Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Tuesday 18th February 2020, 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), Ruth Yeeles (RY), Jill Hancock (JH), Ian Hayman (IH), Kim Jennings (KJ), James Barker (JB), Ian Mitchell (IM), Jon Allbutt (JA), Sue Smale (SS), Mark Watts (MW), Paul Jackson (PJ)

There were 4 parishioners present: S. Webster (SW), I. Longley (IL), C. Marner (CM), K. Bamber (KB)

The meeting commenced at 20:03

		Action
1.	Apologies had been received from Sandy Philibert (SP), Jason Syrett (JS)	
	and Ashley Clifton (AC).	
	MA said that JG was not attending the meeting this evening as it had	
	been felt that the Group could use the limited funds for his input on	
	another occasion.	
2.	Declaration of Interests – MA said there were people present with	
	interests but there was no need to declare these as no discussion on	
	individual sites was proposed.	
3.	The Minutes of the Meeting held on 21st January 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	PCClerk / IM
	these Minutes to the website as a draft copy and RY to Drop Box	RY
	these minutes to the website as a diate copy and the to prop box	
4.	Dropbox – RY had nothing to report.	
	Communication Strategy – MA asked JA if he would prepare and	
5.	present a 10 minute report on the work of the NP Steering Group to the	JA
	Annual Parish Council Meeting on 17 th March.	577
	JA reported that he had made bookings for the Parish Room for Public	
	Consultations to be held on Saturday 28 th March starting at 2pm and	
	Monday 30 th March at 5pm. He had prepared a rota for the two	ALL
		ALL
	sessions and asked members of the Steering Group to sign up to help.	
	JA reported that he had been disappointed with the level of interest	
	from parishioners in conversations he had with them recently. He felt	
	that it was necessary to engage with the community if possible. He	
	would ask the parishioners to suggest alternative dates to meet if the	
	public consultations were not suitable for them.	
	Articles would be put on Tatsfield Talk and in TN16 magazine. It was	
	also suggested that an insert in the parish magazine may get more attention.	
	KJ suggested that the new sign should be used and professionally made posters.	
	He would be putting together a weekly programme leading up to the	
	Public Consultations and would try to persuade the Surrey Mirror to run	
	an independent article on these, as they had done for another village.	
	RD expressed concern that the circulation for this paper was not very	
	high but it was felt that any avenues of advertising were worth	
	exploring.	
	JA suggested making up photos of areas of land which could be used for	
	development with property superimposed on them. He hoped that this	
	would stimulate discussion.	

	JA suggested that, unlike the previous Public Consultation when there was a huge amount of documentation for the parishioners to look at, this time this should be narrowed down so that minds are focussed. Perhaps 6 copies of the draft NP – JB offered to get these printed when the next draft was available.	JB/JS
6.	Admin – MA asked for any suggestions to fill the vacancy left by Gillian Phillips as it was important to have a full number for the Steering Group.	
7.	 Website – IM reported the viewing figures for January: 200 to the TNP website compared to 1500 on the Parish Council website, 5000 on the Village website and 500 on the History Project website. MA asked that completed reports should be sent to IM as soon as possible for inclusion on the website. He also asked for the draft NP to be put on the site. 	ALL
8.	said that there was money for photocopying, etc – invoices to be presented in the usual way. It had been agreed to pay the Parish Council for the hire of the meeting room.	All
	An invoice had been received from JG for the period Sept 2019 – January 2020 in the sum of £1708.25. NP/008/0220 It was resolved to accept the invoice for £1708.25. This was agreed by all members present. It would now be paid by the PC.	Clerk
	 He read to the meeting emails which had been received from SP, KB, JG and Elliott Bance from Asprey. MA reported that the Housing Group had met on 29th January. It had been agreed that the NP would not move the settlement boundary as the identified need was primarily for affordable housing which could be met with rural exception housing sites. Market housing would be met from windfall sites, although TNP18 could possibly be allocated for market housing if the site owner was not amenable to it becoming a rural exception site. Even if it were to be allocated for market housing, it could result in approximately 10 out of 30 houses being affordable. Given the need for rural exception sites to be located close to the centre of the village, the only sites that could be identified as suitable, along with the Green sites, for further investigation were as follows: TNP01: SCC – Land east of Tatsfield School and south of Ship Hill; TNP18: Reeves – availability unknown – but interest has been declared in the past – opposite the entrance to the allotments (approx); TNP19: Whelan's – availability unknown – land adjacent to Gresham Close. The Housing Group proposed writing to the landowners of TNP18 and TNP19 asking them if they are interested in their land becoming rural exception housing sites. There was considerable discussion regarding this proposal. CM asked the Steering Group why all the proposed sites were in the centre of the village when that was where all the congestion was. It was explained that the other sites had been discounted by AECOM 	

	KB raised her concerns that more of the sites had not been included for this reason as this had not been explained before the Call for Sites had been carried out.	
	JA was still concerned about the proposal as the sites would all be for affordable housing and did not address the needs highlighted on the Housing Survey showing the requirement for smaller properties, possibly of one storey, for downsizing for older residents.	
	MA put the proposal for the four sites named above to the Steering Group members. It was carried by 10 votes to 2.	
	MA said that the next meeting of the Housing Group would be on Tuesday 3rd March when further discussion would be taking place on the points raised above.	
	A letter to be sent to all the owners of the sites declared Red had been agreed by the PC and would be sent out. Further letters to be sent to the other offers had still to be agreed.	
b.	Topic Group 2 – Community Facilities JG had rewritten the Topic Paper for this Group.	
c.	Topic Group 3 - Local Economy SS was updating the Topic Paper with the suggestions from JG and this would be sent to IM for the website.	SS
d.	Topic Group 4 – Environment – Built and Natural PJ reported that the Topic Papers were nearly finished and would then be sent to IM for the website.	PJ
e.	Topic Group 5 - Transport and Infrastructure No changes to the Topic Paper. To be sent to IM. The water companies had said they could manage with any additions to the infrastructure in the village but it was pointed out that there was inconsistency of service in certain areas, particularly at the top of the village. It was suggested that individual problems with supply should be brought up with the water company.	SS
10. St	rategic Environmental Assessment Plan	
JG	was writing a draft letter to be sent to TDC.	JG
Tc we	hat do we do next from here? ppic Reports to be continued to be finalised and sent to IM for the ebsite. Group meetings to continue where applicable.	Topic Leads
In to co fro m	raft Neighbourhood Plan the absence of JS, MW read the email from him asking Topic Groups review their parts of the draft NP and send him any prrections/comments via tracked changes. He has received comments om JG and would be hoping to prepare a further draft before the next eeting of the Steering Group. he draft NP is in Dropbox.	Topic Leads
	ext Meeting would be held on Wednesday 18 th March at 8pm in arish Room.	PCClerk

a.	PJ and MW had been considering the sustainability of the parish during the period of the NP which could be up to 2033. They felt we needed to look forward to consider and include in the NP projects such as electric car charging points and solar panels in fields. They are arranging for the charity Centre for Sustainable Energy to visit the Steering Group.	
b.	JA asked What Next? for the Steering Group. MA handed him a copy of the NP stages produced by JG.	

MA/JH/02/20

..... Chair Date