



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP HELD ON
WEDNESDAY 1ST JUNE 2016, AT 19:30 IN THE MEETING ROOM, SOPER HALL**

Attendees: Cherie Callender (CC – CVPC), Jenny Gaffney (JG – CVPC),
Bob Milton (BM – CVC), Ted Howard (EH), Sarah Burningham (SB – CoH),
George Dennis (GD- CoH), David Lee (DL- WVC), Geoff Duck (GD),
Chris Windridge (CW – CCP)

Apologies: Mary Mountain (MM)

Clerking: Maureen Gibbins (MG)

1. Minutes last meeting; matters arising.

The minutes of the last meeting were approved as a true record and signed by the Chairman. There were no matters arising which are not to be considered on the agenda.

2. Comments from Consultation.

It was confirmed the comments are coming in slowly. Comments will be incorporated into the next edition of the plan and this will then go out for another 6 week consultation.

GD reported he has spoken with David Carlisle (DC) of AECOM about the plan and identified that DC has 6 days of work available to get the next edition of the plan produced. It was confirmed that Marie Killip will be covering for Sarah Thompson while she is on maternity leave from TDC.

EH confirmed he had spoken with DC about the plan and it was reinforced that there must be a standard message throughout the plan. There followed considerable discussion regarding what is required; it was agreed the plan needs to be cohesive for the 4 parishes and the policies and sections need to relate more to each other. The Vision Statement and Executive Summary for each area needs to be drafted by the Steering Group. It was agreed that all groups should commence this process viz:

- Why has the plan been done
- What is required decade by decade
- Why is the area a good place to live/work/play
- Emphasise education/health/employment/community/transport

All to be ready for the next meeting on 1st July

Action: ALL

GD is meeting with Sarah Thompson, Marie Killip and David Carlisle on 7th June. David Carlisle will start reviewing the comments on 13th June and any issues to be resolved will be addressed. The next edition of the plan must be technically compliant.

3. Statutory Consultees.

Comments are being received from the Statutory Consultees.

4. Consultation closing and subsequent action.

Further consultation will continue during the Summer to September which is part of Reg 14, then the plan will be fit for the inspector then referendum by the end of year.

5. PR, communication with people who operate businesses here.

CW confirmed that the businesses have been emailed as has the Caterham Business Partnership mailing list plus the BID list GD will contact Belinda Purcell at TDC to ensure that the business ratepayers are contacted prior to the close of the public consultation.

Action: GD

6. PR, communication with people who work here.

It was confirmed that leafleting of the flyers at Caterham Station was undertaken on Friday 27th May and further am and pm leafleting will be undertaken on 2nd June.

The shop presence on 28th May attracted 115 people through the doors. Clarification between the Local Plan and Neighbourhood Plan were the main issues.

7. PR, communication with people who live here.

A new newsletter has been circulated and another will be emailed prior to the shop session on 4th June. A much greater 'readership' has been identified for the latest newsletter – 42% opened it.

There has been a drip feed of information in the Caterham Independent newspaper; an article was included in the Caterham Link publication. More needs to be encouraged in County Border News and the Surrey Mirror.

8. Site Assessments. Plotting delivery.

GD reported that a request has been received for all the site assessments to be plotted as a layer on a map under 3 categories – Not controversial; medium controversial and Think Again. It was agreed this would be better undertaken by a professional. GD to ask Mike Smith if he would be able to undertake this. **Action: GD**

SB mentioned that a site assessment needs to be completed on Paddock Barn Farm; she circulated the information she had to all however further work is required. It was suggested to ask Mike Smith to complete this. **Action: GD**

GD raised the issue of new sites appearing and it was agreed that Parish Councils should continued reviewing sites as they come up. **Action: All Parishes**

9. Dealing with Developers.

GD has been contacted by developers regarding Longsdon Way and the Drill Hall. BM offered to speak with Catherine Tickle of Berkley Homes regarding, in particular Roffe Lane.

Action: BM

10. Budget.

Figures are as expected

11. AOB.

There was none

12. Time date place next meeting and the one after that and after that too.

Monday 25 July 7:00pm in the upstairs meeting room at Soper Hall

Monday 22 August 7:30pm in the upstairs meeting room at Soper Hall