

**Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Tuesday 16<sup>th</sup> April 2019, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield**

Present: Martin Allen (MA), Mark Watts (MW), Gillian Phillips (GP),  
Jim Yeeles (JY), Bob David (RD), Jill Hancock (JH), Mike Sarll (MS),  
James Garside (JG), Ruth Yeeles (RY), Paul Jackson (PJ), Ian Mitchell (IM)

And 1 Tatsfield Residents – S. Mittins

The meeting commenced at 20:01

	Action
1. <b>Apologies</b> had been received from Nichola Stokoe (NS), Jon Allbutt (JA), Sue Smale (SS) and Sandy Philibert (SP).	
2. No members present had anything to add to their Declaration of Interests.	
3. The <b>Minutes of the Meeting held on 20<sup>th</sup> March 2019</b> were presented. 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.	Clerk
4. <b>Dropbox</b> – RY advised that Dropbox was up to date.	
5. <b>Communication Strategy</b> – JA had asked Dave Bishop to continue to advertise the Public Consultations in the Surrey Mirror. MA would ask NS to put the notice on Tatsfield Talk. MA would ask JA if he would include the notice in the May Parish Mag. No new emails had been received.	MA MA
6. <b>Admin</b> – Nothing to report.	
7. <b>Website</b> – There had been 230 hits on the website so far this month. This was a big increase but was nothing in comparison to the Village website which had over 20,000 hits!	
8. <b>Finance</b> – The financial year had finished at the end of March but a further invoice had been received for £42 from IM for further Land Registry checks in connection with the Call for Sites. <b>NP/007/0419 It was resolved to accept the invoice for £42.00 from Ian Mitchell. This was agreed by all members present. It would now be paid by the PC.</b>	Clerk
9. <b>Public Meetings – Tuesday 30<sup>th</sup> April and Saturday 4<sup>th</sup> May</b> JA had sent through the completed rota for the public meetings which showed that there were sufficient people to man the events. A separate meeting would be held with someone who cannot make the two dates. MA suggested serving tea or coffee at the events. JH and RY said they would serve this – MA to bring supplies. MA said that he, JA and possibly PJ would be having a virtual walk through at the Parish Room on 29 <sup>th</sup> April, 6-7pm, to see where displays could be put up. All are welcome to join in. MA had emailed all owners of sites to notify them that their site would be identified on a map at the public meetings. MA would be sending round the amended Housing Group Topic Paper. There was a general discussion regarding language to be used at the public meetings with regard to the sites which had been received.	MA  All  MA

<p>It was agreed that the following language should be used and JH would email these to all members of the Steering Group for their information:</p> <p>"These sites were offered by landowners before the deadline for responses to the Call for Sites process expired on 31st March. The sites will be assessed using the Site Assessment Criteria.</p> <p>If questions are asked about building on Green Belt land or in the Defined Village – “Building on Green Belt land will only go ahead under very special circumstances or on limited infill in the village”.</p>	<p>JH</p>
<p><b>Update of Topic Groups:</b></p> <p><b>a. Topic Group 1 – Housing/Planning</b>  MA reported that 16 sites had been received under the Call for Sites. He asked all members of the Steering Group to look at these before the Public Meetings to make themselves aware of them. MA to forward these to SP and MS.  MA said that the PC had added an item on flood risk to the Site Assessment Criteria which he would update.  It was agreed that the sites be sent to AECOM with a request to confirm that they will visit to assess the sites. The assessment criteria would be sent to AECOM after the public meetings so that any further amendments/comments could be added.  The Utilities letter had been sent to numerous utility companies. MA had received a reply from UK Power Network saying that there would not be a problem with power if building took place. He would chase the other companies for a reply.  JG suggested sending a copy of the letter to TDC who may have the answers. MA had sent two separate letters to TDC and received one acknowledgement.</p> <p><b>b. Topic Group 2 – Community Facilities</b>  MA said that the Topic Report that JG had drafted would be used for the public meeting.</p> <p><b>c. Topic Group 3 - Local Economy</b>  SS had reported that the few responses she had received to the Local Economy Survey were now on Dropbox. The survey is on Dropbox and members were asked to see if they could take a copy and present it in person to anybody who they knew. SS was asked to collate the responses and circulate to all members to remind them.</p> <p><b>d. Topic Group 4 – Built Environment</b>  PJ asked that the large maps which had been used for display at the previous public meetings could be available again for the next public meetings.  MA would ensure that these were available from SP or James Barker.</p> <p><b>Topic Group 5 – Transport and Infrastructure</b>  Nothing to add.</p> <p><b>e. Topic Group 6 – Natural Environment</b>  Nothing to add.</p>	<p>All</p> <p>MA</p> <p>MA</p> <p>MA</p> <p>SS</p> <p>MA</p>
<p><b>10. Strategic Environmental Assessment Plan</b>  This would be done just before the Plan was at Final Draft stage.</p>	
<p><b>11. What do we do next from here?</b>  Topic Reports to be continued to be written.</p>	

<p>MA commented on the 'Milestones for early 2019' document compiled by JG which suggested things to be done before the next public consultation event, all of which were in hand.</p> <ul style="list-style-type: none"> <li>• Finalising Topic Reports</li> <li>• Summarising findings of housing survey into a brief report</li> <li>• Call for sites</li> <li>• Business survey</li> <li>• Further contact with TDC regarding allocation of sites</li> <li>• Brief questionnaire/feedback form to hand out at the event</li> </ul> <p>Items that the Public Consultation is looking for feedback on:</p> <ul style="list-style-type: none"> <li>• Brief update from each Topic Group</li> <li>• Final Topic Reports</li> <li>• Update on site assessment process</li> <li>• Site assessment criteria</li> <li>• Overview of call for sites</li> <li>• Summary of housing survey</li> <li>• Summary of business survey</li> <li>• Small questionnaire</li> </ul> <p>PJ thanked JG for his email dated 16<sup>th</sup> April incorporating Evidence Base Documents pertaining to national and local policies which could be very helpful when putting together Topic Papers. If Tatsfield was highlighted under the different headings, photos and reports could be printed off for the public meetings.</p> <p>MA said that he had a conversation with Piers at TDC regarding the Call for Sites Assessment. He would send a map with the sites highlighted to him.</p>	<p>Topic Heads</p> <p>MA</p>
<p>12. <b>Next Meeting</b> would be held on <b>Wednesday 15<sup>th</sup> May at 8pm</b> in Parish Room. <b>The Meeting in June was also set for Tuesday 11<sup>th</sup> June.</b></p>	<p>All</p>
<p>13. <b>Any Other Business</b> No other business to discuss.</p>	
<p>14. <b>Future Agenda Items</b> To discuss the outcome of the Public meetings.</p>	
<p>The meeting closed at 9.07pm</p>	

MA/04/19

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