



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
MONDAY 17th AUGUST 2015 HELD AT 19.00 IN THE UPSTAIRS MEETING ROOM
AT SOPER HALL, CATERHAM**

Attendees: Geoffrey Duck (GD), Random Greenway (RG), Edward Howard (EH),
Mary Mountain (MM), David Lee (DL), Jackie Servant (JS)

Clerking: Maureen Gibbins (MG)

1. Apologies for absence

Jenny Gaffney (JG), Sarah Burningham (SB), Chris Botten (CB)

2. Budget

Fund Manager for CBRE

£3500 for PR

£4 - £5k unspent however time will be needed to fund the time of Nicky Linihan.

Additional monies will be requested from the Parish Councils as required.

3. Access to the Pre-Submission Plan in the 6 Week

GD commented that the latest edition of the journal Planning reported a developer took the Newick/Sussex Plan to the High Court and the ruling was in favour of the Neighbourhood Plan.

Editorial – Planning consultancy to edit within a month. Suggestions are Nicky Linihan/Alan Potter or David Carlisle of URS . **GD to approach all for quotes**

Statement of consultation

Pre submission consultation report

Map of NP area

Proposed plan including appendices

Statement of how the NP meets the basic conditions

Appraisal under SEA

Scoping report to be done – **GD to follow up**

Assessment of Site assessments

Information to make an assessment on species however it is thought this may not be necessary.

Appendices – certain ones pulled out to be part of the document

All appendices will be available on line and linked to different documents.

RG read through what is required to be submitted and will forward the list to the Steering Group. **RG to action.**

The hard copies of the documents will be available at the Caterham on the Hill library for Chaldon and Caterham on the Hill Parish Councils; at Caterham Valley Library for Caterham Valley Parish Council and possibly Whyteleafe Councils. DL to look into the possibility of using St Lukes/Whyteleafe School and the Railway station for having the documents available. **DL to follow up**

It was suggested that a Summary Document would be beneficial as not all residents will want to read the entire document.

4. PR

Damon has prepared a pr proposal. Publicity via the newspapers (Independent/County Border News/Surrey Mirror/Parish Newsletter) TDC, Social media – facebook, twitter Leaflet drop to every registered voter in the CR3 area

GD reported that there is a limit to the amount of funding available to be used to publicise the plan

GD to chase Hazel Oakley at TDC for a detailed breakdown of electors.

Helen Broughton to incorporate the PR costs into the finance spreadsheet.

5. Site Assessments and Comments on Applications

Site assessment list is being continually updated as data is given to MG.

Landowners need to be written to – Mike Smith to provide the list. GD to ascertain whether TDC has Land Registry and Polygons.

Potential development sites to be identified and CR3 list to be sent to TDC

6. Progress on Report

Leisure and Community – updating by MM

Transport – with Bill Broadhead for completion

Business – EH and Chris Windridge finalizing

Utilities – completed apart from water/flood report

Urban – completed

Health/Education – completed

Housing – completed

Concern was expressed regarding Neighbourhood Development Orders (NDO's). **RG to circulate draft.** The Plan must not be sacrificed for NDO's not being completed.

7. Steps to Public Consultation

Once reports (including Transport and Business) are with the Editorial Committee a date to be set for public consultation..

GD to find out how much time Nicky Linihan needs to assess the Planning Policy Document.

Appendices to be pulled together and NDO's to be prepared when the reports are with Nicky Linihan.

Comments on applications need to be responded to prior to submitting the plan to TDC.

8. Any Other Business

Quadrant House and Bronzeoak need to be site assessed. MG to notify JG and Mike Smith.