

**Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Thursday 24<sup>th</sup> September 2020, commencing at 19:30 via Zoom**

Present: Martin Allen (MA), Jim Yeeles (JY), Ruth Yeeles (RY),  
Jill Hancock (JH), Ian Hayman (IH),  
Ian Mitchell (IM), Jason Syrett (JS), Paul Jackson (PJ)

There were 2 parishioners present: Andrew Lake (AL), Pippa Mitchell (PM)

The meeting commenced at 20:05

	Action
1. <b>Apologies</b> had been received from Sandy Philibert (SP), Nichola Stokoe (NS), Kim Jennings (KJ), Jon Allbutt (JA), Sue Smale (SS), Bob David (RD), and Ashley Clifton (AC).	
2. <b>Declaration of Interests</b> – PM declared an interest as the owner of site No. TNP12. A planning application had been submitted for two dwellings on the site.	
3. The <b>Minutes of the Meeting held on 18<sup>th</sup> February 2020</b> were presented and signed online 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
3a. <b>Public Participation</b> As two members of the public were present, MA asked if they had a particular interest. Both said they were interested in the process and progress of the NP.	
4. <b>Dropbox</b> – MA asked RY to remove access to Dropbox from Mark Watts, Mike Sarll and Althea Davies after the meeting.	RY
5. <b>Communication Strategy</b> – JA and MA had put together an article for the Parish Magazine in September which had prompted two replies from Nick Troake and Ken Munday.  NS had reported that the NP Facebook page is up and running. Not a tremendous amount of interest or feedback. A few people have made comments which were sent to the TNP email address. On the whole there was concern about building in the green belt, the internet connection seems good for people working from home, people seem to like the unmade roads and don't want them made up and they didn't seem keen about the idea of building houses in the pub car park. NS is happy to keep uploading questions if people want to send her some.  AL said that it seemed that the content hadn't been updated recently. MA commented that the TNP had been put on hold since the start of lockdown but the next steps would be added which may generate some new questions. It would appear that the TNP FB page only allows responses to posts and not new comments from the public. It was suggested that this was because it was a private page?	NS  MA/NS

<p>MA said that the most important document for the public consultation would be the draft plan when it is ready. PM suggested that adding a poll to the page might generate more comment. PM would send instructions on setting up this to NS in case she did not have these.</p> <p>No further comments had been made in the Surrey Mirror as there had not been anything to report.</p>	<p>PM</p>
<p>6. <b>Admin</b> – MA said that Mark Watts had resigned from the Group due to family pressures. MA asked the Group’s opinion about changing the name TNP Steering Group to TNP Forum which had been suggested. It was agreed that this suggestion should be put to TPC for their consideration.</p>	<p>Clerk</p>
<p>7. <b>Website</b> – IM reported the recent viewing figures: March 125, Summer (Jul/Aug) 39/50, September 104. MA asked that completed reports and any updates should be sent to IM as soon as possible for inclusion on the website.</p>	<p>ALL</p>
<p>8. <b>Finance</b> – MA reported that as the grant had now expired the remaining funds had been returned. It had been agreed to put on hold the involvement of the consultant.</p>	
<p><b>9. Update of Topic Groups:</b></p> <p><b>a. Topic Group 1 – Housing/Planning</b> At the September meeting of TPC, it had been agreed for TNP to go ahead with the reduced housing involvement. JS explained that this decision had been reached as there was no intention of extending the defined village or into the green belt. Three sites were to be explored under exceptional circumstances for affordable housing but there had been no response from the site owners apart from PM. IM expressed concern that the NP should contain aspirations for affordable housing and to actively pursue any opportunities for such housing on exceptional sites. MA suggested that the work carried out by the Housing Group should be left in the plan but that the conclusion should be changed. There were also four pages of comments from Anna Cronin which needed to be considered and incorporated in the plan. JS suggested that the Housing Group should draft a new Housing conclusion.</p> <p><b>b. Topic Group 2 – Community Facilities</b> MA said that the Topic Paper had been completed but probably needed looking at again in view of the Covid situation. Ken Munday had offered to help with the Community Facilities and MA would send him the Topic Paper for his comments to be sent to the TNP email address.</p> <p><b>c. Topic Group 3 - Local Economy</b> SS had updated the Topic Paper with the suggestions from JG. MA suggested that this needed looking at again in view of Covid.</p> <p><b>d. Topic Group 4 – Environment – Built and Natural</b> JA was working on the Green Spaces section. TDC were working on their 2020-2025 Plan which would need to be considered if this was completed at the end of October before the TNP plan had been finalised.</p>	<p>Housing Group</p> <p>MA</p> <p>SS</p>

<p>e. <b>Topic Group 5 - Transport and Infrastructure</b>  No changes to the Topic Paper but perhaps needed revisiting in view of Covid.</p>	<p>SS</p>
<p><b>10. Strategic Environmental Assessment Plan</b>  MA reported that a letter had been sent to TDC changing the focus on housing. This may mean that a SEAP would not be needed.</p>	<p>MA</p>
<p><b>11. Draft Neighbourhood Plan</b>  JS gave a presentation on the draft Neighbourhood Plan with photos which he had prepared. This included the Topic Papers. He envisaged that it would take two to three months to get it to a final state and then it would be put out for public consultation.  He asked for any photos of landmarks outside the Village Centre to be sent to him for inclusion. PM suggested that Andrew Moore had taken photos which may be useful.  The Group were very impressed with the draft.  MA asked if a Design Guide had already been drafted.</p> <p>MA suggested that there may be further businesses at Tatsfield Court Farm in Clarks Lane which had not been approached. RY said that only one parish magazine was delivered there. MA would prepare a list of the businesses on that site and send it to RY.</p> <p>MA said that the public consultation could take any form, either online forums, or timed entrances at the VH with In and Out passageways.</p> <p>JS would put an updated version of the draft NP on Dropbox for all to view, update where necessary and comment on.</p>	<p>MA</p> <p>JS</p>
<p><b>12. What do we do next from here?</b>  Topic Reports to be continued to be finalised and sent to IM for the website. Group meetings to continue where applicable.</p>	<p>Topic Leads</p>
<p><b>13. Sustainability for the Future in the NP</b>  PJ emphasised that Climate Change and Carbon emissions needed to be included under Government policy.  He was also keen for aspirations for Solar Panels for the parish. It was suggested that a wider question on combating climate change in Tatsfield should be put on Facebook for suggestions.  He was keen for the TDC CSE group to speak to Tatsfield on these subjects.</p> <p>Electric Car Charging Points – IH had been investigating this before lockdown and had been considering bays in the Bakery carpark, Ship carpark, School carpark, outside Sheree’s shop and the layby by the White House. However, he was still finding out about where the power would come from if there were no lampposts nearby. It was suggested that he contacts Becky Rush at SCC as this would come under Highways. MA would also ask TDC.  IH to report at next meeting.</p>	<p>NS</p> <p>IH/MA</p>

<b>14. The date of the next Meeting</b> would be decided at a later date in light of consultations and the Coronavirus.	
The meeting closed at 9.00pm	

MA/JH/09/20

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