



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP HELD ON
MONDAY 12th OCTOBER 2015 AT 19.30 IN THE MEETING ROOM AT SOPER HALL**

Attendees: Geoffrey Duck (GD), Chris Botten (CB), Jackie Servant (JS),
Random Greenway (RG), Edward Howard (EH), Jenny Gaffney (JG),
Sarah Burningham (SB), Mary Mountain (MM)

Clerking: Maureen Gibbins (MG)

1. Apologies for absence

Andrew Brown, Whyteleafe Village Councillors

2. Budget

GD reported there is £4500 unallocated however there are further funds with CCP and Parish Councils.

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

GD emailed Sarah Thompson (ST) from TDC regarding the pre-submission plan. ST advised that regulations need to be followed viz: Details for the proposal, Where and when to be inspected, Details of how to make representations. It was agreed the collation of comments needs to be undertaken by a paid professional. Consult any consultation body who may be affected and send copy of proposals to local planning authority.

It was further agreed that emails from the website will be diverted to MG who will also draft a reply page containing sequential numbering, post code of commenter and location of plan documents. **Action: MG**

4. Site Assessments and Comments on Applications

GD reported that all assessments have been completed however MG commented that not all have been advised to her for inputting on the master spreadsheet. The information has to be published in an easily understood format; report on site assessments; what has been done as a process; what has been found out; which sites are developable; capacity for housing and the delivery time. RG and Mike Smith (MS) will undertake this.

SA and SEA to be undertaken by Riki Therivel. Report to be cross referenced with policies. Land owners need to be written to by the Steering Group. **Action: GD**

5. Progress on The plan

RG reported that Editorial Panel has gone through all reports and prepared a pre submission document which is for publicity purposes. The Plan is approximately 1000 pages. The

following are also needed to be included - SE, SEA, map of plan area, statement on EU habitat regulations, appraisal against conditions, consultation document, habitats and species , conformity of strategic policies and NPPF, whether forum allowed to act, Plan is close to being finished document and RG is hoping to have reports together by end of week.

Plan will include appendices, has to go to consultants for assessment. BPP or Riki Therivel to do basic conditions statement. Printers for pre submission and for final submission. PR work £3559.64 limit.

It was agreed that David Carlisle could undertake assessment to as there is no cost implication. GD was informed by ST that the 6 week consultation is led under regulation 14.

6. Check constitution for constituent groups

It was agreed the Steering Group make the decisions on behalf of the members

7. How will assets be shared between the constituent parties

CB agreed to draft the principles regarding assets and profits prior to the AGM. **Action: CB**

8. Who will assist with the glossy final document

RG reported that he has experience of NewInk and their design work costs are £35-£40 per hour. It was agreed to further quotes are required. **Action: JG/MS**
There will be 2 copies of full document and 10 of pre submission in each destination

9. How will we monitor and carry forward the Plan and aspirational projects. Aspirations should be put in front of the residents document to encourage them to view the document

The AGM will be used to highlight the aspirations plus the parish websites and notice boards.

10. Who will continue with the aspirations once the plan is in place – whether or not the CR3

CB suggested that an executive committee formed from a sub committee of each parish council. **Action: CB to structure the AGM with suggestions of the way forward.**

11. Leaflets to be sent to all residents in the CR3 area along with articles in the press for the 6 week consultation. Banners should be placed at street corners. Needs to be organised.

GD to speak with Damon; it was agreed that a 'corporate' identity to be used on flyers, leaflet, banners and the website. It was suggested that Caterham Independent may be used to circulate the flyers to all CR3 households. **Action: GD**

12. The Steering Group need to write to all owners of the sites considered to be developable

GD to have this organised by the end of the week. **Action GD/MG**

13. Steering Group need to write to all the adjoining boroughs re housing

Action: GD to speak with TDC for them to do under duty to cooperate

14. Members of the Steering Group need to talk to Development control at TDC (not the strategic planners) to discuss the report as they have to implement the plan/report findings

It was agreed the document will be sent to ST after comments have been received from BPP.

15. TDC to be written to so as to ascertain their process for the public consultation. They should confirm the process in writing

GD and CB to meet with ST at TDC regarding the process plus obtaining all maps required from TDC. The maps have been purchased with public money and are therefore available to all. **Action GD/CB**

16. Steering Group to confirm timetable for remaining work to be done

This cannot be finalized at this time. It was agreed however, that Parish Councils need to be advised of anticipated costings to allow for the consideration at the budget meetings being held by the Parish Councils in December.

17. Date to set for CR3 Forum AGM

14 December 2015 in the conference hall at Soper Hall

18. The following to be booked in so that they are available to do review/complete documents

- **Rikki Therivel to complete the SA and SEA**
- **BPP to appraise and advise on the Plan document that is going to TDC and Inspector**