

**MINUTES of the Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on the 19<sup>th</sup> June 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  
Mrs Nichola Stokoe

**In Attendance:** Samantha Head (Clerk)  
Mr James Garside

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 8.00pm

**1. APOLOGIES**

NP/010/2017 Mr Mike Sarll had sent his apologies. These were received and accepted by members.

NP/011/2017 Ms Gillian Phillips informed the members that Mr Stephen Mittins had withdrawn from the Neighbourhood Plan Steering Group.

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

None

**3. Approve and sign the MINUTES of the meeting held on 19<sup>th</sup> April 2017**

The Clerk noted that in the draft minutes she had circulated there was a spelling error. Item 5, final paragraph should read *appropriate* not *inappropriate*. The Clerk noted that the minutes to be signed by the Chair had been amended to reflect the correct spelling.

NP/012/2017 It was resolved the minutes of the meeting held on 19<sup>th</sup> April 2017 reflected a true and accurate record of that meeting and were signed by the Chair.

**4. Discuss and Agree:**

- Update on Vision and Objectives
- Timing/ forum for release and discussion wider community

The Chair commented on where the public/wider community can view the Vision and Objectives. A website has been set up for the Neighbourhood Plan and that would be explained later on in the meeting.

The Chair had met with Bob Milton (the Chair of the CR3 Neighbourhood Plan Group), who had emphasised engagement with the community as being the key to producing a successful Neighbourhood Plan. The question was asked about how to engage with the community. Suggestions were put forward: an insert in the Parish Magazine, envelopes through letter boxes, a book bag drop for the school, a stall at the Scout Fete on 2<sup>nd</sup> July. It was asked whether this approach was being made too early. However, it was countered that the general consensus should be that the Neighbourhood Plan Steering Group should not appear too 'tight knit'.

In summary, it was agreed that the best methods for reaching the wider community would be: a leaflet in the Parish Magazine/ leaflets drops through letter boxes, a book bag drop, leaflet drop to local businesses, engagement at the Scout Fete.

James Barker agreed to get a large-scale plan of the Tatsfield Designated Area printed for the Scout Fete stall. Althea Davies would liaise with Mike Pendleton and James Barker regarding the literature for the stall.

Mike Pendleton, Natalie Ruggins, Gillian Phillips and Mark Watts would be available on the day of the Scout Fete to man the stall.

**5. Confirm: the topic areas (and details) for research/ the topic area research group leaders/ allocation of committee members to each research group – James Garside**

James Garside summarised each of the topic areas.

All six areas were agreed and confirmed as the correct subjects for research. James Garside confirmed that other areas could be added at a later date.

Group leaders for each topic area were confirmed as:

- i) James Barker: Environment – natural
- ii) Paul Jackson: Built Environment
- iii) Mark Watts: Housing
- iv) Sue Smale: Transport and Infrastructure
- v) Sue Smale: Local Economy
- vi) Natalie Ruggins: Community Facilities

The committee members allocated to each of the topic areas were:

- i) Althea Davies, Brian Ling
- ii) Gillian Phillips, James Barker, Ian Mitchell
- iii) Sandy Philibert, Hugh Corrance, Nichola Stokoe, Ian Mitchell
- iv) Mike Sarll, Althea Davies, Natalie Ruggins
- v) Mike Sarll, Althea Davies, Natalie Ruggins
- vi) Nichola Stokoe, Brian Ling

It was noted that other members of the public would possibly join each of the research groups at a later date.

NP/013/2017 It was resolved to merge the Transport & Infrastructure and Local Economy research groups.

The meeting was adjourned at 8.45pm for a short break.

The meeting restarted at 8.50pm.

b) James Garside suggested a layout of how each topic group would focus over the next few months. He used the Environment – natural group as an example, but noted that the advice would be applicable for all groups.

Stage 1: SWOT (strengths, weaknesses, opportunities, threats)

The SWOT analysis would be based on the findings from the group exercises at the April meeting and from the information gathered in the 2013 Parish Survey.

James Garside noted that it was vitally important retain all documents produced during the process, in particular, those used in the community engagement process.

James Garside has prepared and will circulate via email a template for the SWOT analysis. The SWOT analysis can be produced as bullet points as no detailed analysis is needed at present.

Stage 2: Topic Paper

A description of the Parish relevant to your topic area. A breakdown of the census data is needed and the baseline context should be set. Identify any early issues at this stage and suggest ways of overcoming those issues.

James Garside noted that the layout/ presentation needs to be consistent across all 6 research groups. Perhaps a template could be created?

Stage 3: Parish Survey

The primary reason for the report is for the Parish to give feedback on the findings.

Here is when to begin thinking about questions for the Parish Survey. Could this be an updated version of the previous survey? Maybe this could take the form of a workshop in the Village Hall?

James Garside noted that information needed to be produced that people can read, digest and understand. The information should be keep broad ranging so that people can add input as the process evolves. Suggestions should be made for people to focus on. The timing for this stage should be early 2018.

Stage 4: Topic Report

This is essentially a more detailed, more technical version of Stage 2. This section is aimed at the examiner.

James Garside would have more input here. He would provide a template for this report.

