

**Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Wednesday 16<sup>th</sup> May 2018, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield**

Present: Martin Allen (MA), Nichola Stokoe (NS), Sue Smale (SS), Ian Mitchell (IM), Ruth Yeeles (RY), Jill Hancock (JH), Paul Jackson (PJ), Mike Sarll (MS), James Garside (JG), Gillian Phillips (GP), Jim Yeeles (JY), Allen Moat (AM), Bob David (RD)

And 1 parishioner: Tina Rhoda (TR)

The meeting commenced at 20:02

	Action
1. <b>Apologies</b> had been received from Sandy Philibert, Althea Davies (AD) and Jon Allbutt.	
2. No members present had anything to add to their Declaration of Interests.	
3. The <b>Minutes of the Meeting held on 17<sup>th</sup> April 2018</b> were accepted and adopted.	
4. <b>Dropbox</b> - RY reported that all the members of the Steering Group had access to Dropbox. Nicola Walters from TDC now had viewing access and access for Hugh Corrance had been removed.	
5. <b>Communication Strategy</b> – MA reported that JA had written entries for the various publications and that information packs from the Public Consultation meetings had been left for the Church and Church Hall for people to read. He was planning to take one to Parkwood Golf Club and also the The Grasshopper, as well as the Bakery, Ship and Club.  JA would be putting together a rota to man the stall at the Scout Fete on 1 <sup>st</sup> July. Members were asked to email JA with their availability.  MA had asked Lauren Glover, a student in media studies, to help with the Housing Group.	MA  All/JA
6. <b>Admin and GDPR</b> – JH reported that AD had drafted a letter regarding GDPR permission to be sent to those who were on a Parish Council distribution list. MS said that this was being discussed by the PC when further details had been ascertained.  The new logo was now in Dropbox for use on letterheads, documents, etc	
7. <b>Review and Discussion of Public meetings and Consultation</b> MA reported that 39 people had attended the Tuesday meeting and 36 on Saturday. JH asked if there had been any response to the requested for a meeting at a time to fit in with young families. Tracey Syrett had posted a note on Tatsfield Talk but this had produced no responses. The “post-it” notes completed at the meetings would be put on the website. IM would also set up an arrangement on the website for comments and questions with a separate email address.	IM
8. <b>Update of Topic Groups:</b> <b>a. Topic Group 1 – Housing/Planning</b> MA reported that regrettably Hugh Corrance had decided to leave the Steering Group and had passed on his papers to MA. TR showed the meeting how the housing survey would look on Survey Monkey. Ten questions would be free then £35 per month. It was agreed that this would be carried out after the summer.	

<p>JG said the next step would be a “call for sites” which could then show the need or otherwise for a housing survey.</p> <p><b>b. Topic Group 2 – Community Facilities</b> MA and JH would be meeting with Natalie and others involved with this group to discuss the way forward.</p> <p><b>c. Topic Group 3 - Local Economy</b> SS said that there were no changes. The survey could go out by email or be included in the Survey Monkey.</p> <p><b>d. Topic Group 4 – Built Environment</b> PJ circulated a summary of actions following the public consultations. These included draft policies for the whole Parish including specific character areas. PJ noted the contribution made by trees and planting to the built environment and expects to take this aspect forward jointly.</p> <p><b>e. Topic Group 5 – Infrastructure</b> SS reported that the main topics brought up at the public meetings were about transport issues. This could indeed be a factor if a new development went ahead.</p> <p><b>f. Topic Group 6 – Natural Environment</b> Nobody from the NE team was present.</p>	
<p><b>9. Response of TDC re:</b></p> <p><b>10. A. Posting of Housing Survey</b> TDC had quoted a price of £934 to post the survey – this could be cheaper if pre-paid envelopes were not used.</p> <p><b>B. Clarification of understandings by TDC officers (from last meeting)</b> TDC had responded to the request for clarification on the meeting with them. This would be put in Dropbox and the Housing Committee would be discussing it at their meeting the following Tuesday.</p>	
<p><b>11. Discuss and prepare for “Call for Sites”</b> JG said that this process needed to be transparent and open. It needed to be publicised and then forms distributed showing details of the person interested. This should include: Details of the owner and contact; Any developer interest and relevant conversations; Site yield and expectations; When site available; Any legal restrictions. Form should go to every household and landowner, and any developers with interest in the parish, together with the Planning Authority. It was agreed that this would be included in the July-August edition of the parish magazine and newspapers, etc. MA would circulate a draft of the “call for sites” papers for all to comment on before distribution. He asked members to advise of any landowners that they think should be on the list.</p>	<p>JA</p> <p>MA</p>
<p><b>12. Update re Grant Application – AECOM Housing Survey and Strategic Environmental Assessment Plan</b> MA reported that the Grant Application had been submitted and two clarifications had been answered by JG – one of which was the cost of the survey by the PC in 2016. The AECOM survey was being carried out.</p>	

<p><b>13. What do we do next?</b>  Call for sites survey, consultation process and surveys to continue.  JG to see questions to see that they are relevant.  Set a time frame – JG will send suggested timetable.  Ensure that the topic papers are consistent in their layout.  Topic Reports to include technical and policy wording – summarise to date.  Identify how to address issues  Reference TDC emerging Local Plan and new NPPF whilst acknowledging current adopted Local Plan.</p>	JG
<p>14. <b>Next Meeting</b> would be held on <b>Thursday 7<sup>th</sup> June</b> at 8pm in Parish Room and following meeting on.</p>	
<p><b>15. Any Other Business</b>  No other business to discuss.</p>	
<p><b>16. Future Agenda Items</b>  No suggestions.</p>	
<p>The meeting closed at 10.15pm</p>	

JH/05/18