

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Thursday 7th June 2018, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield

Present: Martin Allen (MA), Sue Smale (SS), Althea Davies (AD), Ed Leeves (ED), Ian Mitchell (IM), Ruth Yeeles (RY), Jill Hancock (JH), Paul Jackson (PJ), James Garside (JG), Gillian Phillips (GP), Sandy Philibert (SP), Mark Watts (MW), Jim Yeeles (JY), Bob David (RD)

The meeting commenced at 20:02

	Action
1. Apologies had been received from Nichola Stokoe, James Barker (JB) and Jon Allbutt (JA).	
2. No members present had anything to add to their Declaration of Interests.	
3. The Minutes of the Meeting held on 16th May 2018 were discussed: Minute 8a – SP queried that the next step would be the “call for sites” as she was under the impression that the housing survey and external assessment would identify the need for sites. JG said that there was no problem with the housing survey and “call for sites” being carried out simultaneously as there was a need in any case whether the housing survey had been carried out beforehand or not. The Minutes were accepted and adopted.	
4. Dropbox - RY reported that all the members of the Steering Group had access to Dropbox and notifications were going to all members. It was suggested that JG sends a Word document with amendments to the relevant Topic lead before amending on Dropbox,	JG
5. Communication Strategy – MA reported that JA had been in touch with PJ with regard to a briefing note on Built Environment for publication in the parish magazine. JA would be putting together a rota to man the stall at the Scout Fete on 1 st July and would report in the Parish Magazine on the NP presence at the event.	JA
6. Admin and GDPR – IM confirmed that the website now invited comments using the new email address. Steering Group members could access this using the password sent around. The comments would only be available to Steering Group members and not made personalised on the website. IM would add a piece to the website to this effect. Members to note that the comments would be there for everybody to look at. IM asked for Topic Leads to let him know which documents should be put on the website. GDPR – AD reported that she would be attending a course the following week and hopefully more specific information would be available following that.	IM All Topic Leads AD
7. Update of Topic Groups: a. Topic Group 1 – Housing/Planning MA reported that JG had sent an email explaining that he could not take on the Chair of this Committee. MA asked the members of the Housing Group to meet when and if necessary in the meantime without a Chair. SP had produced an A3 copy of the Housing Survey but needed information about dates before this could be completed. It also still	

needed the link for online completion. The online version on Survey Monkey had 2 duplicated questions.

MA reported on the response from TDC regarding the Housing Needs Survey. There was discussion regarding affordable housing targeted solely at those with a parish connection which would only be applicable to a rural exception site built on green belt land. The Group also discussed the issue of sheltered accommodation.

MA reported that the AECOM survey was being chased up and would be available in a couple of weeks.

The draft "call for sites" letter and form were discussed and amended as agreed.

The "Times Are A Changing" flyer produced by Lauren Glover was discussed and amended as agreed.

b. Topic Group 2 – Community Facilities

MA and JH had met with another person from the village to update the Topic Paper and Key Questions. They had decided to pass Bus services over to Infrastructure but it was agreed that Medical Services should remain with Comm Facilities. The School, Shop, Bakery and Village Club would be dealt with by Local Economy although they would remain on the CF Topic Paper.

JG had made some suggested additions/amendments to these and they would be looked at by MA and JH.

MA/JH

c. Topic Group 3 - Local Economy

SS reported that she had produced an Executive Summary which would be added to with any issues produced by the survey. She had updated the list of approx 40 businesses, not all of which had email addresses at present. AD would send her a disclaimer under GDPR to put on the survey and then this would be sent out electronically in a couple of weeks' time. No replies had been received to the sample surveys sent out previously.

d. Topic Group 4 – Built Environment

PJ reported that the BE group had met and discussed an article for the parish magazine. They had also rationalised questions for the survey.

e. Topic Group 5 – Transport and Infrastructure

SS reported that she and Mike Sarll had met and an Executive Summary had been produced. Important to ensure that any new development did not impact on current stretched infrastructure. SS still to work on questions for survey.

MA drew the Group's attention to the TDC new Community Transport Service with a single telephone number covering various transport needs in the district.

SS

f. Topic Group 6 – Natural Environment

JA would liaise with JB and JY when he returned from France.

JA/JB

<p>8. Update Re: Grant Application – AECOM Housing Survey and Strategic Environmental Assessment Plan (after call for sites) MA reported that the Grant Application had been awarded subject to risk assessment etc. The Parish Clerk would be asked to inform the Steering Group about how to claim, etc.</p>	
<p>9. What do we do next? JG had produced a suggested Stage Plan. It was agreed that we were probably up to Stage 5 or 6 at present. MA asked everybody to note the timetable. JG emphasised that this was indicative and could change.</p> <p>MA reported that the TDC Local Plan did not include anything for Tatsfield apart from EN8 – the development at Moorhouse. He suggested that a meeting should be held with TDC to discuss the Local Plan in July.</p>	MA
<p>10. Next Meeting would be held on Wednesday 25th July at 8pm in Parish Room.</p>	
<p>11. Any Other Business No other business to discuss.</p>	
<p>12. Future Agenda Items No suggestions.</p>	
<p>The meeting closed at 10.30pm</p>	

JH/06/18