

MINUTES of the Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on the 18th Sept 2017 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Mike Pendleton (in the chair) Mrs Althea Davies, Mr Ian Mitchell, Mr Mike Sarll.

In Attendance: Mr Hugh Corrance, Mrs Sue Smale, Mr James Barker, Mrs Natalie Ruggins, Mr Paul Jackson

The meeting commenced at 8.05pm

1. APOLOGIES

NP/016/2017 Mrs Sandy Philibert Mrs Samantha Head Mr Mark Watts Mrs Gillian Phillips Mrs Nichola Stokoe Mr James Garside had also sent his apologies. These were received and accepted by members.

2. DECLARATIONS OF INTEREST (relating to items on the agenda):

Update on Dofl to Natalie Ruggins details

ACTION :

NP/017/2017 Natalie to update her form saying she is no longer Chair of Little Acorns

There was a discussion about the "Register of Interests" that each member of the team has completed. It was felt that there needed to be more visibility between the members of each other's forms, and more visibility to the wider community.

ACTIONS

NP/018/2017- Sam to share all the above forms with every member of the steering team

NP/019/2017 - Sam to publish Register of Interest for all Committee members forms on the website. Before doing so we will need to get agreement from the absent team members that they are happy with this approach.

There was a continued discussion about all the checks and balances in place to ensure there was no bias in place in decisions or the process above recognised people's declared self interests when they were participating in relevant sections of the NP

3. Approve and sign the MINUTES of the meeting held on 17th July 2017

Hugh Corrance questioned the minutes from the last meeting. There was reference to the Green Belt, and he wanted clarification that comments made by Bob Milton were not instructions or advice and we haven't decided to act on it.

ACTION

NP/020/2017 - We agreed this was provided in the form of a comment from Bob Milton and should be registered as such in the previous minutes

4. Update on Vision and Objectives

Mike gave an update on the Vision and objectives. There is feedback from the community that these are at too high a level and more detail is needed. There was then a discussion about the change journey - we need to take the community on the journey with us, and at the moment we are not giving clear messages. We need to start making everything more clear.

Recent TDC Planning Meeting Update

Mike Pendleton gave an update from recent meeting with TDC. We discussed the definition of defined village, inset status, and the proposals from the local plan

ACTION

NP/021/2017- Mike P to look at the website to get more detail

. Topic Areas

-SWOT updates from each topic area leader and committee discussion

The Chairman talked through the running order for the Neighbourhood Plan:

1. SWOT analysis
2. Topic Paper
3. Parish Survey
4. Topic Report
5. Other reports/ supporting evidence
6. Neighbourhood Plan document

ACTION

NP/022/2017- Mike P to request a sample topic paper from James Garside and provide to committee

-**Housing Topic area** (presented by Hugh Corrance in Mark Watts absence)

There was good discussion on the housing SWOT and affordable housing

There was a discussion on a Housing Needs Survey and applicability of a Housing Needs Survey for Parish

Housing needs. Surrey Community Action carried out the survey for TPC in 2016 (note update post meeting the Survey was completed during 4Q 2015 and provided back to the Parish in 1Q 2016 focused on Social housing needs in the Parish. The Housing Needs Survey is available on the Parish Neighbourhood Plan website

ACTIONS

NP/023/2017- Hugh and Mark to explore options for a survey without incurring any costs at this stage

NP/024/2017 - All topic leads will need to provide references and evidence to comments in their SWOT analysis so if challenged can demonstrate the source. This will require an admin collation point.

We agreed that a separate Dropbox or the like was required - separate from TPC to file evidence and for each topic lead to own.

NP/025/2017 - Mike P to explore administrative and storage of evidence files options e.g. using Dropbox.

Built environment (presented by Paul Jackson)

Paul provided a comprehensive update on his SWOT areas. There were no actions arising

Local Business Topic Area (presented by Sue Smale)

Sue Smale shared the details for her Local business area SWOT together with a survey to send for local business as part of her teams SWOT.

ACTIONS

NP/026/2017- Mike P to look options for running surveys. Survey monkey vs outsource. Discuss with James Garside and report back

NP/027/2017 - Mike P to organise additional meeting proposed date 4/10 to go through the SWOTS in more detail.

1. Update on communication plan

Althea went through strategy, and discussed stakeholder mapping. Hard at this stage to put a comms plan together without a project plan, and we need more resource on comms.

Natalie volunteered to support Althea

ACTIONS

NP/028/2017 - Mike and Althea to look at project plan and stakeholder map and present back to future meeting.

Logo - everyone liked Sean Mooney's suggestion for a logo. We raised the subject of costs and Althea will forward these, but the order of magnitude (under 300), was agreed in principle by the committee. Everyone preferred the logo without the plug!

ACTIONS

NP/029/2017 - Althea to go back to Sean and discuss colours and detail.

NP/030/2017 Althea to confirm final costs for submission to grant process

Meeting closed

The meeting closed at 10pm