

**Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Tuesday 23<sup>rd</sup> November 2021**

Present: Martin Allen (MA), Bob David (RD), Paul Jackson (PJ)  
Jill Hancock (JH), Nichola Stokoe (NS),  
Ian Mitchell (IM), Jason Syrett (JS),

There were 0 parishioners present

The meeting commenced at 20:00

	Action
1. <b>Apologies</b> had been received from Jim and Ruth Yeeles (RY), Jon Allbutt (JA), Kim Jennings (KJ) and Melissa Bellarby (MB).	
2. <b>Declaration of Interests</b> – No interests declared.	
3. The <b>Minutes of the Meeting held on 20<sup>th</sup> October 2020</b> were presented and 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 and RY to Drop Box.	PC Clerk / IM RY
4. <b>Dropbox</b> – RY had confirmed that Dropbox was still working correctly	
5. <b>Communication Strategy</b> – MA reported that notice of this meeting had been put on Tatsfield Talk and the websites and the Housing paper is on the website. MA would arrange for the Community Facilities, Local Economy and Transport and Infrastructure papers to be put on the website.	MA
6. <b>Admin</b> – MA thanked JH for continuing to take the minutes as there had not been any other offers of help. He envisaged that the next few meetings would be of a more informal nature to view the draft Plan and make comments so there should not be a need for minute taking then.	
7. <b>Website</b> – IM reported that there had been 56 viewings of the NP website during the past month.	
8. <b>Finance</b> – Nothing further to report.	
9. <b>Update of Topic Groups:</b> <b>a. Topic Group 1 – Housing/Planning</b> MA reported that Anna Cronin was now back at TDC and had commented on the Housing Topic Paper. It would appear that the need for an SEA was less likely. A thorough review of the paper would be needed before sending to TDC for assessment.  MA would circulate all of the comments made by Anna Cronin.  IM had made some factual changes to the paper as there had been two more developments since 2004. He had also amended the footnote and the total numbers.  There would be a need to update the statistics, eg average earnings and average house prices before submission. However, JS said that these figures were not likely to be included in the final plan.  JS said that a conclusion needed to be written to the Housing paper and also to support sustainable development. A couple of rural exception sites could become sites which would be dealt with under the normal procedures.	MA

<p>PJ commented that references to NPPF now needed to be updated to NPPF 2021. References to the TDC Local Plan could remain as the current one as the new Plan had not yet been approved.</p> <p>JS would update the draft Plan with the comments from IM and PJ.</p> <p>PJ said that consideration should be given to maintaining the 'beauty' of the village. He suggested referring to the National Design Guide – MA would obtain a copy.</p> <p>JA had sent his comments and there was a discussion on the Tree Preservation Orders (TPOs) in the village. IM would circulate a copy of the list.</p> <p>Nothing further to report on (b), (c), (d) and (e).</p>	<p>MA</p> <p>IM</p>
<p><b>10. Strategic Environmental Assessment Plan</b> Nothing further to report.</p>	
<p><b>11. Draft Neighbourhood Plan</b> JS had issued a new draft of the Plan for comment. Some data was now out of date and current references needed to be checked.</p> <p>A consultation in the village would be arranged possibly in April/May.</p> <p>JS hoped to have a final draft ready to send to TDC in the New Year. There would now be a final two to three weeks to send comments to JS.</p> <p>MA asked for messages to be put on Tatsfield Talk confirming that the NP is still being worked on and encouraging people to come along and see the draft.</p>	<p>ALL</p> <p>NS</p>
<p><b>12. What do we do next from here?</b> MA would send updated Topic Reports to IM for the website.</p>	<p>MA/IM</p>
<p><b>13. Sustainability for the Future in the NP</b> PJ posed the question – 'How do you build a sustainable village community?' It was suggested that a visit may be organised from the Centre for Sustainable Energy to talk to the PC or the village. MA would discuss this with the PC.</p>	<p>MA</p>
<p><b>14. Next Meetings:</b>  <b>Wednesday 15<sup>th</sup> December 2021</b>  <b>Wednesday 19<sup>th</sup> January 2022</b>  <b>Wednesday 16<sup>th</sup> February 2022</b>  <b>Wednesday 16<sup>th</sup> March 2022</b>  <b>Wednesday 20<sup>th</sup> April 2022</b></p>	
<p>The meeting closed at 9.05pm</p>	

MA/JH/11/21

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