

**Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Tuesday 11<sup>th</sup> June 2019, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield**

Present: Martin Allen (MA), Mark Watts (MW), Jim Yeeles (JY), Bob David (RD), Jill Hancock (JH), Mike Sarll (MS), Kim Jennings (KJ), Nichola Stokoe (NS), James Garside (JG), Ruth Yeeles (RY), Paul Jackson (PJ), Ian Mitchell (IM)

The meeting commenced at 20:03

	Action
1. <b>Apologies</b> had been received from Jon Allbutt (JA), Sue Smale (SS), Gillian Phillips (GP), Jason Syrett (JS), James Barker (JB), Eddie Leeves (EL), Ashley Clifton (AC) and Sandy Philibert (SP).	
2. No members present had anything to add to their Declaration of Interests.	
3. The <b>Minutes of the Meeting held on 15<sup>th</sup> May 2019</b> 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
4. <b>Dropbox</b> – RY advised that she had sent out invitations to join to all of the members of the new Parish Council. KJ confirmed that AC had received his.	
5. <b>Communication Strategy</b> – JA had sent an update: A gazebo stand would be put up at the Scout Fete on 7 <sup>th</sup> July to be shared with the Parish Council, Fairtrade, Horticultural Soc and Neighbourhood Plan. JA would organise folding boards for info to be set out. The Business Survey needed more input and this would be put in the parish magazine. Info would also be put on Tatsfield Talk and in the Surrey Mirror.	JA/SS NS
6. <b>Admin</b> – Nothing to report.	
7. <b>Website</b> – MA asked that as much information as possible should be put on the website via IM. He suggested that documents should be numbered under each topic. There had been 66 hits on the website up to the day before the meeting but the total had risen to 124 today!!	Topic Leads
8. <b>Finance</b> – MA would be making a grant application for Phase 2 this year. KJ and JS would be signatories on the PC Bank Account covering the Neighbourhood Plan.	MA
9. <b>Update of Topic Groups:</b>	
<b>a. Topic Group 1 – Housing/Planning</b> MA reported that the Site Assessment Criteria had been sent to AECOM and had been acknowledged. MA would ask them for an estimated end date for the process. MA, NS, RD, IM and JG had met with reps from TDC today. A report of the meeting will follow. There was considerable discussion regarding the need to continue with Housing as part of the NP. It was agreed that a decision would be made at the meeting of the <b>Housing Topic Group to be held on Tuesday 25<sup>th</sup> June at the AMB.</b> For recommendation to the Steering Group for a final decision.	MA MA
<b>b. Topic Group 2 – Community Facilities</b> MA said that JG had drafted the Topic Report.	All

<p><b>c. Topic Group 3/5 - Local Economy/Transport and Infrastructure</b> MA said that as the response to the Business survey had been poor, a list would be drawn up and members of the Steering Group asked to personally check on these.</p> <p><b>d. Topic Group 4 – Environment – Built and Natural</b> <b>This Group would be meeting on Thursday 4<sup>th</sup> July in The Ship</b> to discuss their next moves.</p>	SS
<p><b>10. Strategic Environmental Assessment Plan</b> This would be done just before the Plan was at Final Draft stage.</p>	
<p><b>11. What do we do next from here?</b> Topic Reports to be continued to be written.</p>	Topic Heads
<p><b>12. Next Meeting</b> would be held on <b>Tuesday 16<sup>th</sup> July at 8pm</b> in Parish Room. <b>There would not be a Steering Group Meeting in August, but it was hoped that the nicer weather would encourage Topic Group meetings to gather pace.</b> The date in September has been reserved as <b>Thursday 19<sup>th</sup> September</b></p>	All
<p><b>13. Future Agenda Items</b> Nothing further to add.</p>	
<p>The meeting closed at 9.25pm</p>	

MA/06/19

..... Chair ..... Date