

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Thursday 17th April 2018, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield

Present: Martin Allen (MA), Jon Allbutt (JA), Nichola Stokoe (NS), Sue Smale (SS), Ian Mitchell (IM), Ruth Yeeles (RY), Jill Hancock (JH), Althea Davies (AD), James Barker (JB), Mark Watts (MW), Sandy Philibert (SP), Hugh Corrance (HC), Ed Leeves (EL), Jim Yeeles (JY), Allen Moat (AM), Bob David (RD)

And 6 parishioners: Ann Hayes, Michelle Baker, Rick Baker

The meeting commenced at 20:02

	Action
1. Apologies had been received from Paul Jackson, Mike Sarll, Gillian Phillips, Natalie Ruggins.	
2. No members present had anything to add to their Declaration of Interests.	
3. Everyone was welcomed to the meeting including; Allen Moat and Ed Leeves who were now members of the Steering Group. Michelle and Rick Baker were welcomed to their first meeting.	
4. The Minutes of the Meeting held on 15th March 2018 were accepted and adopted.	
5. Dropbox - RY reported that all the members of the Steering Group who had completed their Disclosure forms now had access to Dropbox.	
6. Communication Strategy – JA reported that the forthcoming Public Consultations meetings had been advertised on the front page of the parish magazine, County Border News, Surrey Mirror, TN16, Tandridge News and BBC Radio Surrey. All organisations had been reminded. Posters had been produced by RD and members were asked to take these and place them around the parish. It was agreed that NP should join with the Parish Council and Fairtrade on a stall at the Scout Fete on 1 st July. Members were asked to email JA with their availability so that he can draw up a rota. SS agreed to talk at the Annual Parish Meeting.	All/JA
7. Admin and GDPR – JH reported that members appeared to be putting Notes on their meetings in Dropbox and also their updated Topic papers. Minutes of the meetings of the Steering Group would be put in Dropbox unless anybody requested an emailed copy. GDPR – JH reported that she had been working with AD on GDPR as it affected the Parish Council as NP were a part of the PC. A further meeting would be held next week to take this further. Logo – AD produced logos created by Sean Mooney. One was selected by the group for use by NP. AD would take this further with Sean.	AD/JH AD
8. Update of Topic Groups: a. Topic Group 1 – Housing/Planning HC reported on the Housing Needs Survey. It had been decided to change the front page to take out some of the explanation and therefore to include details of completion including online and also perhaps an incentive. It was agreed that the second paragraph on the front page should be changed so as not to imply that completion of the survey would stop any building in Tatsfield. Members were asked to email HC with any further comments.	All

<p>It seemed probable that TDC would be able to send the survey out for us but details had still to be finalised.</p> <p>It was intended that the survey would be distributed during May. Tina Rhoda had looked into Survey Monkey for the online survey which appeared to be able to offer the needs of the Housing Survey.</p> <p>b. Topic Group 2 – Community Facilities Unfortunately NR would not be able to continue to chair this group. The topic paper was on Dropbox and MA would welcome comments.</p> <p>c. Topic Group 3 - Local Economy SS reported that the group had met and had sent the topic paper to some businesses but had not received any replies.</p> <p>d. Topic Group 4 – Built Environment JB reported that the group had met and a final topic paper was in Dropbox. There were many questions regarding items which overlapped with other groups.</p> <p>e. Topic Group 5 – Infrastructure SS reported that a final topic paper was in Dropbox with additions in red.</p> <p>f. Topic Group 6 – Natural Environment JB reported that a meeting was being held on 18th April to discuss the topic paper.</p>	All
<p>9. Admin Support – No further action needed on this item. MA suggested that the Clerk should be copied in on correspondence as most would be coming back to the NP Group via her.</p>	
<p>10. Meeting with TDC 17.04.18 NS, MA, JA and HC had met with Sarah Thompson, Emma Aimes and Nicola Walters from TDC that day. HC had written a report on the meeting but there were some items which seemed to have been interpreted differently by members present. HC would email Sarah to clarify details. JB suggested that the word “parish” should be used when discussing the NP rather than “village” as this covered the area in question.</p>	
<p>11. Public Meetings – 24th April 18:00 – 20:00, 28th April 12:00 – 14:00 Village Hall booked for both meetings despite double booking AO maps etc to be used for boards JB to produce A3 copies of SWOT analyses JH to provide list for attendees to sign with their addresses JH to bring flip charts and pens IM to provide electronic pictures if possible - JA to provide screen Refreshments – Fairtrade to provide Name badges – RY had printed name labels and had badge holders from TR Tuesday 24th – set up at 17:00 Saturday 28th – set up at 11:00 Posters to put up around village from RD MA stressed importance of parishioners talking to NP group and notes being made of their comments – Post-It notes to be available – different colour for each topic – to be put on display wall</p>	

<p>12. Next Meeting would be held on Wednesday 16th May at 8pm in Parish Room and following meeting on Thursday 7th June. JH to check availability of AMB with Clerk.</p>	<p>JH</p>
<p>13. Any Other Business (a) Call for sites would be done in Parish Magazine and on Tatsfield Talk once surveys, etc had been carried out, probably September.</p>	
<p>14. Future Agenda Items No suggestions.</p>	
<p>The meeting closed at 10.15pm</p>	

JH/04/18