



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP  
MONDAY 4<sup>th</sup> APRIL 2016 HELD IN THE UPSTAIRS MEETING ROOM  
AT SOPER HALL, CATERHAM**

**Attendees:** Geoffrey Duck (GD), Jackie Servant (JS), Jenny Gaffney (JG),  
Sarah Burningham (SB), Mary Mountain (MM), Ted Howard (EH)

**Apologies:** Chris Botten (CB), Chris Windridge (CW), Mike Smith (MS), Graham Baker (GB),  
Vivienne Kerr (VK – TDC)

**Clerking:** Maureen Gibbins (MG)

**1. Chairman's introductory remarks and Minutes last meeting.**

The minutes, having been agreed as a true record, were signed by the Chairman.  
Thanks were expressed to MS for leading on the site assessments.

**Dates going forward**

EH and GD met with Sarah Thompson (ST) at TDC who set out the course going forward  
with the communication programme through the consultation period. The main liaison at  
TDC is Sarah Thompson.

- i Documents now available:-
  - Preface explaining revision of NP and new dates for public consultation
  - Pre-submission Plan
  - Full, (consolidated), Plan
  - SA report
  - Green Space map and table
  - Site assessments
  - Appendices – see list
- ii Set the dates for Consultation Period
- iii Site assessment list - advised to print lists for the two libraries with editorial comments  
on each assessment. **Action: EH/MM**  
GD to obtain quote for printing. **Action: GD**
- iv Send statutory consultation letters as soon as consultation start date decided
- v TDC comment – will be received before the closing date of the public consultation
- vi Publish the responses to any comments **at the end** of the public consultation period

- vii Appendices – printed copies of sections **requested by residents** to be provided by Admin Officer at pre-determined cost which was agreed as 5p per side for black and white or 15p per side if requested in colour.
- viii Send letter to Sarah Thomson for publication on Tandridge web site with dates of public consultation and to inform that the consultation is open for comment. **Action: MG**
- ix Adverts to Caterham Independent, Caterham Link, Surrey Mirror and County Border News with dates of consultation. **Action EH/GD/MG**  
Statement in the papers re green belt development, protection of services, the plan is on the side of the public, neighbourhood plan is for the benefit of the residents and making CR3 as good as possible for CR3. Key messages to evolve. Keep repeating key messages.
- x Modify Mike's addendum as a **Preface** on the web site. Amendments were agreed.  
**Action: EH**
- xi Statement that comments already sent to the Admin Officer should be re-submitted to fulfill legal obligations relating to the re-publication of the NP. **Action: MG**

2. **Vivienne Kerr – advice from TDC.**

The email received from VK at TDC was briefly discussed. All members of the Steering Group have received a copy.

3. **Comments from Consultation.**

Any comments received during the initial consultation period, if to be considered, will need to be resubmitted once the official consultation restarts. It was agreed individual communications will be sent to all those who have submitted a comment requesting them to resubmit.

All comments are relevant and can be summarized. It is essential that what has been done following the consultation is recorded even if it is nothing.

4. **Consultation closing date. - 8 week period**

Get to start ASAP. Housing report needs revising. **Action MM**

EH has submitted pre submission document, SA report, Green Space report to TDC. ST says opening date can be set and then closing date can be set with details on how to comment. TDC will comment during the process. Little bit of tidying up to be done.

Each groups report to be printed and copies in the library for reviewing there.

Publicity session in Church Walk to be undertaken once consultation dates are agreed

5. **PR Communication with people who operate businesses here.**

Damon and Colin Moore are undertaking the PR. Caroline Warner who is standing as a candidate in the local elections has offered her help with the marketing of the Neighbourhood Plan. – **Action: SB**

6. PR Communication with people who work here.

7. PR Communication with people who live here.

8. **Local green space report**

Local Green Space has to be Planning Policy Guidance (PPG) compliant and has to be of specific benefit to the neighbourhood.

Discussion ensued regarding Whyteleafe site assessments and it was agreed they will not be initially included. Site assessments must be in the public domain - if not clear they will be left out.

9. **Site Assessments – future inclusions.**

No additions are to be made once consultation opens.

10. **Website**

Comments were raised regarding the insipidness of the website. It was agreed EH and MG will meet to discuss the design and then meet with Paul Hooper, the website designer

**Action: EH/MG**

11. **Statutory Consultees.**

To be contacted on day of announcement of consultation. **Action: MG**

12. **Budget**

Budget is in line with forecast.

13. **AOB**

There was none.

14. **Time date place next meeting.**

Monday 18th April commencing at 7pm in the upstairs meeting room at Soper Hall