

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Tuesday 13th November 2018, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield

Present: Martin Allen (MA), Mike Sarll (MS), Jon Allbutt (JA), Sue Smale (SS), Ian Mitchell (IM), Jill Hancock (JH), Jim Yeeles (JY), Bob David (RD), James Garside (JG), Paul Jackson (PS), Mark Watts (MW), Alan Moat (AM), Eddie Leeves (EL), Sandy Philibert (SP), Nichola Stokoe (NS)

And 2 parishioners

The meeting commenced at 20:00

	Action
1. Apologies had been received from Gillian Phillips (GP) and Ruth Yeeles (RY).	
2. No members present had anything to add to their Declaration of Interests.	
3. The Minutes of the Meeting held on 17th October 2018 were presented. JG had suggested one amendment to the Minutes. Under Item 10 – What do we do next from here? The paragraph starting “The next stages on the timeline” would be altered to read “The next stages on the timeline involves the call for sites, drawing up a Site Assessment Criteria and then making a Site Assessment Report which includes an assessment of each individual site, ultimately identifying the most sustainable sites to allocate in the NP”. This amendment was signed by MA. 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 had reported that the Dropbox was running smoothly without any known problems.	
5. Communication Strategy – JA reported that not all the info he was submitting to the press was being published. However, he would keep sending it in the hope that it would be included. JA would be writing a report for the Parish Magazine including a preliminary response to the Housing Survey. IM reported that no email responses had been received.	
6. Admin – Nothing to report.	
7. Finance – MA reported that Tina Rhoda had now been paid for the two invoices for SurveyMonkey for £35 each. There were no further invoices received.	
8. Update of Topic Groups: a. Topic Group 1 – Housing/Planning Housing Survey - MA reported that 784 surveys had been sent out and to date 271 postal and 92 online returns had been received making a total of 363 responses (46.3%) . It was decided to upload the 271 postal responses to SurveyMonkey. 11 members of the Steering Group offered to take a share of these to upload – MA, IM, MS, JA, SS, MW, TR, PJ, RD, JH, JY.	

<p>In case there was an issue with too many people trying to access the Tatsfield SurveyMonkey site at any one time, it was agreed that Tina Rhoda would upload hers first and then send an email to the rest of the group inviting another person to have their slot. Members uploading the surveys were asked to initial the top right hand corner of each sheet when they had completed each one. To access the Tatsfield survey: Tatsfieldneighbourhoodplan2018 – p/w Tatsfield2018.</p> <p>b. Topic Group 2 – Community Facilities MA reported that JG had completed a Topic Report for Community Facilities as an example and this had been circulated to members of the Steering Group.</p> <p>c. Topic Group 3 - Local Economy JG sent round draft Local Economy Report prior to meeting (policy sections). It was agreed that the survey would be sent out to local businesses early in January 2019.</p> <p>d. Topic Group 4 – Built Environment Topic Group 6 – Natural Environment PJ reported that a meeting had been set up for 26th November at 8pm for members of both Topic Groups to discuss common objectives and possibly combine Topic Papers.</p> <p>e. Topic Group 5 – Transport and Infrastructure SS reported that she had started to extract relevant government and local policies as per the example of Community Facilities sent by JG. She would be sending this out to her group in the near future.</p> <p>MA had obtained from TDC a list of Utility companies and he would be emailing the relevant ones asking for asset maps to highlight any issues which had arisen in the past. MA to liaise with JG to finalise wording to send to utility companies.</p>	<p>TR</p> <p>All</p> <p>Members of Topic Groups 4 and 6</p> <p>MA</p> <p>MA/JG</p>
<p>9. Update Re: Strategic Environmental Assessment Plan This would be done just before the Plan was at Final Draft stage.</p>	
<p>10. What do we do next from here? JG then gave a talk to the Group giving an overview of the types of policies the Neighbourhood Plan could include, how they could be drafted/worded and showing examples from other Neighbourhood Plans. He would circulate all the information to the members.</p>	<p>JG</p>
<p>11. Next Meeting would be held on Wednesday 19th December at 8pm in Parish Room.</p>	<p>Clerk</p>
<p>12. Any Other Business There was no other business to discuss.</p>	
<p>13. Future Agenda Items MA suggested that at the next Meeting the replies to the SurveyMonkey Housing Survey would be discussed.</p>	
<p>The meeting closed at 10.00pm</p>	

JH/11/18

..... Chair

..... Date