

MINUTES of the Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on the 17th July 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Mike Pendleton (in the chair)
Mrs Althea Davies Mr Ian Mitchell Mr Mike Sarll
Mrs Nichola Stokoe

In Attendance: Samantha Head (Clerk)

Mr Mark Watts, Mr Hugh Corrance, Mrs Sandy Philibert, Mrs Sue Smale, Mr James Barker, Ms Gillian Phillips, Mrs Natalie Ruggins, Mr Brian Ling, Mr Paul Jackson

The meeting commenced at 8.05pm

1. APOLOGIES

NP/016/2017 Mr James Garside had sent his apologies. These were received and accepted by members.

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

None

3. Approve and sign the MINUTES of the meeting held on 19th June 2017

NP/017/2017 It was resolved the minutes of the meeting held on 19th June 2017 reflected a true and accurate record of that meeting and were signed by the Chair.

4. Update on Vision and Objectives discussion with wider community

- Scout Fete – the Chairman thanked all those who attended and assisted in manning the Neighbourhood Plan stall. He noted that during the course of the afternoon, between 15 and 20 people approached the Neighbourhood Plan Steering Group representatives and from that there were 4/5 expressions of interest. The Chairman agreed to email these names and their contact details to the Clerk. It was suggested that these parishioners could be involved in the topic research groups.
- The Chairman had approached the owner of Linda's to ask if the shop/post office could become the focal point for distributing information sheets to the Parish. This had been agreed.
- It was suggested that it might be an idea to put a special post box in the village centre specifically for the public to deposit comments/feedback.
- It was requested that a contact from specifically for Neighbourhood Plan comments/feedback be added to the website.
- A query was raised about the status of the Vision Statement and Objectives. The Chairman confirmed that it was still in draft form and would remain so until after the first public consultation.

5. Topic Areas

-SWOT updates from each topic area leader and committee discussion

The Chairman talked through the running order for the Neighbourhood Plan:

1. SWOT analysis
2. Topic Paper
3. Parish Survey
4. Topic Report
5. Other reports/ supporting evidence
6. Neighbourhood Plan document

The Chairman gave the Steering Group the following advice:

To be bold with the research/findings. He set a 3-month deadline and stated that after this, the community would be consulted for feedback/ comments.

The timeline was as follows:

SWOT analysis – initial discussion and analysis completed by September 2017. Community consultation – October/ November/ December 2017.

Topic Paper – to be completed early 2018 (January, February, March)

Parish Survey - April to May 2018

The Chair reminded the Steering Group that the examiner will need to see that the process has been objective, fair and well-documented which has consulted with and engaged the whole community. The overwhelming message was 'keep notes'. The key points are to be consistent with: Government (and European) Strategy, the Local Plan and the Tatsfield Neighbourhood Plan Vision and Objectives.

It was agreed that it would be too time-consuming to have each topic group provide feedback at every meeting. It was therefore suggested that reports would be alternated – 3 at each meeting.

The following should be included in each report from the topic groups:

- Status and analysis/findings report
- Neighbourhood Plan committee discussions
- The next proposed steps including plans for community discussions, engagements and consultations
- A short write-up to be included in the Parish Magazine and published on the website
- Funding requirements (grant funding), admin and any other requirements
- Documentation

Mark Watts (Housing group leader) then gave feedback from his team's SWOT analysis meeting:

Mark Watts pointed out that although the topic group had put their findings into each of the four categories (Strengths, Weaknesses, Opportunities and Threats), many of these could cross over into other areas, i.e. a weakness could also be a strength.

Mark Watts also said that on the basis of the advice from the Chairman, he now felt that the Housing research group could have been bolder in their discussions.

SWOT Analysis – Housing

Strengths: Ability to find new sites

- Spare capacity in school
- Diversity and number of clubs
- Strong, mixed community
- Desirable, rural settlement close to London
- A village with basic essentials and a centre

Weaknesses: Insufficient affordable/ low value housing and too high house prices

- Insufficient housing for older residents to downsize into
- Maintaining the status quo for fear of changing
- Insufficient younger people/ too many older people
- Lack of good local public transport

Opportunities: Possible sites for new housing

- Widening of the village settlement area
- Possibility of building a greater variety of house types
- Encouraging younger families into area to ensure retention of school

Threats: Resistance to change

- Loss of services such as school/ Linda's/ Post Office
- Precedence set by large local developments such as Squerryes
- Increased pressure on existing services (i.e. GPs) by new developments
- NIMBYism – affecting Neighbourhood Plan which might not be defensible in front of an appeal inspector
- Not developing a Neighbourhood Plan which could be challenged by developers
- Inadequate existing utilities/ infrastructure: water, sewers

A discussion ensued regarding the provision of sufficient affordable housing for the younger population, how housing needs to be attractive for buyers in general. The only supported housing is at Crossways Court which previously was only for those of retirement age or above. This condition has now been reduced to 55.

Tandridge District Council's housing regulations are in line with development over the past 50 years.

6. Neighbourhood Plan website

The website is up and running. Information is constantly being added. Ian Mitchell would add further information regarding the timescales for the SWOT analyses, the Topic Papers and the Parish Survey.

