

MINUTES of the Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on the 24th January 2018 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Cllr Martin Allen (MA)
Mrs Althea Davies (AD) Mr Ian Mitchell (IM) Mr Mike Sarll (MS)
Mrs Nichola Stokoe (NS)

In Attendance: Samantha Head (Clerk)

Mr Mark Watts (MW), Mr Hugh Corrance (HC), Mrs Sue Smale (SS),
Ms Gillian Phillips (GP), Mr Brian Ling (BL)

And 2 parishioners

The meeting commenced at 8.04pm

The meeting began with Cllr Martin Allen. MA wished to put himself forward as Chair. He hoped to match the other members' commitment, however, in order to attend regular NP meetings, it would mean not attending some District Council meetings. He proposed that by the end of the evening's meeting a decision about the future of the Tatsfield Neighbourhood Plan would be made. Although regular meetings would continue, much of the work would need to be done between meetings. It would be a good idea to try to involve other members of the community in some of the smaller research groups to share the workload.

Discussion ensued regarding the pros and cons of continuing with a Neighbourhood Plan. Various points were raised. This included:

- Efforts had already been made to encourage new members to get involved, however, there had been no positive response / 'advertise again on Tatsfield Talk.
- Meetings should be held monthly.
- Previous PC did not want to undertake a NP due to cost, time and not being clear on what was wanted by the end of the process.
- What would be the benefit to the parish of having a NP? Cost / benefit analysis?
- Other parishes have done a NP or are further into the process than Tatsfield so could look to them for an idea of time commitments / cost / benefit etc.
- Tandridge District Council (TDC) has indicated there is very little expectation for Tatsfield to build new houses. This has reduced the fear and, consequently, the enthusiasm generated by the threat of development has waned. A NP cannot overrule a Local Plan but can enhance TDC's ideas.
- Housing would be the topic which would drive the community to take an interest in the NP.
- Need commitment form topic leads in order to move this forward.
- James Garside has put himself forward to be Project Manager – but only if this can be funded from the grant as the PC cannot fund this. However, it was felt that he should remain as the consultant.
- Mark Watts stated at this stage, due to increased work commitments, he would have to step down as the housing topic lead.
- Jill Hancock – what role would she be prepared to take on? Possibly with admin / minute taking.
- It was suggested that perhaps topic groups could merge as there is an overlap with several groups. Another option would be to look at only one topic at each meeting and discuss as a steering group.
- Clarification was asked on how each topic group should be recording their meetings.

1. Election of Chairman

Nichola Stokoe (Parish Council Chairman) indicated that the steering group should elect a Chairman. Sue Smale nominated Cllr Martin Allen. This was seconded by Mark Watts.

NP/042/2018 Cllr Martin Allen was voted in as Chairman by all members of the Steering Group present at the meeting.

2. Apologies

NP/043/2018 James Barker, Paul Jackson, Sandy Philibert, Jill Hancock and Natalie Ruggins had sent their apologies. These were received and accepted by members.

3. DECLARATIONS OF INTEREST (relating to items on the agenda):

None

It was noted that Cllr Allen needed to complete a Declaration of Interest.

4. Agree and sign the MINUTES of the previous meeting held on 21st November 2017

NP/044/2018 It was resolved the minutes of the meeting held on 21st November 2017 reflected a true and accurate record of that meeting and were signed by the Chair.

5. Election:

- Vice Chairman – Sue Smale offered to take on this role.
- Treasurer – Mike Sarll agreed to act as Treasurer and Althea Davies agreed to be a co-signatory as per item 17 on the minutes from the meeting held on 21st November 2017.
- Project Manager – questions were asked over whether the cost of James Garside as PM would be prohibitive. This position was not filled.
- Communication Strategy Officer – Althea Davies indicated that not only was this devising the strategy around communication but also liaising with outside bodies – was this not a part of James Garside's role? Also: evidence logging. Would Jill Hancock or Natalie Ruggins take on one of these sections?
- Minute secretary – the Clerk would continue in the role for the time being with possible additional support from Jill Hancock.

6. Frequency of meetings

Resolution NP/035/2017 made at the 21st November 2017 meeting stated that meetings would be held at least once every two months.

It was suggested that if only one topic was discussed per meeting and if a report could be emailed to all steering group members a week prior to the meeting, that would help with the length of the meetings and would also mean that everyone could read up in advance.

NP/045/2018 It was resolved that meetings would be held monthly.

Ian Mitchell questioned on which evening of the week would the meetings be held.

NP/046/2018 It was resolved that the meetings would be held on Thursday evenings (third Thursday of the month) but this would be reviewed at a later date.

7. Outcome – decision on the future of Tatsfield Neighbourhood Plan

The Chairman asked if all present wished to continue with the NP.

Concerns were raised over – resources (committee members) / the need for a more detailed project plan / what should be happening between this meeting and the next?

The Chair then reviewed the resolutions made at the last meeting (21st November 2017):

- Grant – this had not been followed up due to Mike Pendleton's departure
- AECOM technical assessment – as above
- Questionnaire for local businesses – Sue Smale reported that this was ready to be sent out. It needed to be printed and these costs would be covered by the grant. Were all members happy with the contents of the questionnaire?

NP/047/2018 It was resolved that all members would read the questionnaire in time for the next meeting.

- Housing Needs Assessment – this was due to take 12 weeks from the date of the last meeting. It was queried if another housing survey was needed. It was noted that the previous Housing Needs Survey undertaken by Surrey Community Action honed in affordable housing need.
- Dropbox – Althea Davies said she had set up a folder and had sent out invites for people to join. Many, however, had not received this and AD said she would look into it and reissue invites.

AOB – Housing Group indicated that they needed the AECOM report before they could progress.

It was agreed that all present were happy for the NP to continue. The Chairman said that this would need to be approved by the Parish Council. The Clerk confirmed this would be on the agenda for the February main meeting.

8. Date for next meeting

The date for the next meeting was set for 15th February at 8pm.

Meeting closed at 9.43pm