

MINUTES of the Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on the 15th February 2018 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Cllr Martin Allen (MA) Chairman Brian Ling, Sandy Philibert, Paul Jackson
Mr Ian Mitchell (PC) Mr Mike Sarll (PC) James Barker and Hugh Corrance

And 10 parishioners Howard Aylett, Alan Copeman, Ann Hayes Jon Allbutt Jill Hancock Ed Leeves Ruth Yeeles Jim Yeeles Bob David Roger Sawyers a total of 18 people.

Everyone was welcomed and The meeting commenced at 8.01pm

Apologies - Sue Smale (Vice Chair) Mark Watts Natalie Ruggins Althea Davies Gillian Phillips and Nichola Stokoe.

The meeting commenced with the Chairman giving an overview of what he perceived was the view of the Tatsfield Parish Council with regard to the current state of the Neighbourhood Plan.

The project has been proceeding for nearly 12 months and a lot of work had been done but resulted in slow progress being made.

For one reason or another the Steering group were without, amongst other things:

Grant money - Survey Results -

Communications strategy incl. – Tatsfield Talk – Facebook –NP and TPC Website and Village website – Parish Mag and any other form of social media.

Project Manager (although this is the role that James Garside will fulfil when he re-joins us)

The TPC concern was that the Councillors would need to scale back their commitment to fulfil their formal duties and wanted to see more Village involvement.

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(I added) a Budget and Logo

The Chairman then reviewed what he had done since the last meeting and intended to do immediately after the Meeting:

Have spoken to new people regarding their future involvement.

Had checked with TDC regarding an expected time scale: The response was read out as below.

No there is no set timeframe. I would say that you would be in a better position to have a plan once the Local Plan is completed for more certainty, as the Local Plan will provide the strategic direction that the Neighbourhood Plan should comply with.

She will visit a Committee meeting to answer questions at the most appropriate time but meetings at TDC were welcomed by TDC to help and guide us through the process.

I had a long chat and catch up with Mike Pendleton where he indicated that he would be glad to come back as a member and helper in the future. I have access to his email account should reference be needed to any past information.

I have organised a Meeting next week with James Garside – Any questions and an invite to join us was given.

The members were reminded that the following had been uploaded to dropbox.

Susan Smale 2 Topic papers, Paul Jackson 9 Topic Papers and Jon Albutt had circulated an environment paper.

Ian Mitchell then gave an update on the AECOM Survey that had commenced over the telephone and a copy of their Questionnaire was passed to the Housing Committee to consider a response.

The Chairman then stressed the importance of ensuring that community involvement and information formed an important part of all of our work in the future. He further stressed that The Neighbourhood Plan is owned by the Parish Council and run by us on it's behalf. The Parish Council has ultimate responsibility (eg grants need to be made by and paid in to the Parish Council.

Formal correspondence with TDC for example must be through the PC. The PC also has to formally agree the recommendations made by the NPSC. This is unequivocal otherwise we fail.

General discussions then took place:

On the Topic Groups and their make up **** A separate sheet for the DropBox has now been drawn up And will be regularly updated with new or departing members along with their contact details.***

Housing – Currently consisted of 5 members	
Environment – natural	3 members
Built Environment	4 members
Local economy	4 members
Transport & Infrastructure	4 members
Community facilities	3 members

Some discussion was had about the level of responses of Topic papers and the Chairman encouraged all groups to have theirs ready for presentation at the next meeting.

It was hoped that Richard Gibbs could be encouraged to join the Steering group

Communications;

Nichola Stokoe was subsequently asked and agreed to be the lead with Tatsfield Talk and face Book
 Ian Mitchell agreed to maintain the NP website
 The Clerk the Parish Council website
 Jon Albutt the monthly contribution to the Parish Mag with copies as appropriate to the Village website
 And to local press County Border News and TN16 Magazine.

Drop Box – Ruth Yeeles agreed to be the controller of our drop box system

Minute Secretary – We need to find from within the village someone willing to take on this role.

Grants

We have been advised that there are no current avenues for funding other than the Parish Council but a new avenue will expect to be open mid-March for use from the 1st of April 2018.
 But we should seek grant similar to the previous, below was there anything else to spend money?

The grant requested in November was for
 Consultancy fees – amended to £4,130
 Computer training / dropbox £500
 Room hire £300
 Website development £100
 Printing and other misc costs £1,222

Logo – This was all in hand just waiting for the grant money.

AECOM – Survey In Ian's absence the Chairman to make contact and clarify the questions

Housing Survey – Contact with the village was discussed by using the Parish Magazine using an A4 insert
 In the April parish Mag and a further reminder in the May magazine. The chairman to make contact with the Parish Mag to discuss the possibilities.

It was suggested to use the Village Hall for the first of two presentations to the village of where we are/what we have achieved seek their views in readiness for later consultation.

Tuesday evening 24 April – I would suggest between 6 – 8pm

and Saturday lunchtime on 28 April I would suggest between 12 – 2pm. Should we invite the Fairtrade Tent.

Date for next meeting – In an attempt to vary the nights to ensure inclusivity amongst the members the chairman suggested.:

Day / Date of next meeting in **March** Thurs 15th In **April** Tuesday 17th and In **May** Weds 16th 8pm in the A.M.B.