

Minutes of a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Thursday 12th October 2023

Present: Martin Allen (MA), Ian Mitchell (IM), Jason Syrett (JS), Paul Jackson (PJ) Susan Smale (SS) Jim Yeeles (JY)

The meeting formally commenced at 20:17

	Action
Apologies had been received from Kim Jennings (KJ) Nichola Stokoe (NS)	
2. Declaration of Interests – No interests declared.	
3. The Minutes of the Meeting held on 29th August 2023 were agreed. By resolution, the Minutes were accepted and adopted as a true record. The Minutes would be passed to the Parish Council (PC) for acceptance at its next meeting. In the meantime, IM would upload these Minutes to the website as a draft copy and RY to Drop Box.	PC Clerk / IM RY
4. Dropbox –RY had confirmed that Dropbox was still working correctly and she had put in all the latest documents received.	
5. This meeting was called to ratify the Final draft of the Tatsfield Neighbourhood Plan which had been sent to TDC and copied to the Steering Group on the 7th October for expediency. After discussion and confirmations from JS the Plan was ratified. <u>SEA/ HRA</u> Updated SEA/HRA was forwarded during the meeting to TDC after deletion of 2.4 and 2.5 as they were not required. TDC advice <u>Regulation 14 responses</u> from the public (in a single excel table) and also the statutory consultee responses, were also sent to TDC during the meeting. Included was a redacted and un-redacted (for GDPR) of the public responses. (It was felt that at this point all documents to be sent in the Consultation document should have the full contact details removed) . Also attached was a list of the statutory authorities consultees we were given by TDC for use at Reg 14. <u>Consultation document</u> MA had started amending the document in line with the Officers Comments: Points as a reminder were : Add The Thames water response Explain the change regarding the withdrawal of the 3 Local Green Include: Survey Monkey as a form of consultation. Reduce: Full contact details to “ Resident “ “ Road/Street” TN16 as a post code. The Officer felt that the Consultation Statement should be improved to explain. Who was consulted? Did it go to all those required How were people consulted Were they given a letter giving them 6 weeks to reply in Regulation 14. Could the letter be included? Clarify “the two day event” statement. Confirm that the Parish Magazine goes to everyone. How were businesses consulted.	

<p>There are a lot of useful documents that are not in the consultation document. MA to “improve and update” the Consultation statement during the course of next week send it over to TDC.</p> <p>During the meeting JS sent over to TDC the Regulation 14 responses from the public (in a single excel table) and also the statutory consultee responses. We have included a redacted and un-redacted (for GDPR) of the public responses. And a list of the statutory authorities consultees we were given by TDC for use at Reg 14.</p>	<p>MA</p>
<p>6. Website –IM reported that visitors in Sep 23 were 35 (67 in September 2022) and so far this year there have been 498visitors to the site, compared with1024 for the whole of 2022.</p> <p>It was further suggested to remind villagers of these numbers and The Tatsfield neighbourhood Plan website</p>	<p>IM</p>
<p>7. What do we do next from here?</p> <p>Complete and send off Consultation statement</p> <p>All to read submitted draft plan and to make any notes of duplication and advise MA.</p> <p>MA to write an article for the November Parish magazine updating residents re the above.</p>	<p>MA</p> <p>ALL</p> <p>MA</p>
<p>8. Next Meeting: Wednesday 15th November at 8pm in the A.M.B.</p>	
<p>The meeting closed at9.08</p>	

MA/JH/04/23

..... ChairDate