**2019/018**

**Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Thursday 17th January 2019, 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),

 Jim Yeeles (JY), Bob David (RD), James Barker (JB), Sandy Philibert (SB)

 James Garside (JG) Ruth Yeeles (RY), Eddie Leeves (EL) Allen Moat (AM)

 Ian Mitchell (IM)

And 1 parishioner – Myra Moat (MM)

The meeting commenced at 20:00

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|  | Action |
| 1. **Apologies** had been received from Nichola Stokoe, Jill Hancock, Paul Jackson, Mark Watts and Gillian Phillips
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| 1. No members present had anything to add to their Declaration of Interests.
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| 1. The **Minutes of the Meeting held on 19th December 2018** 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 |
| 1. **Dropbox** – MA advised that his drop box was recording “ nearly full”

So he would have to find an alternative way of using it. |  MA |
| 1. **Communication Strategy** – JA gave an update report and after discussion it was agreed that the NP group should seek agreement from the Parish Magazine for multiple pages for the report, call for sites and business survey documents. And a further advice for the upcoming public events. Dates below. To ask the Parish Magazine to put NP meetings/public events into the diary pages entry. Also could be in TN16 magazine. 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 both links are now on the NP website. |  JA |
| 1. **Admin** – Nothing to report.
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| 1. **Website –** Was being updated regularlyand IM advised that we had a low but regular number of visits to the site.Continue to monitor**.**
 |  IM |
| 1. **Finance –** The Chairman advised that his costs had increased by £19.73 for a further supply of printer ink.The Chair presented an Invoice from Tandridge District Council for £ 1059.26 Inc. VAT (Quote agreed was £800-£1000). This Invoice was agreed by the Steering Group and TDC will be instructed to forward the Invoice to TPC for payment.

Tina Rhoda had a further invoice for Survey Monkey for December for £35 which would be sent to the Clerk. This was also agreed. **NP/004/0119 It was resolved to accept the invoices for £1059.26 from Tandridge District Council and NP/005/0119 for £35.00 from Tina Rhoda for Survey Monkey. This was agreed by all members present. They would now be paid by the PC.**There were no further invoices received. The chair reminded everyone that the funds granted for the NP have to be used up by 31st March 2019. |   MA TR TPC All |
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| 1. **Update of Topic Groups:**
2. **Topic Group 1 – Housing/Planning**

Housing Survey – Housing group members presented their thoughts from their meeting on the 16th January (Appendix A) and a good discussion occurred. The main theme being “The greatest need“ from the abridged findings. The committee were reminded that the “Additional numbers” sheets from Q7 and Q10 presented come about due to their being multiple responses on the hard copy but only one on Survey Monkey. Additional pages were filed in drop box. The Group also discussed the responses to Q5A where only 3 responses indicated that they were on the TDC Housing Register When other information had advised that there were 21. MA to speak with Peter Trowbridge from TDC for clarification Site Assessment Criteria, the Environment suggestions raised had not been included prior to this meeting and will be done in readiness for the next meeting. The revised Site Assessment Criteria would be uploaded to Dropbox.The call for site document was completed, this time without the Green belt questions as it was felt every site would answer yes.It was agreed to ensure no bias that only Statutory bodies and Companies would be addressed formally by the NP ( see list in drobox Call for sites file) and that people would be encouraged either by word of mouth or by the exposure that it will be given through our normal channels plus advertisements in the local newspapers and TN16 magazine.The chair to distribute.The Tandridge District Council copy of the HEELA will also be used to maximise exposure.Having previously supplied the Leader of the Surrey County Council with a copy of the Call for Site, the Chair circulated the response from SCC for information for all. Copy in drop box.1. **Topic Group 2 – Community Facilities**

MA reported that nothing further had been done to the Topic Report that JG had drafted. Further work will be done.1. **Topic Group 3 - Local Economy**

The Survey would now be sent out in January by email where possible, post where not, with replies to the Clerk or SS. They would be sent from the NP e mail address with all other recipients under “bcc”. SS circulated a list to the Group and asked them check the list and make additions to her as they recall new businesses.An updated Topic Report was on Dropbox but this was not yet final.1. **Topic Group 4 – Built Environment**

**Topic Group 6 – Natural Environment** The draft Topic Report for BE had been completed and JA would be adding NE to this. When the unified report is on Dropbox, PJ/JA will ask for all to look at it.1. **Topic Group 5 – Transport and Infrastructure**

SS reported that an updated Topic Report was now on Dropbox.The draft Utilities was circulated and subject to final comments from JG and TDC this letter will be sent out to all of the statutory organisations. Per JG suggested list. Other bodies will be addressed during the formal consultation on the draft plan (known as Regulation 14 consultation). |   MAJG/JAMA RYMA/JHSSAllJA JG/MA |
| 1. **Update Re: Strategic Environmental Assessment Plan**

This would be done just before the Plan was at Final Draft stage.  |  |
| 1. **What do we do next from here?**

Jan – Call for sites letter out and Local Economy Survey to be distributed. Continue to interpret responses from Housing Survey.Topic Reports to be continued to be written.See JG email of the 12th January - Milestones for early 2019.The next meeting to agree and organise the format for public events  | AllJA |
| 1. **Next Meeting** would be held on **Tuesday 19th February 2019 at 8pm** in Parish Room.

**Meetings in March** were also put in the diary for **Wednesday 20th March.****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 11.00 – 5.00pm**. |  All To attend / assist  |
| 1. **Any Other Business**

Nothing was raised as it was felt we had covered it all |  |
| 1. **Future Agenda Items**

To put the Public events high on the Agenda to discuss next time. |  |
| The meeting closed at 10.17pm |  |

MA/01/19

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………………………………………………………… Date