



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP HELD ON  
WEDNESDAY 25<sup>TH</sup> NOVEMBER 2015 COMENCING AT 18.30 IN THE CONFERENCE ROOM  
AT SOPER HALL, CATERHAM**

**Attendees:** Geoffrey Duck (GD), Chris Botten (CB), Jackie Servant (JS), Jenny Gaffney (JG)

**Clerking:** Maureen Gibbins (MG)

**1. Apologies for absence**

Pat Cannon (PC), Mary Mountain (MM), Random Greenway (RG), Ted Howard (EH), Sarah Burningham (SB)

**2. Minutes of last meeting**

The Chairman signed the minutes as a true record.

**3. Matters arising not covered later**

JG raised the issue of the lack of consultation regarding the housing status at the former adult education site. The Chairman of the CR3 Forum agreed to look into.

**Action: CB**

Annual General Meeting. It was agreed this would be held at Soper Hall on Monday 14<sup>th</sup> December 2015. Notification to be publicized on Parish, Village and NP websites, Parish notice boards, Social media and to the members via the email listing.

**Action: All**

CB will draft the agenda for the meeting.

**Action: CB**

**4. Progress to date**

The Pre-Submission document has been reviewed; EH is working on the Business Section and the document will be edited once completed.

RG is formatting the plan with all the reports. David Carlisle has mentioned there is some more money which may be available. The documents will be reviewed by Niki Linehan prior to the 6 week consultation.

Site assessments require some work

Statement of Consultation has been drafted and will be circulated for additional items to be added.

**Action: MG**

Urban Design sites are being put forward for green spaces. The Planning Policy Guidance splits into Parishes.

**5. Remaining tasks on production of NPlan to go public**

**6. TDC Local Plan Programme**

The TDC Local Plan will be launched on 18<sup>th</sup> December and consultation will be open until midnight on 26<sup>th</sup> February 2016.

TDC are expecting 4000 responses. Parish Councils respond and individuals. Comments to be reviewed and decided upon.

21<sup>st</sup> December, EH and George Dennis is meeting with TDC regarding AONB, Green Belt around Chaldon.

TDC will be talking with developers.

**7. PR**

Facebook

Streetlife – a lot of NP interest. Needs a set of 4 or 5 to monitor and one knowledgeable person to respond and squash rumours; ideally one from each group.

**Action: GD to arrange.**

Website designer needs to update website with what the NP is, schedule, understanding different themes. Local press to be invited to announcement and to publicise.

Documents to be in the library, numbered and collated. Email address for responses, automatic reply.

**8. Budget**

Receipts        £26,300  
Spent            £19,500

Committed    £ 2,000                      Printing  
                      £ 700                        Website

Cash in Hand £ 2,100

                      £ 2,000                      Professional review  
                      £ 2,500                      Review Policies site  
                      £ 3,400                      Promotion  
                      £ 6,000                      Legal Contingency  
                      £12,000                      Required

**Action: GD to work out amount required from each Parish per capita**

**9. Date, time and place of next meeting.**

AGM – Monday 14<sup>th</sup> December 2015, Soper Hall