestrian safety in Bluehouse Lane and other roads in the parish

- In conjunction with Surrey Highways seek to reduce HGV traffic by re-positioning existing “Unsuitable for HGV” signs located at the top of Titsey Hill and the A25/ Limpsfield High Street junction and introduce the new pictogram warning signs
- Seek the re painting of existing yellow/double yellow lines in Limpsfield Parish and the better enforcement of these parking restrictions throughout the parish
- Examine the options working with employers for park and ride schemes for their staff to ease congestion and parking pressures in Gresham Road, Station Road East and other areas of the Limpsfield Parish.

Broadband Delivery Project – The Parish Council will continue to use its influence on the Surrey County Council ‘Superfast Broadband’ project to seek upgrades to broadband services in the Parish. It will also work with Broadband providers directly noting that some rural parts of the parish have poor broadband download speeds. Other emerging technologies will also be reviewed if they appear to offer a better solution.

Shop Watch Scheme – Working with Tandridge District Council (TDC), Oxted Parish Council, Regen Oxted and Surrey Police, the Parish Council will seek to reintroduce “Shopwatch” – or another similar crime prevention scheme for the retail businesses in Station Road East.

Improvements to Existing Public Footpaths *Working with partners, to maintain and enhance foot and cycle networks to improve sustainable travel and recreation including the Vanguard Way, Greensand Way and North Downs Way and enhance the links between Limpsfield Village, Limpsfield Chart and Titsey Place. Better promotion of footpaths and walks in Limpsfield, including the development of on-line walking guides for the Limpsfield area. Work with the local Rambler and walking groups to make existing public footpaths easier to use, by installing new stiles or kissing gates. Work with Surrey County Council, local landowners and Rambler and walking groups to arrange and help fund upgrades to public footpaths in the Parish.

Provision of Cycle Ways in Limpsfield* The Parish Council will work with the County Highways Authority, the National Trust and other land owners to assess the feasibility of providing a cycle path from Limpsfield Chart and other rural communities in the parish to the centre of Limpsfield. To support the greater use of cycles for local journeys, the provision of cycle parking facilities in Limpsfield will also be investigated.

Greater Community Use of the St Peter’s Hall and the Surrounding Area * Working with the land owners (St Peter’s Church and the Diocese of Southwark) the Parish Council will look to identify uses for the church hall and its environs, which would better serve the local community, encourage greater use of the church hall and the surrounding area for community activities and at the same time generate income for the landowners.

Provision of Electric Vehicle Charging Points * Limpsfield Parish Council will work with Surrey Highways and Tandridge District Council to improve sustainable car journeys by examining the case for locating “rapid” electric vehicle charging points in the Parish (Limpsfield Village, Limpsfield Chart and near the Oxted Health Centre or Library).

Improvements to Bus Services The Parish Council will work with bus service providers to better assess bus service needs in the community and seek to enhance existing services. The use of smaller and more environmentally friendly buses to reduce pollution and traffic congestion in the Parish will be encouraged.

APPENDIX C:

Performance Indicators

Performance indicators for all the objectives of this plan are set out below.

Note: All indicators refer to Limpsfield Parish unless otherwise shown.

Housing

- **(1a)** To help meet housing needs by supporting the delivery of new housing in sustainable locations across the Parish and in other locations within the Limpsfield/Oxted/ Hurst Green area.

Indicator – number, type and size of houses built per year in Limpsfield Parish and Oxted Parish

- **(1b)** To help meet the need for smaller and more affordable homes by securing a more appropriate mix of housing in new developments.

Indicator – cumulative proportion of new houses/apartments of 3 bedrooms or less built in Limpsfield Parish

- **(1c)** To ensure that any new housing is built on sites and at densities which would not harm the prevailing character of the area in which it is set or the amenity of nearby properties.

Indicator – housing density percentage changes by character areas *To be assessed every 3 years*

Design and Heritage

- **(2a)** To ensure that all new development respects the particular character of the area in which it takes place, in terms of its design, layout and materials, whilst maintaining opportunities for more sustainable designs.

Indicator – proportion of successful planning objections when the above criteria are not met

- **(2b)** To protect and enhance the Parish's heritage, including the Limpsfield Village Conservation Area, listed buildings and other locally important buildings and structures across the Parish.

Indicator – publication of Conservation Appraisal and Management Plan by 2021, the latter with its own performance indicators

Environment

- **(3a)** To protect and enhance the most valued open spaces for the use of the community within and adjacent to the built-up areas.

Indicator – number of local green spaces protected assessed every three years (levels of protection will vary from assets of community value to Green Belt and Local Green Space designation)

- **(3b)** To protect the Green Belt from inappropriate forms of development.

Indicator – number of planning applications approved in the Green Belt for forms of development usually considered inappropriate

(3c) To maintain and improve biodiversity and the quality of the natural environment.

Indicator – additional number of nesting locations and number of lost views **Business and Economy**

- **(4a)** To support the local economy and maintain opportunities for smaller businesses to grow and develop in appropriate locations across the Parish, including working from home and farm diversification.

Indicator - number of active SMEs recorded each year **Community Services, Leisure and Recreation**

- **(5a)** To support the delivery of local services and community facilities in locations which are accessible to the local community.

Indicator – resident's survey to be completed in 3-5 years

- **(5b)** To improve the recreation and leisure opportunities for local residents and visitors to the Parish, protecting existing assets and encouraging enhancements which increase their availability and use.

Indicator – resident's survey to be completed in 3-5 years **Transport and Communications**

- **(6a)** To secure improvements to the local travel infrastructure, making the Parish's roads safer for all users and reducing the effects of through traffic, including HGVs.

Indicator – residents' survey to be completed in 3-5 years.

- **(6b)** To secure improvements to the Parish's network of pavements, footpaths, bridleways and cycleways, linking together different parts of the Parish and providing better connectivity and leisure opportunities.

Indicator – map of footpaths, pavements, bridleways and cycleways including their accessibility – every 3 years.

- **(6c)** To ensure that appropriate parking provision is made within new developments and that better parking is provided in Limpsfield Village

Indicator – number of new parking places provided every year.

- **(6d)** To promote improved access to faster broadband across the Parish.

Indicator – Broadband Speeds map – updated every year **Crime Prevention**

- **(7a)** Working with local business, residents, the District Council and the police, to secure measures which reduce crime, including burglaries and theft.

Indicator – burglaries and shoplifting rates collected each year

Note: As a residents' survey is suggested as the indicator for some of the Plan's objectives, this might be augmented to collect additional information.