

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Tuesday 11th September 2018, commencing at 20:00 at the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield

Present: Martin Allen (MA), Sue Smale (SS), Althea Davies (AD), Ed Leeves (ED), Ian Mitchell (IM), Jill Hancock (JH), Jim Yeeles (JY), Bob David (RD), James Garside (JG), Sandy Philibert (SP)

And 4 parishioners

The meeting commenced at 20:02

	Action
1. Apologies had been received from Nichola Stokoe (NS), James Barker (JB), Jon Allbutt (JA), Mike Sarll (MS), Paul Jackson (PS), Ruth Yeeles (RY), Gillian Phillips (GP) and Allen Moat (AM) Mark Watts (MW)	
2. No members present had anything to add to their Declaration of Interests.	
3. The Minutes of the Meeting held on 25th July 2018 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.	
4. Dropbox – MA reported that RY thought that the Dropbox was running smoothly. JG would send comments to the originator of the document rather than amend the document on Dropbox.	JG
5. Communication Strategy – JA had reported that he was working on an article for the Parish Magazine. The poster in the previous month's magazine had provoked comment on Tatsfield Talk. JA was supplying Dave Bishop with info for insertion in the Surrey Mirror. MA would ask NS to update Tatsfield Talk and look into setting up a Facebook page. IM enquired whether comments written on Facebook are noticed by the Inspector. JG said that it would be up to the Steering Group to summarise any worthwhile comments to feed into the Plan. IM reported that there had not been any email responses. MA reported that copies of the papers available to the parish at the Public Consultations were now in the Church and Church Hall, Club, Bakery, Ship, Parkwood Golf Club and the Grasshopper.	JA MA MA/NS
6. Admin and GDPR – All well and GDPR footer being used where appropriate.	
7. Finance – An invoice from James Garside for Consultancy fees up to the end of July 2018 had been received on 25/07/2018. NP/001/0918 It was resolved to accept the invoice for £948.48. This was agreed by all members present. MA had incurred expenditure up to the present of £111.26 on paper, photocopies, printer ink and folders and this was noted. Survey Monkey would incur a cost of £35 per month as it was intended to have 12 questions instead of 10 which would be free. It was agreed that an anticipated expenditure of £140.00 for 4 months' costs should be added to the Budget spreadsheet.	
8. Update of Topic Groups: a. Topic Group 1 – Housing/Planning MA thanked all those on the Housing Sub-Group for their work since the last meeting. A final draft of the Housing Needs Survey had now been agreed with TDC.	

<p>TR reported that she had begun to put the survey on Survey Monkey and she was asked for the link so that this could go on the hard copy. The link would also be put on the village and NP websites and in the Parish Magazine.</p> <p>It was agreed that SP would complete the closing date for replies once it was known when the surveys would be sent out. The reply date would be three weeks from the date of posting.</p> <p>Care would be taken on receipt of the replies to ensure that duplicates had not been received.</p> <p>EL raised a question regarding the survey being “legally binding”.</p> <p>JG said that the Tatsfield NP would form part of the TDC Local Plan which is a legal document,</p> <p>MA had produced a draft covering letter to go with the survey. This was discussed and a final version agreed.</p> <p>Approximately 800 letters would be sent out by TDC at a cost of between £800 and £1000.</p> <p>SP would incorporate comments received from TDC and others on the “Call for Sites” document and this would then be circulated to the Housing Group.</p> <p>The site assessment process was discussed and JG offered his services to either carry this out or advise the Steering Group. It was felt by those present that this should be undertaken by a third party outside of the parish. JG would send MA a suggested list of criteria to use for this process.</p> <p>It was agreed that the “Call for Sites” would take place after the replies from the Housing Needs Survey had been received.</p>	<p>MA</p> <p>SP</p> <p>JG</p>
<p>b. Topic Group 2 – Community Facilities</p> <p>MA reported that an updated Topic Paper had been put in Dropbox.</p> <p>c. Topic Group 3 - Local Economy</p> <p>SS reported that a few changes had been made to the business survey. TDC had made some further suggestions but it was agreed that the survey would stand as written. It was agreed that there was time to expand this further if required.</p> <p>MA would advise TDC.</p>	<p>MA</p>
<p>d. Topic Group 4 – Built Environment</p> <p>Topic Group 6 – Natural Environment</p> <p>PJ had told MA that there was very little to report and he was not aware of any further comments or replies. The BE files had been tidied up in Dropbox and policy ideas floated on the BE Topic Paper. MA reported that the feeling in the BE and NE Topic Groups was that these were so entwined that they should be amalgamated.</p>	<p>PJ/JB/JA</p>
<p>e. Topic Group 5 – Transport and Infrastructure</p> <p>SS would add the two paths to the Church and along Ricketts Hill to the Infrastructure Topic Paper as these had been brought up in comments from the parish including those present at the meeting. They would be kept on the Agenda for further discussion.</p> <p>JG would look at the papers submitted by Groups 2, 3 and 5 on Dropbox.</p>	<p>JG</p>

<p>9. Update Re: Strategic Environmental Assessment Plan JG advised that this would be done just before the Plan was at Final Draft stage.</p>	
<p>10. What do we do next from here? JG would send MA a draft for the assessment of sites. A Site Assessment Report would then be drafted with conclusions. Topic Papers will need to be broadened and made into reports. Ideas for the Policy – JG suggested that perhaps a Workshop where the different sub-groups discuss their policy ideas. (After the meeting in discussion with JG it was thought that November meeting would be a good idea for this workshop – we should have some responses from the HNS- and the other surveys.)</p>	<p>JG</p> <p>JG</p>
<p>11. Next Meeting would be held on Wednesday 17th October at 8pm in Parish Room.</p>	
<p>12. Any Other Business MA asked if the Group felt that further Public Consultations were needed imminently. It was agreed that some would be planned for late November or early December when the results of the Housing Needs survey were known.</p>	<p>ALL</p>
<p>13. Future Agenda Items No suggestions.</p>	
<p>The meeting closed at 9.45pm</p>	

JH/09/18

..... Chair

..... Date

Notes from a discussion with JG after the meeting.

It was felt that with JG’s role now becoming in greater need that he would now Plan our “first six months “ of next year so that we become less information led and more policy driven in readiness for the issue of a neighbourhood Plan. JG and MA/NS/JH/SS to meet separately from a Steering group Meeting (others of course may attend) to plan an ongoing strategy.