

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Tuesday 18th September 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), Nichola Stokoe (NS), James Garside (JG), Ruth Yeeles (RY), Paul Jackson (PJ), Ashley Clifton (AC), Jason Syrett (JS), Sue Smale (SS), Ian Mitchell (IM), Mark Watts (MW), Althea Davies (AD),

The meeting commenced at 20:02

	Action
1. Apologies had been received from Jon Allbutt (JA) Mike Sarll (MS) Jill Hancock (JH), Kim Jennings (KJ), Sandy Philibert (SP), Ian Hayman (IH),	
2. No members present had anything to add to their Declaration of Interests. IM Declared an interest in Item 9a Ref. TNP21– being a neighbour. PJ declared an interest regarding the land next to his property in the call for sites. Ref TNP17	
3. The Minutes of the Meeting held on 16th July 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 had nothing to report.	
5. Communication Strategy – JA would continue to write articles for the Parish Magazine and the Surrey Mirror. The information on the return of the Call for Sites would be the next big push. JG had previously advised that examiners will want to see a thorough and robust consultation and that any further ways to better engage with residents should be explored. Regular updates would be put on Tatsfield Talk JA to coordinate with NS.	JA JA/NS
6. Admin – Nothing to report.	
7. Website – IM had loaded the call for sites list and maps on the website but nothing else had been put on yet. 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. IM reported there had been 50 visits a month to the TNP web site compared to 300/400 on the Parish Council website and 1000 + on the Village website.	Topic Leads IM
8. Finance – MA would be making a grant application for Phase 2 this year although this will only be granted if Housing was to be a part of the NP. NP/008/0919 It was resolved to accept the invoice for £1053 incl. VAT from James Garside. This was agreed by all members present. It would now be paid by the PC.	MA PCClerk
9. Update of Topic Groups: a. Topic Group 1 – Housing/Planning MA reported that during meetings with JG and the TPC clarification had been given regarding the difference between Housing Need (as per AECOM HNA) and the Housing Target that will be part of the NP. Details were previously distributed to the Steering Group and can be found in drop box. Our Housing target when agreed can	

<p>include new builds completed since the inception of the Tatsfield neighbourhood Plan and subsequent permissions. The AECOM figure of 167 is a starting figure and need not be the NP target. AECOM had responded to advise that the Assessments were ongoing. JG had created and updated a Draft Housing Group topic paper which was reviewed at the meeting some of the content referred to papers previously provided. BD pointed out and it was corrected that 1. on Page 2 Guildford should read Tatsfield and 2. Objectively Assessed Need for the Parish should be district. JG confirmed that it should remain as Parish. 3. Change “this “ to “ the “</p>	<p>JG/MA</p>
<p>The next Housing Group meeting would divide up the work needed to complete this paper.</p>	
<p>Various correspondence had been received from villagers regarding Call for Sites and/or Housing and this had been put on drop box by RY. Correspondence and answers from AECOM also in drop box.</p>	<p>MA / Housing</p>
<p>Tandridge District Council had queried some of AECOM’s report wordings and consequently JG has asked AECOM to change various points specifically Housing Need as against Housing Target.</p>	
<p>PJ had circulated an email re infilling and this was to be uploaded to drop box also and circulated.</p>	<p>MA</p>
<p>AECOM Assessment update – Draft report still awaited. MA was advised that AECOM were informed that they had to include and assess old HEELA sites as well as the Call for Sites returns. Any other site not already on the Call for Sites list the owner(s) should be contacted to ensure they are happy for details to be published. MA to advise anything new and not on the HEELA and send to Tandridge District Council.</p>	<p>MA</p>
<p>MA read out the AECOM email which has been uploaded to drop box.</p>	<p>MA</p>
<p>There had been a late Call for Sites which had apparently been sent during the “request period” but not received. The Group agreed to include this and AECOM to be asked if they could assess it. TNP21</p>	<p>MA</p>
<p>b. Topic Group 2 – Community Facilities MA said that JG had drafted the Topic Report. A review to be undertaken.</p>	<p>MA</p>
<p>c. Topic Group 3 - Local Economy IH had passed completed questionnaires to SS, so now 8 responses and will follow up some others. These returns had similar comments to previous responses. MA would try to get some more responses from AMB tenants.</p>	<p>CF Group</p>
<p>d. Topic Group 4 – Environment – Built and Natural The Group would meet again on 3rd October and progress their topic paper. The paper would be put in drop and the website shortly.</p>	<p>IH / MA</p> <p>PJ</p>

<p>JS was updating a Village design statement as a PC document to stand alongside and support the NP.</p> <p>e. Topic Group 5 - Transport and Infrastructure No changes since the last meeting.</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. Discuss site assessments at the next meeting which should be opened to the public.</p>	Topic Heads
<p>12. Next Meeting would be held on Wednesday 23rd October at 8pm in Parish Room. MA to ask Parish Clerk to add call for sites approval at the next PC or supplementary meeting. .</p>	PC Clerk
<p>13. Future Agenda Items Nothing further to add.</p>	
<p>The meeting closed at 9.28pm</p>	

MA/09/19

..... Chair Date