

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Wednesday 20th March 2019, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield

Present: Martin Allen (MA), Althea Davies (AD), Sue Smale (SS), Mark Watts (MW), Jim Yeeles (JY), Bob David (RD), Jill Hancock (JH), James Barker (JB), James Garside (JG), Ruth Yeeles (RY),

And 3 Tatsfield Residents – A. Hayes, K. Bamber, T. McHugo

The meeting commenced at 20:02

	Action
1. Apologies had been received from Nichola Stokoe, Jon Allbutt, Mike Sarll, Paul Jackson, Ian Mitchell and Sandy Philibert.	
2. No members present had anything to add to their Declaration of Interests.	
3. The Minutes of the Meeting held on 19th February 2019 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. Dropbox – RY advised that Dropbox was up to date.	
5. Communication Strategy – The tick sheet for the Public Consultation meetings on 30 th April and 4 th May in the Parish Room was circulated again for members to complete. Emails had been received with Call for Site responses and following the Utilities correspondence with Thames Water. Adverts for the Public Consultations would be in the Parish Magazine, Dave Bishop would be asked to add it to his column in the Surrey Mirror, put on Tatsfield Talk and posters around the village. The days and times would be added to the invitation letter to be circulated.	All
6. Admin – Nothing to report.	
7. Website – There had been 127 hits on the website this month.	
8. Finance – The following invoices had been received: James Garside Planning – up to end of March 2019 - £1504.50 Martin Allen – Printing, inks, etc - £141.15 James Barker – Printing maps etc - £70.00 Ian Mitchell – Land Registry costs - £60.00	
9. Public Meetings – Tuesday 30th April and Saturday 4th May JB would produce large maps of the parish with the sites marked on. There was a discussion regarding the confidentiality of the sites. It was agreed that these would need to be made public and MA would write to the owners of the sites advising them that their site would be marked on the maps at the Public Consultation Meetings. JG advised that the updated Topic Papers should be available at the meetings highlighting the changes on each Topic since the last consultation. Specific issues should be highlighted eg results of the Housing Survey. Leads of Groups to work on presentations.	JB MA

<p>Update of Topic Groups:</p> <p>a. Topic Group 1 – Housing/Planning A further meeting of the Housing Group would be held on 26th March to further consider the sites options (being put forward through the call for sites) and the housing target following the housing survey. There was considerable discussion regarding how these matters were to be presented at the consultation events (for example the numbers on individual sites, the overall housing target and/or percentages) to ensure that misinformation was not given at the events. JG recommended that these matters should be communicated in ‘vague’ terms at this stage for this reason. It was also felt that whatever figure was decided upon, it should be stressed that this was over a period of the next 15 years. The Utilities letter had been agreed by MA and JG and had been sent to Thames Water. MA would answer their reply.</p> <p>b. Topic Group 2 – Community Facilities MA reported that nothing further had been done to the Topic Report that JG had drafted. Further work will be done.</p> <p>c. Topic Group 3 - Local Economy The response to the Local Economy Survey had been very poor with only two responses received out of approx. 30. The survey is on Dropbox and members were asked to see if they could take a copy and present it in person to anybody who they knew. SS was asked to email all members to remind them.</p> <p>Topic Group 4 – Built Environment Topic Group 6 – Natural Environment Nothing further had been added to this since the last meeting. JA to add the Natural Environment part to Paul Jackson’s draft.</p> <p>d. Topic Group 5 – Transport and Infrastructure Nothing to add.</p>	<p>MA</p> <p>SS</p>
<p>10. Strategic Environmental Assessment Plan This would be done just before the Plan was at Final Draft stage.</p>	
<p>11. What do we do next from here? Topic Reports to be continued to be written. JG circulated a ‘Milestones for early 2019’ document which suggested things to be done before the next public consultation event.</p> <ul style="list-style-type: none"> • Finalising Topic Reports • Summarising findings of housing survey into a brief report • Call for sites • Business survey • Further contact with TDC regarding allocation of sites • Brief questionnaire/feedback form to hand out at the event <p>Items that the Public Consultation is looking for feedback on:</p> <ul style="list-style-type: none"> • Brief update from each Topic Group • Final Topic Reports • Update on site assessment process • Site assessment criteria • Overview of call for sites • Summary of housing survey • Summary of business survey • Small questionnaire 	
<p>12. Next Meeting would be held on Tuesday 16th April 2019 at 8pm in Parish Room. The Meeting in May was also set for Wednesday 15th May.</p>	<p>All</p>

<p>13. Any Other Business</p> <p>MA had a report from the TDC Planning Policy Committee which was available to members. He commented that it was apparent that most other villages in the area were now undertaking a Neighbourhood Plan process.</p>	
<p>14. Future Agenda Items</p> <p>To put the Public events high on the Agenda to discuss next time.</p>	
<p>The meeting closed at 9.10pm</p>	

MA/03/19

..... Chair Date