



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP HELD ON  
MONDAY 29<sup>TH</sup> JUNE 2015 COMENCING AT 19.30 IN THE UPSTAIRS MEETING ROOM  
AT SOPER HALL, CATERHAM**

**Attendees:** Geoffrey Duck (GD), Sarah Burningham (SB), Mary Mountain (MM),  
Jenny Gaffney (JG), Niall Campbell (NC), Edward Howard (EH)

**Clerking:** Maureen Gibbins (MG)

**1. Apologies for absence**

Random Greenway (RG), Jackie Servant (JS), Chris Botten (CB)

**2. Budget**

£6.5k available at present although the Parish and Village councils have budgeted to contribute if required.

Damon is a fixed price. Nikki Linihan will have some involvement with The Plan Document.

Ricki to review in comparison to policies and Sustainability Appraisal.

**3. Quotation for PR work from DNA Projects**

Damon produced a document outlining what the quotation covers. **GD** will to speak with Damon and RG regarding dates, times, actions and more details on the plan. The Plan Document and Sustainability Appraisal will be at the Post Office; Railway Stations, Libraries and available on-line. 10 copies of the Plan Document and Sustainability Appraisal will be required – **MG to arrange printing.**

Books will be available at each venue to comments to be made by residents and responses to be made by the Steering Group.

Publicity in local Parish/Village newsletters and the local publicizing the 6 week public consultation.

**RG is coordinating the volunteers for the Editorial Group.**

Document to be with TDC by September/October to enable TDC to finish by December.

**Sarah Thompson to appoint an examiner**

**Volunteers for the Chaldon Carnival on Monday 31<sup>st</sup> August are required. The event runs from 2pm until 4pm.**

**4. Remaining items on the programme**

The programme is close to being ready for the Inspector however it will also continue to evolve. Brian Whitely will feed back comments to the Steering Group.

Preamble on policies and some illustrations required. Appendices require further work however, they are a separate document from The Plan Document.

DCLG may pay for an NDO for the Valley and for TDC.

Pre submission documents require a preamble as to why it came about.

Maps are being plotted by a local resident. HEELA layer has been requested.

The business section is lacking – it was suggested that the CR3 Forum piggy back on the business meetings at Waitrose or the BNI meetings held at Surrey National.

**5. Any Other Business**

Paul Hooper and Damon to liaise with regards to the website.

**GD to email Damon re above**

**Caterham Independent and Surrey Mirror to promote the NP advising residents that the NP is coming.**

**6. Date of Next meeting**

The next meeting is being held in the conference hall at the Soper Hall on Wednesday 15<sup>th</sup> July commencing at 1930.

There will be a site assessment meeting at Soper Hall on Monday 27<sup>th</sup> July commencing at 7pm