

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Wednesday 2nd February 2022. Amended as per Meeting 16th February 2022. ***

Present: Martin Allen (MA), Bob David (RD), Paul Jackson (PJ)
Kim Jennings (KJ), Nichola Stokoe (NS),***
Ian Mitchell (IM), Jason Syrett (JS), Jim and Ruth Yeeles (JY) & (RY)

*** NS was present for the acceptance of the minutes and then connectivity Was broken

The meeting conducted on Zoom commenced at 20:00

	Action
1. Apologies No apologies had been received	
2. Declaration of Interests – No interests declared.	
3. The Minutes of the Meeting held Wednesday 19th January 2022 were presented and signed by MA. 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 and RY to Drop Box.	PC Clerk / IM RY
4. *** Recommend submission of the Draft Neighbourhood Plan to the Parish Council for Approval. It was agreed to recommend to the Parish Council to proceed to Regulation Consultation.	PC Clerk
5. Dropbox – RY had confirmed that Dropbox was still working correctly	
6. Communication Strategy – See below	
7. Admin Nothing to report	
8. Website – IM had previously confirmed that the Draft Neighbourhood Plan on the website could be printed.	
9. Finance – Nothing further to report.	
10. Draft Neighbourhood Plan JS /MA / KJ/ IM had held a meeting with Anna Cronin of TDC to discuss and answer any questions arising from the draft NP, from her set of comments from her email issued of 26 January . (Copy in drop box along with notes made at the meeting) . JS and MA relayed to the meeting the most relevant points and these were discussed and resolved. JS undertook to update the Draft Plan with the points raised in time for the Meeting of the 16 th February 2022. Anna Cronin further advised that she was putting together a list of Bodies to Consult and would send it over when completed. When received MA to put in list form for consideration. Anna was to follow up with TDC’s Legal team to check that the start of the pre-election period on 24 th March would not inhibit any Reg 14 consultation on the NP. Strategic Environmental Assessment. Was discussed in case there was a need for a new “screening” of the NP, as the draft has changed considerably from the version TDC assessed two years ago, when it was concluded that an SEA was needed. NP to request TDC to do a formal “screening” on the latest version of the NP, MA to write and ask	JS MA AC MA

<p>It was uncertain whether it would be necessary, under the relevant regulations, to carry out the screening and before our Regulation 14 consultation could take place. AC / TDC to advise</p> <p>If consultation commences before a formal screening decision, has been made, In consultations it is suggested that in any formal correspondence following should be added to state that screening is in progress, and if an SEA is required, we will consult in due course.</p> <p>Later a Consultation statement will be required to accompany the Draft at Reg 15. RY/JY have been asked to collate all this information from drop box and lan the same from the website</p> <p>A question over the Surrey Hills Boundary review was raised and JS was to contact Clive Smith to talk the matter through with regard to the NP as it stands.</p> <p>It was agreed prudent to have a “ next meeting” with AC booked and that is for: Fri 18/02/2022 11:30 - 13:00 Attendees JS, KJ, MA, IM</p>	<p>ALL to note and action</p> <p>RY/JY IM</p> <p>JS</p>
<p>11. Regulation 14 Consultation</p> <p>Consultation with the Parishioners who can comment and add or amend the draft plan before submitted formally to T.D.C. Suggestions include,</p> <p>Notices of the availability to be advertised in multiple and various places. As well as Zoom, Tatsfield Talk and the Parish, Village and Parish Council websites. All available Notice Boards. Copies left in the main village centre businesses.</p> <p>The village centre frames can be used to advise that and a formal notice of a weekend in March 12th and 13th between 11am and 3pm. Where the papers can be viewed in the A.M.B. This is now confirmed. . Basically a media blitz.</p> <p>It was suggested that the consultation period (6 weeks) be set from , after the acceptance of the Draft Plan by the TPC , so 20th February - 4th April . An update can then be advised at the APM .</p> <p>Asking for comments to be sent to Tatsfield.plan@btinternet.com as well as Clerk@tatsfieldparishcouncil.org.uk as well as by post and it was further suggested that a Survey Monkey be made available. Ma to check</p> <p>A register of respondents will need to be kept as TDC will need to respond to consultees. The holding of this information needs to be advised on all correspondence, for GDPR purposes.</p>	<p>ALL</p> <p>ALL</p> <p>BD</p> <p>ALL MA</p> <p>ALL</p>
<p>12. Any other business – Nothing raised</p>	
<p>13. Next Meetings:</p> <p>Wednesday 16th February 2022</p> <p>Friday 18th February 2022 - JS/MA/KJ/IM follow up meeting with AC.</p> <p>Public Consultation 12th and 13th March AMB 11 – 3pm</p> <p>Wednesday 16th March 2022</p> <p>Wednesday 20th April 2022</p>	
<p>The meeting closed at 9.05 pm</p>	

MA/02/22

MCU-Allen

16 February 2022

..... Chair Date