

**Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Thursday 15<sup>th</sup> March 2018, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield**

Present: Martin Allen (MA), Jon Allbutt (JA), Nichola Stokoe (NS), Sue Smale (SS), Ian Mitchell (IM), Ruth Yeeles (RY), Jill Hancock (JH), Paul Jackson (PJ), James Barker (JB), Mark Watts (MW), Sandy Philibert(SP), Hugh Corrance (HC)

And 6 parishioners: Ann Hayes, Ed Leeves, Allen Moat, Jim Yeeles, Tina Rhoda, Bob David

The meeting commenced at 20:02

	Action
1. <b>Apologies</b> had been received from Mike Sarll, Althea Davies, Gillian Phillips, Natalie Ruggins and Brian Ling.	
2. No members present had anything to add to their Declaration of Interests.	
3. Everyone was welcomed to the meeting including; Allen Moat who would be joining the Infrastructure Group Ed Leeves who would be joining the Housing and Environment Groups and Tina Rhoda	
4. The <b>Minutes of the Meeting held on 15<sup>th</sup> February 2018</b> were accepted and adopted HC informed the Group that Richard Gibbs is willing to help but would not be joining the Steering Group Tracey Syrett is offering assistance and had already helped JA with the Parish Magazine articles for April.	
5. <b>Dropbox</b> - RY reported that all the members of the Steering Group who had completed their Disclosure forms now had access to Dropbox, apart from NS. RY and NS to discuss. She had organised each Topic Group to contain folders for Agendas and Minutes and other documents. It was agreed that only Topic Group Leads would add documents to their Dropbox section and they, together with RY or JH, would be the only people to edit items on Dropbox. JA would add press release items to the Communications section.	RY/NS  Topic Leads/ RY/JH/JA
6. <b>Communication Strategy</b> - All Topic Group Leads would cc JH on emails regarding notification of meetings and also send copies of Minutes/Notes of meetings to JH for the evidence file. JA would co-ordinate all press releases and therefore he would send items for Tatsfield Talk and Facebook to NS, the NP website to IM and the PC Clerk for the PC website. He would also produce copies for the Parish Magazine, Village Website and local press including Surrey Mirror, County Border News and TN16 magazine. Topic Group Leads to email JA and cc JH a week before deadline for items to be included in the Parish Magazine. JA, with help from Tracey Syrett, had produced a front page and inside piece for the April Parish Magazine – available to see in Dropbox. It was agreed that JA would proceed with producing A3, A4 and A5 posters for display around the village using the front page notice. There would also be a display in the Village Hall to be set up for 3pm at the Spring Show – Topic Group Leads were asked to be available if possible.	Topic Leads  JA  Topic Leads  JA  Topic Leads/SG members
GDPR – JH explained the need for all members to be aware of the regulations which come into force in May 2018. It was agreed that JH would email all members to ask them for their permission to use their email addresses. (MA to update list of Steering Group members for JH)	JH  MA

<p>To conform to these regulations, it was agreed that groups would be set up for each Topic Group and for the Steering Group so that emails would be sent without individual addresses. If other emails were needed, it was agreed that apart from the addressee any other recipients would be copied under "bcc".</p>	
<p><b>7. Update of Topic Groups:</b></p> <p><b>a. Topic Group 1 – Housing/Planning</b>          HC reported that updated documents had been posted in Dropbox including the latest version of the Housing Needs Survey. Members were asked to check this and agree or otherwise make suggestions. HC suggested that the survey should be circulated by post with a sae for return, as had been done by another NP. They had been helped by their District Council who had all the necessary names and addresses, etc. JB suggested that these needed to be franked to ensure the saes were used for the correct purpose. MA would ask TDC if they could help with the distribution of the survey.          JB would cost out production of 800 copies of survey and produce 6 draft copies of each of the surveys for the public consultation meetings in April. Topic Leads to send copy to JB.</p> <p>Putting the survey online was discussed and Tina Rhoda offered to look into using Survey Monkey for this. It would ask for the name and address of the person completing the survey – permission would need to be asked. TR would check whether there was a charge for using Survey Monkey. TR agreed to join the Communications Group.</p> <p><b>b. Topic Group 2 – Community Facilities</b>          Various documents had been posted by NR on Dropbox. MA would contact her to discuss surveys, etc.</p> <p><b>c. Topic Group 3 - Local Economy</b>          SS reported that she was trying to expand the list of businesses. She had sent a draft survey to Philip Clark who would look at this and give comments. Survey is on Dropbox – comments please to SS. SS would send piece to JA for inclusion in Parish Mag asking for businesses who are interested in taking part in the survey to contact her.</p> <p><b>d. Topic Group 4 – Built Environment</b>          PJ reported that the group had split the village into character areas and 6 questions would come from each area. These would be collated into 10 or 12 questions for the survey.          The Topic paper had been edited.          Graphics of at least A3 size would be required. JB introduced some examples from "Magic Mapping". JA suggested that MA ask TDC if they could help with digital mapping of village as they had previously produced a tree survey.          PJ suggested that members should read the National Planning Policy Framework (NPPF) which was in Dropbox, some of the items of which could come into force at the end of this year.</p> <p><b>e. Topic Group 5 – Infrastructure</b>          SS had been looking at old surveys carried out in the village. A list of the various areas would be drawn up for the public meetings.</p>	<p>All</p> <p>MA</p> <p>JB Topic Leads</p> <p>Tina Rhoda</p> <p>MA/NR</p> <p>All SS</p> <p>MA</p> <p>All</p> <p>SS</p>

<p><b>f. Topic Group 6 – Natural Environment</b>  JB reported that the SWOT analysis would be going on Dropbox. Questions would be created to go on survey for public consultations. Considerable crossover with Built Environment. Need to look at parish rather than just village. Also aimed to have 1 or 2 questions solely for teens to make them feel included.</p>	<p>JB</p>
<p><b>8. Admin Support</b> – JH agreed to take the Minutes of future meetings.</p>	<p>JH</p>
<p><b>9. Public Meetings – 24<sup>th</sup> April 18:00 – 20:00, 28<sup>th</sup> April 12:00 – 14:00</b>  Hall booked for both meetings – MA to check email from Helena to see access times before both meetings  JA suggested screening off half of hall in case of small number of attendees  Projector and screen for slideshow – JA to provide screen  Display screens – MA and JA to check in Village Hall  Refreshments – JH and RY to provide  Name badges – RY to print name labels – TR to provide approx. 25 badge holders  MA to check whether Fairtrade are going to be present  JH to provide list for attendees to sign with their addresses</p>	<p>MA</p> <p>JA  MA/JA  JH/RY  RY/TR</p> <p>MA  JH</p>
<p><b>10. Next Meeting</b> would be held on Tuesday 17<sup>th</sup> April at 8pm in Parish Room</p>	
<p><b>11. Any Other Business</b>  HC asked when the PC would be discussing the NP – at next meeting on Monday 9<sup>th</sup> April</p>	
<p><b>12. Future Agenda Items</b></p> <ol style="list-style-type: none"> <li>a. Cost of posting Housing Survey – TDC?</li> <li>b. TDC – Digital mapping?</li> <li>c. Survey Monkey for online survey - TR</li> <li>d. Grant – understood that details of new grant process would be available on 22<sup>nd</sup> March</li> <li>e. Cost of printing surveys – JB</li> <li>f. Public Consultation meetings – Arrangements in place?</li> </ol>	
<p>The meeting closed at 9.46pm</p>	