

**Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Tuesday 19<sup>th</sup> February 2019, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield**

Present: Martin Allen (MA), Mike Sarll (MS), Ian Mitchell (IM), Paul Jackson (PJ), Jim Yeeles (JY), Bob David (RD), Jill Hancock (JH), James Garside (JG), Ruth Yeeles (RY), Eddie Leeves (EL)

And 1 Tatsfield Business owner – K J Rhee (KJ)

The meeting commenced at 20:05

	Action
1. <b>Apologies</b> had been received from Nichola Stokoe, Jon Allbutt, James Barker and Sandy Philibert.	
2. No members present had anything to add to their Declaration of Interests.	
3. The <b>Minutes of the Meeting held on 17<sup>th</sup> January 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. The Call for Sites returns were on the site under Housing.	
5. <b>Communication Strategy</b> – JA had produced a tick sheet for the Public Consultation meetings on 30 <sup>th</sup> April and 4 <sup>th</sup> May in the Parish Room and members were asked to complete this for their availability. No emails had been received. Three articles had been drafted for the Parish Magazine – one on the Call for Sites, another on the Business Survey and the third notice of the Public Consultations. IM suggested that the wording should be correct for each outlet as the TN16 letter for Sites referred to an attachment.	All
6. <b>Admin</b> – Nothing to report.	
7. <b>Website</b> – IM reported that there had not been much activity on the NP website – 36 this month and 50 last month. This was very much lower than the village and parish council websites.	
8. <b>Finance</b> – MA said that an invoice had been received from Dan Jordan Publishing for £102.00 for the entry in the February edition of TN16 magazine. <b>NP/006/0219 It was resolved to accept the invoice for £102.00 from Dan Jordan Publishing. This was agreed by all members present. They would now be paid by the PC.</b> There were no further invoices received. The chair reminded everyone that the funds granted for the NP have to be used up by 31 <sup>st</sup> March 2019, so any outstanding Invoices including his own must be presented for approval at the March Steering Group meeting.	TPC All
9. <b>Public Meetings – Tuesday 30<sup>th</sup> April and Saturday 4<sup>th</sup> May</b> Tick sheet would be sent around to those not present to find out their availability.	MA/JA

<p><b>10. Update of Topic Groups:</b></p> <p><b>a. Topic Group 1 – Housing/Planning</b>  Housing Survey – MA circulated a draft Housing Survey Summary Document prepared by the Housing Group. The findings were discussed in detail and it was agreed to amend the first paragraph to clarify the answers to the questions.  It was also agreed to take out the use of the word “Affordability” which could be confused with “Affordable homes” and to substitute “Starter homes” with “Homes suitable for first time buyers and social housing”.  The recommendations for the number of homes as the Housing Target was not finalised and the Housing Group will have to define this in the future.  JG advised in an email following the meeting that the number would be based on a number of factors (findings of the Topic Papers; the findings of the AECOM report; the parish housing supply as identified through the Call for Sites; the site assessment process; feedback from consultees i.e. utility providers and local residents) and would be identified once the evidence base has been finalised and unlikely to be before the April consultation.  There had so far been seven returns for the Call to Sites, all of which were available on the website or on Dropbox. The closing date for this had been moved to 31<sup>st</sup> March to allow for the publication in the March edition of the Parish Magazine.  IM was asked to carry out the Land Registry searches for the relevant documents.</p> <p><b>b. Topic Group 2 – Community Facilities</b>  MA reported that nothing further had been done to the Topic Report that JG had drafted. Further work will be done.</p> <p><b>c. Topic Group 3 - Local Economy</b>  The Local Economy Survey had been sent out but the response so far had not been good. MA asked members to remind all businesses to complete the survey.</p> <p><b>d. Topic Group 4 – Built Environment  Topic Group 6 – Natural Environment</b>  Nothing further had been added to this since the last meeting.  JA was in the process of updating the Natural Environment part.</p> <p><b>e. Topic Group 5 – Transport and Infrastructure</b>  Nothing to add.</p>	<p>All</p> <p>MA</p> <p>IM</p> <p>All</p> <p>JA</p>
<p><b>11. Update Re: Strategic Environmental Assessment Plan</b>  This would be done just before the Plan was at Final Draft stage.</p>	
<p><b>12. What do we do next from here?</b>  Topic Reports to be continued to be written.  Reply from TDC regarding consultees on Utilities. They had now responded with pages of names but it was agreed that for now the main ones should be addressed. MA to organise with JG.</p>	<p>MA/JG</p>
<p><b>13. Next Meeting</b> would be held on <b>Wednesday 20<sup>th</sup> March 2019 at 8pm</b> in Parish Room.  <b>The Meeting in April was also set for Tuesday 16<sup>th</sup> April.</b></p>	<p>All</p>
<p><b>14. Any Other Business</b>  Nothing was raised as it was felt we had covered it all</p>	
<p><b>15. Future Agenda Items</b>  To put the Public events high on the Agenda to discuss next time.</p>	
<p>The meeting closed at 10.05pm</p>	