7. Update on matters affecting the Neighbourhood Plan

a) Feedback from Tandridge District Council CIL and Local Plan (TDC Planning) meeting

Ian Mitchell gave the following report:

At this meeting, Tandridge District Council (TDC) explained the workings of CIL. TDC had collected some £820k in CIL since the end of 2014 and about £58k went to parish councils in 2016/17. Once received, a parish council has five years in which to spend the funds – not on existing projects but on new ones.

When it came to discussion about the Local Plan, it was apparent how strongly some parish councillors felt about an alleged lack of transparency in the way TDC has been handling the Local Plan process. This came to a head when it was announced that there was to be a fresh consultation over the establishment of 'garden villages' originally timed for August/September. There were protests that this was just when many people were away and would miss the opportunity to respond. After pressure, the deadline had been extended to 9th October.

Mike Pendleton gave an update on the meeting to be held on 18th July at 3pm with Sarah Thompson (Head of Strategic Planning at TDC). The Tatsfield Neighbourhood Plan representatives would be: Mike Pendleton, Ian Mitchell, Paul Jackson and Mark Watts. Nichola Stokoe was invited to attend and she thanked the Chairman but indicated that she would not be available.

Mike Pendleton then outlined the objective of the meeting which was to establish relationships with TDC and open lines of communication.

Areas for discussion would be: i) Status and timings for Tatsfield's Neighbourhood Plan ii) status, timings and discussion items from the Local Plan iii) engagement between Tatsfield Neighbourhood Plan and the Local Plan iv) discussion on 'call for sites' v) set a regular meeting schedule.

b) Other matters – Moorhouse, Westerham, Oxted. Liaison with other parish Neighbourhood Plan Chairs

The Chairman indicated that the proposed developments in neighbouring parishes should be followed closely. Contact should also be maintained with the Chairs of other parish Neighbourhood Plans.

8. Admin – Plan and Schedule

This item would be deferred to a later meeting.

9. Update on communication plan

This item would be deferred to a later meeting.

10. Grant and Budgeting Process

Mike Pendleton and the Clerk were due to meet later in the week to complete an Expression of Interest to begin the grant application process.

11. Some observations and recommendations on the CR3 Neighbourhood Plan – Bob Milton, Chair CR3 Neighbourhood Plan

Mike Pendleton introduced Bob Milton, the Chair of the CR3 Neighbourhood Plan.

Bob Milton gave his insights into what producing a plan means for the community:

- Producing a Neighbourhood Plan is about control as it becomes a supplementary planning document and forces TDC to implement certain planning strategies.
- It is important to fully understand the basic conditions of a Neighbourhood Plan and these need to be followed in order to pass the examination. This includes:
 - National Policy – your Neighbourhood Plan cannot include policies which contradict any National Policies e.g. fracking
 - Listed Building Status
 - Conservation Areas
 - Environment regulations
- The biggest hurdle facing the Neighbourhood Plan Steering Group is the 'relationship' between their plan and the Local Plan.
- The objectively assessed housing figure for TDC is 9,400.
- The site assessments will be one of the more laborious processes but this is a very important part of the Neighbourhood Plan. When undertaking this research, it is extremely important to look at sustainability.
- Public consultation is the key – the final plan needs to be supported by parishioners. Implement plenty of forums, workshops, surveys, open days and keep the public informed at every stage via the Parish Magazine and the Parish Council website. (CR3 NP held a pop up shop on Saturday mornings in Caterham Valley shopping centre – this was a very successful method for informing the public).
- Many parishioners will be confused between the Local Plan and the Neighbourhood Plan – be sure to explain the difference.
- Need to produce evidence for all findings.

- Branding – create a logo for the Tatsfield Neighbourhood Plan.
- Ensure you hand deliver the important information to each household, especially the surveys.
- Ideally, aim to get the Neighbourhood Plan completed before the Local Plan is adopted.
- The Vision and objectives are key to the process as they will help define the character areas of Tatsfield and this will feed into the housing policies.
- It is recommended that you specify: no building on the Green Belt, identify and protect the green spaces and identify and put forward Brownfield sites for development.
- When developing Topic Areas, remember to consider what impact/affect they may have on other Topic Areas.
- Evidence that the community agree with the Vision and Objectives – display this on the website and/or in the Parish Magazine?
- The Neighbourhood Plan gives control over future community development e.g. another community building.
- It is possible to create aspirational policies which can encompass non-TDC policies e.g. Surrey County Council policies.
- Ask the following questions: What is the likely population increase in Tatsfield in the next 20 years? What drives the change in population? What affordable housing is needed?
- One of CR3 Neighbourhood Plan's policies is that it does not wish to build on the Green Belt. They have, therefore, identified Brownfield sites they believe are suitable for development and then estimated the number of properties they believe each site could accommodate (based on their policy for the size, style, mix of housing). They are mirroring what TDC is doing.

The Chairman thanked Bob Milton for his presentation and time.

12. Matters for reporting or inclusion in future agenda.

The next meeting would be held on Monday 18th September at 8pm.

A communication plan would need to be developed.

The Clerk to email all Topic Group leaders for their budget requirements.

The meeting closed at 10.10pm