

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Tuesday 26th November 2019, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield

Present: Martin Allen (MA), Jim Yeeles (JY), Bob David (RD), James Garside (JG), Ruth Yeeles (RY), Paul Jackson (PJ), Ashley Clifton (AC), Sandy Philibert (SP), Jason Syrett (JS), Ian Mitchell (IM), Mark Watts (MW), Kim Jennings (KJ), Jon Allbutt (JA)

And two members of the Public : Kate Bamber and Peter Gardener

The meeting commenced at 20:02

	Action
1. Apologies had been received from) Jill Hancock (JH), Nichola Stokoe (NS), Sue Smale (SS),	
2. No members present had anything to add to their Declaration of Interests.	
3. The Minutes of the Meeting held on 23rd October 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 and RY to Drop Box	PC Clerk / IM RY
4. Dropbox – RY explained action that had been taken in drop box to alleviate capacity problems being a large file was deleted from the drop box after time allowed for members to file to their own PC.	
5. Communication Strategy – JA would continue to write articles for the Parish Magazine and the Surrey Mirror. Regular updates would be put on Tatsfield Talk JA to coordinate with NS. Next step would be the use of posters, the wider media and Tatsfield Talk where to inform parishioners that Topic Papers would now be on the website, from which JA would draw the information for TT. It was thought that Community Facilities and the Local Economy would be the first to be issued this way. IM to update to the website. Followed in January w/c 6 th by Housing Topic Paper and the BE/NE Topic paper as it stands at the time. Both will not be complete.	JA JA/NS MA/IM MA/IM
6. Admin – It was requested that a new list of email addresses and Steering group members be issued	MA
7. Website – So far in November there have been 141 visits to the TNP website compared to 815 on the Parish Council website, 2091 on the village website and 197 on the History project website. In 2019 TNP has so far received 749 visits TPC 5228 Village 20246 and History Project 2134. MA asked that as much information as possible should be put on the website. Completed Topic Papers for the draft Plan, should be put on the website together with the Housing Survey. More will be uploaded between meetings. See above.	Topic Leads IM
8. Finance – MA had completed the grant application for Phase 2 this year made up of JG estimated fees of £3696 included in a total of £ 6526.	MA

<p>9. Update of Topic Groups:</p> <p>a. Topic Group 1 – Housing/Planning The next Housing Group meeting would divide up the work needed to complete the Topic Paper for presentation to the Steering Group. Subsequently agreed as 7th January in the AMB. AECOM Assessment update – Draft report still awaited. MA had sent some follow up questions in a second response. MA reported that the Housing Group had agreed a figure of 105 – 130 as our target need as our aspirational target to try and fulfil the needs as identified in the surveys. JG offered an opinion as per his email circulated to the Steering group. Based on these figures a discussion was had regarding the “ core strategy” we should adopt. It was agreed that the Red sites should be discounted and the land owners advised that the sites would not be suitable in this plan period. Letter format to be agreed. KJ/NS agreed to undertake the assessments of the sites designated Amber in the draft AECOM response and PJ suggested there should be some prioritising done on the sites in regard to their suitability.</p> <p>b. Topic Group 2 – Community Facilities A review to be undertaken. At this point JA gave the meeting an update regarding the Playing Fields Association / Furze Corner which forms a significant part of the C.F. report. A separate initiative was being undertaken including the DC/TPC and the PFA a meeting was being held early January.</p> <p>c. Topic Group 3 - Local Economy No report but Topic Report is up to date .</p> <p>d. Topic Group 4 – Environment – Built and Natural Tree Preservation Order files has been updated to drop box along with a Village design guide update. All to review. BE/NE Topic paper was ongoing and now in drop box. Question was raised about the lack of information about Ancient Woodlands. JA to check with SS. The NPPF Natural Environment contains information on woodland trees. Parish On Line (JS) has layers within in it that may identify some of the missing information.</p> <p>e. Topic Group 5 - Transport and Infrastructure No changes since the last meeting.</p>	<p>HG/AMB</p> <p>KJ/MA</p> <p>KJ/NS</p> <p>JA/SS</p> <p>PJ</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. Group meetings to continue where applicable. Documents to be sent to IM to put on the website. Draft Neighbourhood Plan. JS offered to start to write the draft Neighbourhood Plan .</p>	<p>Topic Heads</p> <p>JS</p>
<p>12. Next Meeting It was agreed NOT to hold a meeting in December but to reconvene one on a Tuesday in Mid/Late January 2020. Suggested date is Tuesday 21st January at 8pm in the AMB.</p>	<p>PCclerk</p>
<p>13. Future Agenda Items</p>	

To arrange Public meetings in March/ April dependant on Easter Holidays and the availability of the AMB. JA to bring suggestions to the meeting in January.	
The meeting closed at 9.28pm	

MA/11/19

..... Chair Date