

Notes on a Meeting of Tatsfield Parish Council Neighbourhood Plan Steering Group held on Tuesday 16th July 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), Jon Allbutt (JA), Jill Hancock (JH), Kim Jennings (KJ), Nichola Stokoe (NS), Sandy Philibert (SP), James Garside (JG), Ruth Yeeles (RY), Paul Jackson (PJ), Ashley Clifton (AC), Jason Syrett (JS), Ian Hayman (IH), Sue Smale (SS), Eddie Leeves (EL)

And 2 Parishioners: Dawn Forrester-Groom (DFG), Hugh Corrance (HC)

The meeting commenced at 20:02

	Action
1. Apologies had been received from Mark Watts (MW), Mike Sarll (MS) and Ian Mitchell (IM).	
2. No members present had anything to add to their Declaration of Interests. SP declared an interest as she has offered a site in the Call for Sites. But remained in the meeting and joined in the discussions.	
3. The Minutes of the Meeting held on 11th June 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.	Clerk
4. Dropbox – RY advised that all of the members of the new Parish Council had access to Dropbox.	
1. Communication Strategy – JA reported that NP had a presence at the Scout Fete which had resulted in a couple of comments but not huge interest. Articles would continue to be written for the Parish Magazine and the Surrey Mirror. The draft document would be the next big push. RD asked if it mattered to the Inspectors that there was minimal interest from the parish. JG said that examiners will want to see a thorough and robust approach to consultation has been taken and that and that any further ways to better engage with residents should be explored. Regular updates would be put on Tatsfield Talk during the Summer JG to coordinate with NS MA reported that no further email responses had been received.	JG/NS
2. Admin – Nothing to report.	
3. Website – In IM's absence, MA asked that as much information as possible should be put on the website. Completed Topic Papers for the draft Plan, together with the Call for Sites and plan should be put on the website together with the Housing Survey. It was agreed that documents should be sequentially numbered and have the title: "TNP/Topic Group/Title of Meeting/Date"	Topic Leads
4. Finance – MA would be making a grant application for Phase 2 this year. JG would be invoicing in September.	MA
5. Update of Topic Groups: a. Topic Group 1 – Housing/Planning MA reported that the Aecom Site visits had been carried out. They had emailed to say that they now had everything to get started on with the Tatsfield Site Assessment. They had asked for clarification on the Golf Course West and for densities. The BE Group would put densities in their Topic Paper	BE Group

but JS suggested that these would need to be different densities for each character area of the parish. They would advise Aecom. MA reported that there had been a meeting with TDC to discuss moving the village settlement boundary.

TDC had said that all sites would need to be put on the HELAA.

The Housing Topic Group had met on 25th June to discuss whether housing should remain included in the Neighbourhood Plan. The Group were split on this decision.

It was agreed that the work should be continued on the Topic paper and a decision would be taken after the Aecom report was received in September.

JG outlined four options for going forward:

1. Change the settlement boundary – (no change to green belt boundary) may be acceptable to TDC – limited infilling – change to include any sites which meet limited infill in line with local and national policies.
2. Affordable rural exception sites.(no change to settlement boundary and no change to green belt boundary).
3. Continued with limited infill within existing boundary (new sites within boundary to be identified through the NP if possible).
4. No housing in Neighbourhood Plan.

There was considerable discussion on these points. The PC would trawl surveys to find out figure for needs.

MA to send round more detailed assessment of the above options in due course (these were prepared by JG). MA had questions for TDC to clarify including issues on market housing firstly.

PC

MA

b. Topic Group 2 – Community Facilities

MA said that JG had drafted the Topic Report.

c. Topic Group 3/5 - Local Economy/Transport and Infrastructure

SS reported that no further responses had been received to the Business survey. Of the responses received, the main issues to come up had been transport links, lack of post office and unreliable broadband. IH would try to get some more responses from the businesses in the village centre.

SS had put the final Topic Paper in Dropbox.

IH

d. Topic Group 4 – Environment – Built and Natural

The Group had met on 4th July and a record of the meeting was in Dropbox. Also a list of AONB had been drawn up. Members were asked to contact PJ or JA if they had anything to add to this. They would be meeting next on 8th August. PJ said that they would be looking at means of advising people how to improve their planning applications. It was suggested that a Village Design Panel could be set up to draw up a Village Development Statement which would give more precise examples of good design.

JS suggested that pre-application guidance would be better so that applications had already been subject to this guidance before being submitted.

<p>SS said that she had some maps showing Ancient Woodland going back to the 19th century. These showed consistent areas of woodland. Further guidance could perhaps be sought from Natural England. JA was asked to make enquiries about a Land Use Quotation.</p> <p>Priority Habitats were highlighted on the Magic Map websites.</p>	JA
<p>6. Strategic Environmental Assessment Plan This would be done just before the Plan was at Final Draft stage.</p>	
<p>7. What do we do next from here? Topic Reports to be continued to be written. Group meetings to continue where applicable.</p>	Topic Heads
<p>8. Next Meeting would be held on Wednesday 18th September at 8pm in Parish Room. There would not be a Steering Group Meeting in August.</p>	All
<p>9. Future Agenda Items Nothing further to add.</p>	
<p>The meeting closed at 9.33pm</p>	

MA/07/19

..... Chair Date