- i) Introduction - outline the aim of the report.
- ii) Baseline position – set out the current picture. Things that exist and have an influence on the plan. This will include the Parish Survey findings and feedback.
- iii) Assessment/ Data Collection – e.g. parking surveys, transport surveys.
- iv) Conclusions and Recommendations – broad policy areas/ directions

It was noted that between Stage 4 and Stage 5 is the Statutory Regulation 14 notification.

Stage 5: Neighbourhood Plan

- Timescales: 1) SWOT – by next meeting  
 2) Topic Paper (3/4 pages) – late summer 2017  
 3) Survey – Autumn 2017

James Garside then went on to highlight some specifics for the topic areas.

Environment: local green spaces report – identify areas of land (this will be informed by the survey) \* need to meet the criteria for green spaces, identify the most sensitive areas for development, think about the relevant/bodies to engage with (e.g. TDC, SCC, AONB management).

Built environment: a character appraisal of the village and parish to identify any particularly important buildings – pick out the distinctive features of the parish.

Housing: \* it was noted that it is extremely important to follow the correct procedure. Need to produce a site assessment report. A mini consultation within the housing group to identify potential sites. Letters should be sent out to all landowners to assess if they have any land they wish to put forward for development. A question to be considered – how to reach out to people who do not live on the village but may have a particularly good development site? Check Land Registry.

Another approach could be to contact TDC to ask about sites on the horizon and also for developers' contact details. Also ask for the SHLAA (Strategic Housing and Land Availability Assessments)

It must be clear to the examiner that the process has been followed to the letter. Therefore, document all actions taken.

James Garside suggested that monthly reports from each group to show what evidence they have tried to gather would be a good idea.

It is a statutory requirement to submit a consultation statement along with the Neighbourhood Plan.

Infrastructure: would be good to include a parking survey, a transport survey/assessment and a survey of the digital economy.

Community Facilities: this will incorporate parks, playgrounds, bicycle parking, medical facilities (liaise with NHS trusts and SCC).

Local Economy: here specific surveys are needed to engage with local businesses. Identify their needs over the next 20 years. Focus should be on those working in Tatsfield or businesses that operate in Tatsfield.

NP/014/2017 It was resolved that, before the next meeting, the research groups need to meet and have their respective SWOT analysis ready for discussion at the next meeting.

Paul Jackson then led a worked example for Built Environment:

- 1) General description – number of houses, listed buildings, architectural style, historical notes, character of area generally, relationship to adjoining areas, ANOB, landscape designations and descriptions, role of trees and woodland.
- 2) 'The rural landscape setting and the architectural diversity of existing properties are key elements of the attractiveness of the village. Residents recognise the pressure on the village to expand, but any planned development must incorporate housing that is high quality in design and construction, varied in size and form, and integrated with a good mix of open space. They should meet design criteria that reflect the mixture of house types, sizes and materials in the village and encourage a broader range of property types, configurations and ownership options. This will generate improved choice from starter homes, through family houses to lifestyle options for those wishing to downsize and remain in the village.
- 3) Identification of sites – Sites have been identified through the Strategic Housing Land Availability Assessment carried out by TDC.
- 4) The role of the built environment in achieving the Tatsfield Village vision.
- 5) General objectives (policy?)
- 6) Character areas (definitions, qualities and design guidance, potential, policy aims for each)
  - i) Village Centre (commercial area, school, village hall, pub, bakery, Westmore Green)
  - ii) Village streets (within development boundary)
  - iii) Outer village (mostly unmade roads, Ricketts Hill, Church Lane, Chestnut Avenue, Old Lane, Kemsley Road, Maesmaur Road, Hillside, Ninehams Road, lower part of Johns Road), listed building settings.
  - iv) Farmland village setting (including golf course)
  - v) AONB farmland (beyond escarpment/ Clarks Lane)
  - vi) Moorhouse (Lafarge etc)
  - vii) Clacket Lane Services

## 6. Neighbourhood Plan website

This has been set up and the Clerk has been made an administrator.

The Clerk noted that she had received an email from Sarah Thompson at TDC confirming that Tatsfield had been made a designated area for Neighbourhood Plan.

NP/015/2017 It was resolved that the Clerk would arrange a meeting between representatives from the Steering Group and Sarah Thompson (TDC) for the week commencing 17<sup>th</sup> July. The representatives from the Steering Group would be Mike Pendleton, Mark Watts and Paul Jackson.

**7. Outline the overall schedule**

This item would be deferred to a later meeting.

**8. Communication plan – discuss approach and format for Vision and Objectives**

This item would be deferred to a later meeting.

**9. Any other business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency**

Mike Pendleton gave an overview of the meeting with Henry Warde from Squerreys which preceded the Neighbourhood Plan meeting. He recommended that the plans for the Westerham development be viewed online.

Mike Pendleton also gave an update on the Moorhouse development. Following the withdrawn application, there was now talk of a revised application being submitted as a distribution centre (light industry) which would possibly be designed in a less obtrusive way. Reports are that TDC are leaning towards maintaining the area as an industrial setting in order to maintain and increase employment levels.

**10. Matters for reporting or inclusion in future agenda.**

Date of the next meeting. The next meeting would be Monday 17<sup>th</sup> July at 8pm. There would be no meeting in August. The meeting after the summer break would be held on Monday 18<sup>th</sup> September at 8pm.

The meeting closed at 10.20pm