

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Wednesday 23rd October 2019, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield

Present: Martin Allen (MA), Jim Yeeles (JY), Bob David (RD), Nichola Stokoe (NS), James Garside (JG), Ruth Yeeles (RY), Jill Hancock (JH), Ian Hayden (IH), Jason Syrett (JS), Jon Allbutt (JA), Ed Leeves (EL), Kim Jennings (KJ)

And 1 parishioner: Kate Bamber (KB)

The meeting commenced at 20:02

	Action
1. Apologies had been received from Sandy Philibert (SP), Ashley Clifton (AC), Mark Watts (MW), Ian Mitchell (IM) and Paul Jackson (PJ).	
2. No members present had anything to add to their Declaration of Interests.	
3. The Minutes of the Meeting held on 18th September 2019 were presented. Two amendments were agreed by the Meeting: (a) Item 5 – Communication Strategy – The words “thorough and robust communication” to be replaced with “thorough and robust consultation” in the second paragraph. (b) Item 8 – Finance – The invoice from James Garside for £1053 should read plus VAT and not including VAT. 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 nothing to report.	
5. Communication Strategy – JA would continue to write articles for the Parish Magazine and the Surrey Mirror. JA said that communications with others had not been very successful. BBC Surrey had not replied and Surrey Mirror were cutting back Dave Bishop’s articles. It was agreed that small pieces of info regarding the AECOM Report would be put on Tatsfield Talk at regular intervals. JG said that a good time for a public consultation would be when the decision on sites had been made – then to get the public opinion. A March date was suggested. The shortlisting of sites for consultation would be recommended by the Housing Group to the Steering Group and then to the PC.	
6. Admin – Nothing to report.	
7. Website – IM had reported that there had been 47 visits in October to the TNP web site compared to 311 on the Parish Council website, 1323 on the Village website and 132 on the History Project website. Overall in 2019 so far TNP had 572 hits, PC 4160, Village 17576 and the History Project 1855!	
8. Finance – MA would be making a grant application for Phase 2 this year although this will only be granted if Housing was to be a part of the NP.	MA

<p>9. Update of Topic Groups:</p> <p>a. Topic Group 1 – Housing/Planning MA reported that the Housing Group had met on 8th October and Notes on this meeting had been circulated to the Steering Group and were in Dropbox. The AECOM report was now being rewritten following comments from the Committee. MA would circulate the amended Housing Needs Assessment. There had been a change in numbers as the wrong calculation had been used – this may mean that the AECOM figure of 167 could go down by 10. This figure could also be reduced taking into account the completions and permissions at this time. The different areas of the Housing Group Topic Paper had been split up with members taking responsibility for different sections. These would be ready for the next meeting on Thursday 14th November. (Please note date as two different dates were on Housing Group Meeting Notes) The target figure could not be agreed on the options of 154/100/0. MA asked for any further questions or comments by Friday . The Notes on the Housing Group Meeting held on 8th October were referred and accepted by the Meeting. EL made the comment about “housing on the cheap” as a result of the present building. MA said that the NP was trying to provide affordable housing.</p> <p>b. Topic Group 2 – Community Facilities MA said that JG had drafted the Topic Report. A review to be undertaken. The PC would discuss the extended lease for the Playing Fields Association with TDC which had 18 months left to run. Chris Maynard, the Chair of the PFA, had resigned.</p> <p>c. Topic Group 3 - Local Economy IH had received some of the surveys back which he had handed out. Still awaiting others.</p> <p>d. Topic Group 4 – Environment – Built and Natural JA reported that the Group had met and discussed the Call for Sites outcome thinking of the effect on the Built and Natural Environment. JA would ask SS for the maps of the village showing trees and woodland. JA would be attending a conference “Nurture through Nature” on 27th November which might produce some interesting outcomes. PJ had suggested that the Topic Paper should be put in Dropbox even though it is not yet complete. MA would confirm with PJ.</p> <p>e. Topic Group 5 - Transport and Infrastructure SS not at meeting.</p>	<p>MA</p> <p>JA</p> <p>MA</p>
<p>10. Strategic Environmental Assessment Plan This would be done just before the Plan was at Final Draft stage.</p>	
<p>11. What do we do next from here? Topic Reports to be continued to be written. Group meetings to continue where applicable. Documents to be sent to IM to put on the website.</p>	<p>Topic Heads</p>

NP Introductory sections could be worked on – JG to send examples. JA to prepare for March public consultation – other venues to be considered – Village Club? Sheree’s? Flyers to be distributed to Village organisations, at school gates, parish magazine, etc.	JG JA
12. Next Meeting would be held on Tuesday 26th November at 8pm in Parish Room.	PC Clerk
13. Future Agenda Items Nothing further to add.	
The meeting closed at 9.05pm	

MA/JH/10/19

..... Chair..... Date