

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Wednesday 19th December 2018, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield

Present: Martin Allen (MA), Mike Sarll (MS), Jon Allbutt (JA), Sue Smale (SS), Jill Hancock (JH), Jim Yeeles (JY), Bob David (RD), James Barker (JB), James Garside (JG), Paul Jackson (PS), Mark Watts (MW), Ruth Yeeles (RY), Althea Davies (AD)

And 1 parishioner – Tina Rhoda (TR)

The meeting commenced at 20:00

	Action
1. Apologies had been received from Nichola Stokoe, Eddie Leeves and Ian Mitchell .	
2. No members present had anything to add to their Declaration of Interests.	
3. The Minutes of the Meeting held on 13th November 2018 were presented. MA said that there was one amendment to Item 8a – Housing Survey. There had been 784 surveys sent out and a total of 348 responses which represented 44.4%. 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. Dropbox – RY commented on a document on Communications which had been put in the Community Facilities folder probably by IM. RY would move it into the Communications folder.	
5. Communication Strategy – JA reported that he would be asking the Parish Magazine to put NP meetings into the diary. Also would be in TN16 magazine. It was apparent that no email responses had been received. The Call for Sites letter would be sent out mid January with replies to the Clerk. The Local Business Survey would also be sent out in January and would be on the website.	
6. Admin – Nothing to report.	
7. Finance – James Garside had submitted an invoice for £1745.40. This was agreed by the Steering Group and paid by the PC. Tina Rhoda had a further invoice for SurveyMonkey for November for £35 which would be sent to the Clerk. NP/003/1018 It was resolved to accept the invoices for £1745.40 from James Garside and £35.00 from Tina Rhoda for SurveyMonkey. This was agreed by all members present. They would now be paid by the PC. There were no further invoices received.	
8. Update of Topic Groups: a. Topic Group 1 – Housing/Planning Housing Survey – A count of responses from individual roads would be carried out by SS/JB and the Housing Group would analyse. Additional numbers were added where more than one answer had been put on the replies.	

<p>JG explained comments that had been received from TDC on the site assessment criteria and the rationale for subsequent changes made. Some had been accepted, some rejected or amended. This included a reference to the size of the site which had been embedded elsewhere in the criteria list. JG to send follow up email to the group with further information (sent on 27.12.18). MA would circulate to Steering Group to see margin comments and JG's comments.</p> <p>The revised Site Assessment Criteria would be uploaded to Dropbox.</p> <p>b. Topic Group 2 – Community Facilities MA reported that nothing further had been done to the Topic Report that JG had drafted.</p> <p>c. Topic Group 3 - Local Economy SS reported that replies had been received from Parkwood and Phil Clark on the test survey sent out with useful comments. The Survey would be sent out in January by email where possible with replies to the Clerk or SS. They would be sent from the NP address with all other recipients under "bcc". The Survey was under Appendix A of the Local Economy paper together with the list of businesses. The Steering Group were asked to check the list. An updated Topic Report was on Dropbox but this was not yet final.</p> <p>d. Topic Group 4 – Built Environment Topic Group 6 – Natural Environment PJ reported that a draft Topic Report for BE had been completed and JA would be adding NE to this. The Group would be considering how to condense the questions they were asking themselves. When the unified report is on Dropbox, PJ asked for all to look at it. The Committee agreed to the two Topics being merged in the future.</p> <p>e. Topic Group 5 – Transport and Infrastructure SS reported that an updated Topic Report was now on Dropbox. Reference to Utilities was needed and a letter was being drafted to send out to all the statutory organisations.</p>	<p>JG</p> <p>MA</p> <p>All</p> <p>All</p>
<p>9. Update Re: Strategic Environmental Assessment Plan This would be done just before the Plan was at Final Draft stage.</p>	
<p>10. What do we do next from here? Jan – Call for sites letter out and Local Economy Survey distributed. Collect and interpret responses from Housing Survey. Topic Reports to be continued to be written. JG to send round 'milestones' list for progress needed for next public meeting.</p>	<p>JG</p>
<p>11. Next Meeting would be held on Thursday 17th January at 8pm in Parish Room. Meetings in February and March were also put in the diary for Tuesday 19th February and Wednesday 20th March.</p>	<p>Clerk</p>

<p>Dates for Public Consultation meetings were discussed and it was suggested to hold an afternoon meeting in the Parish Room on Tuesday 30th April between 2.00 and 8.00pm and another meeting on Saturday 4th May from 10.00 – 5.00pm. MA would check availability.</p>	<p>MA/Clerk</p>
<p>12. Any Other Business</p> <p>(a) MA and JA had attended a meeting that the Playing Fields Association had had with TDC as the Furze Corner asset needed to be in the NP. It was agreed that vision was needed by the PFA to trigger any grant.</p> <p>(b) MA reported on Surrey Community Action who were involved with community led housing.</p> <p>(c) Public Meetings – JG would circulate some bullet points for the meetings. The Housing Survey results, Local Economy Survey responses and updated Topic Papers/Reports would be available to the parishioners.</p> <p>(d) It was confirmed that committee members will contact JG with any queries or requests for assistance on topic papers.</p>	
<p>13. Future Agenda Items Those already raised in the Minutes.</p>	
<p>The meeting closed at 9.50pm</p>	

JH/12/18

..... Chair

..... Date