

**Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Wednesday 17<sup>th</sup> October 2018, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield**

Present: Martin Allen (MA), Althea Davies (AD), Mike Sarll (MS), James Barker (JB), Ian Mitchell (IM), Jill Hancock (JH), Jim Yeeles (JY), Bob David (RD), James Garside (JG), Paul Jackson (PS), Ruth Yeeles (RY), Mark Watts(MW)

No parishioners present

The meeting commenced at 20:00

	Action
1. <b>Apologies</b> had been received from Nichola Stokoe (NS), Jon Allbutt(JA), Gillian Phillips (GP), Sue Smale (SS), Ed Leeves (ED), Sandy Philibert (SP)	
2. No members present had anything to add to their Declaration of Interests.	
3. The <b>Minutes of the Meeting held on 11<sup>th</sup> September 2018</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 the Minutes to the website as a draft copy.	Clerk
4. <b>Dropbox</b> –RY thought that the Dropbox was running smoothly without any known problems.	
5. <b>Communication Strategy</b> –JA had reported that he had prepared an article for the Parish Magazine which was circulated to the meeting. MA asked all members present to remind all family and friends to complete the survey as soon as possible. The official return date was 9 <sup>th</sup> November. MA would ask NS to publish a reminder on Tatsfield Talk and it was being sent to Dave Bishop for insertion in the Surrey Mirror. IM reported that there had not been any email responses.	All  NS
6. <b>Admin</b> – Nothing to report.	
7. <b>Finance</b> – Two invoices had been received from Tina Rhoda for SurveyMonkey for £35 each. JB would be presenting an invoice for printing for £70.00. <b>NP/002/1018 It was resolved to accept the invoices for £70.00 from Tina Rhoda for SurveyMonkey. This was agreed by all members present. They would now be ratified by the PC.</b>	Clerk
8. <b>Update of Topic Groups:</b> a. <b>Topic Group 1 – Housing/Planning</b> Housing Survey - MA reported that to date 200+ postal and 38 online returns had been received. A few people had reported problems with completing the survey online but most had found it a simple process. A query was raised regarding multiple replies from one property. It was agreed that these would be allowed and a note would be made in the final analysis to show the number of multiple replies received. MA would ask Tina Rhoda if it was possible to upload the postal replies on to SurveyMonkey as it was felt that only one submission was accepted from any one computer.  b. <b>Topic Group 2 – Community Facilities</b> MA reported that nothing further had been added since the last	

<p>meeting.</p> <p><b>c. Topic Group 3 - Local Economy</b> A few changes to the Topic Paper had been suggested by JG and SS had added these.</p> <p><b>d. Topic Group 4 – Built Environment</b> <b>Topic Group 6 – Natural Environment</b> JA had raised the issue of possible problems with services should any new development go ahead. These would be noted by the two groups but any issue would be highlighted when a site assessment was undertaken. MA would write to the Utility companies asking for asset maps to highlight any issues which had arisen in the past. JG suggested that the local authority would be able to help with this.</p> <p><b>e. Topic Group 5 – Transport and Infrastructure</b> JG suggested that any comments about utilities could possibly be better incorporated under Infrastructure?</p>	<p>MA</p>
<p><b>9. Update Re: Strategic Environmental Assessment Plan</b> JG advised that this would be done just before the Plan was at Final Draft stage.</p>	
<p><b>10. What do we do next from here?</b> JG circulated copies of the timeline stages for the NP and had also highlighted the Next Steps on a separate paper. More detailed Topic Reports needed to be prepared from the SWOT and Topic Papers. This would include looking at evidence from local and national policy, developing themes/issues identified in the SWOT/Topic Papers and then making recommendations for the NP. JG would send some examples of previous Topic Reports to give Topic Group Heads an idea of what is expected. JG would complete a Topic Report based on the Community Facilities Topic Paper as a further example. <b>There would be an informal meeting with JG for the Topic Group Heads on Thursday 8<sup>th</sup> November</b> at which examples would be discussed. JG said that the next stage is then drafting the NP policies. There will be a <b>Workshop on Tuesday 13<sup>th</sup> November</b> when examples of policies which could be included will be discussed. The next stages on the timeline involves the call for sites, drawing up a Site Assessment Criteria and then making a Site Assessment Report on each individual site to identify the most sustainable sites to allocate in the NP. There was a discussion regarding a scoring system or otherwise on the Site Assessment Criteria and also on a suggestion to consult on the criteria. MA will send the current Site Assessment Criteria list to TDC for their comments. JG invited any member to contact him by email if they had any queries.</p>	<p>JG</p> <p>JG</p> <p>All Topic Group Heads</p> <p>All</p> <p>MA</p>
<p><b>11. Next Meeting</b> would be held on <b>Tuesday 13<sup>th</sup> November</b> at 8pm in Parish Room. There would be a short meeting followed by a Workshop as mentioned in Item 10.</p>	
<p><b>12. Any Other Business</b> There was no other business to discuss.</p>	
<p><b>13. Future Agenda Items</b> MA suggested that at the next Meeting the Call for Sites letter and</p>	

Business Survey should be approved for circulation.	
The meeting closed at 9.56pm	

JH/10/18

..... Chair

..... Date