



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP HELD ON
WEDNESDAY 20TH JANUARY 2016 AT 18.30 IN THE CONFERENCE ROOM
AT SOPER HALL, CATERHAM**

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

Visitors: Helen Broughton (Caterham on the Hill Clerk),
Simon Bold (Whyteleafe Clerk)

Clerking: Maureen Gibbins (MG)

1. Progress on the Plan publication.

The Local Plan is receiving a lot of scrutiny but not as much as is required however, this may improve as time goes on.

Gunning principles determine what a Consultation is:

- Consultation must take place when document is at a formative stage
- Must be put forward in a single document
- Adequate time must be given for consideration and response (JG expressed concern regarding the Local Plan and crossing over.) The NP will run parallel with the Local Plan and is set to run after Easter to first week of April.
- The product of the Consultation must be taken conscientiously and into account.

GD has spoken to Alan Potter and Anna Cronin. Anna Cronin read through the Pre Submission document and made some comments which will be incorporate into the Public Consultation stage. The appendices and main report have not been reviewed at this stage.

There must be a clear definition of what is CR3 work and the independent comments. Appendices need updating. Questionnaires are to be retrieved.

Website will have Appendices and other material on line.

At the end of the period material will be collected from various sources viz: emails, letters, other data. Comments will be dealt with at the end of the period. David Carlisle has funding to deal with comments and issues with TDC and working with professionals who deal with TDC.

2. Publicity.

Marie Surtees confirmed comments are beginning to build up as the period starts to close.

Material to be put on website that a release date announced. Appendices, main document, SA and SSA to be put on the website. Some of the site assessments need reviewing.

Action: GD to oversee

It was agreed launch date will be mid February and all comments will go to MG
Week to 10 days until completion for launch

3. Handling of comments.

Concern was expressed regarding comments on social media and the way to handle them. It was agreed comments be forwarded to the website designer and he, in conjunction with GD, will agree on the response.

Action: GD

Going forwards the four parish councils need to form a quarterly group committee.

4. Professional support.

Statutory consultees.

5. CR3 Forum response to TDC Local Plan consultation.

Mike Smith to be requested to make a reply on behalf of the Steering Group