

**Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Wednesday, 15<sup>th</sup> May 2019, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield**

Present: Martin Allen (MA), Mark Watts (MW), Gillian Phillips (GP), Bob David (RD), Mike Sarll (MS), James Garside (JG), Paul Jackson (PJ), Ian Mitchell (IM), Nichola Stokoe (NS), Sue Smale (SS), Ian Hayman (IH), Ashley Clifton (AC), Jason Syrett (JS), Kim Jennings (KJ) and Eddy Leeves (EL)

The meeting commenced at 20:04

	Action
1. <b>Apologies</b> had been received from Jill Hancock (JH) Jon Allbutt (JA) James Barker (JB) and Sandy Philibert (SP) Ruth Yeeles (RY) Jim Yeeles (JY) Althea Davies (AD) and Allen Moat (AM) MA opened the meeting by welcoming the new Parish Councillors to the steering committee.	
2. No members present had anything to add to their Declaration of Interests.	
3. The <b>Minutes of the Meeting held on 16<sup>th</sup> April 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> – The retiring Parish Councillors had their e mail invites to drop box amended as necessary. The new Parish Councillors will be added with their TPC email addresses before the next meeting.	MA/Ry
5. <b>Communication Strategy</b> – JA had sent an update in to this month's magazine including the comments from the public consultation and the winners of the competition. No new emails had been received but a resident had submitted a letter to the magazine regarding his thoughts on the green belt boundary.	
6. <b>Admin</b> – Nothing to report.	
7. <b>Website</b> – It was agreed that topic papers need to be fully formed before going on the website. Topic leaders to send final drafts to JG to approve and then on to IM to upload. Discussion as to whether now was the time for the call for sites map to go on website concluded that we should and the Chairman would advise IM what items to load.	MA
8. <b>Finance</b> – Waiting for grants to restart in May so we can apply . Confirmation received from AECOM that the grant has been approved and our Site assessment will be carried out.	AECOM

<p><b>9. Public Consultations Review and comments</b></p> <p>i) It was noted that there was a disappointing level of attendance and lack of interest on both days. It was thought that apathy indicated people were happy with what's happening. 72 people, including steering committee members, attended. Housing received the most feedback and discussion.</p> <p>ii) The full "stick it notes" responses can be found on drop box under Tatsfield Neighbourhood Plan – Public consultations. The quiz winner on the Tuesday was Julie Jewell and Saturday Kay and Ian Longley. Everyone approved the winners. A request was made to ask JA to confirm entrants.</p> <p>It was decided that there would be a further public consultation outside Sheree's as ongoing consultation rather than another two day event. To be planned in the summer months.</p>	<p>JA</p> <p>MA /JA</p>
<p><b>Update of Topic Groups:</b></p> <p>Kim Jennings and Ashley Clifton to join Housing team Jason Syrett to join Built Environment team. Ian Hayman to join Local Economy team and Transport &amp; Infrastructure</p> <p><b>a. Topic Group 1 – Housing/Planning</b> AECOM calling MA at 10am on Thursday 23<sup>rd</sup> May regarding the site assessment. MA extended an invitation to committee members to be present at the telephone conversation. MA to report back at next meeting. Several emails had been received from TDC regarding the green belt boundary and the call for sites list. TDC visit to Tatsfield on either Tuesday 21<sup>st</sup> May or Thursday 23<sup>rd</sup> May to discuss further. MA to confirm attendees and date. Utilities letter – responses being chased. Four returned. MA to circulate dates for next Housing meeting.</p> <p><b>b. Topic Group 2 – Community Facilities</b> Nothing to report.</p> <p><b>c. Topic Group 3 - Local Economy</b> SS reported that only three responses had been received and requested that personal contacts be made to encourage response. A business networking event for local businesses was mooted in an attempt to engage.</p> <p><b>d. Topic Group 4 – Built and Natural Environment</b> PJ agreed to organise a meeting before next month. The natural environment has not progressed. Starting to write policies on the built environment.</p> <p><b>e. Topic Group 5 – Transport and Infrastructure</b> Report almost complete. Will add comments from public consultation. At the stage to start drafting policies.</p> <p><b>f. Aspirational policies</b> – JG advised against writing policies in topic papers and suggested they be left as issues to be addressed.</p>	<p>MA</p> <p>MA</p> <p>MA</p> <p>ALL</p> <p>PJ</p>

<p><b>10. Strategic Environmental Assessment Plan</b>  JG confirmed that it was futile starting this until we know the plan will definitely include houses. TDC will carry out SEA screening for all sites. This can be discussed at the next meeting with TDC. JG will circulate an example.</p>	<p>JG</p>
<p><b>11. What do we do next from here?</b>  Topic Reports to be continued to be written which should include the comments received from all 4 consultations and complete the final consultation papers prior to writing up the formal Neighbourhood Plan.</p>	
<p><b>12. Next Meeting</b> would be held on <b>Tuesday 11<sup>th</sup> June at 8pm</b> in Parish Room.  <b>The Meeting in July was also set for Tuesday 16<sup>th</sup> July.</b></p>	<p>All</p>
<p><b>13. Any Other Business</b>  Agenda item no longer to be included.</p>	
<p><b>14. Future Agenda Items</b>  Scout fete on 7<sup>th</sup> July and Village Centre contact with villagers.</p>	
<p>The meeting closed at 9.50pm</p>	

MA/05/19

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