



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP HELD ON
MONDAY 29TH FEBRUARY 2016 COMENCING AT 19.30 IN THE UPSTAIRS MEETING ROOM
AT SOPER HALL, CATERHAM**

Attendees: Geoffrey Duck (GD), Jenny Gaffney (JG), Ted Howard (EH),
Mary Mountain (MM), Sarah Burningham (SB), Chris Windridge (CW)

Clerking: Maureen Gibbins (MG)

1. Apologies

Chris Botten (CB), Jackie Servant (JS)

2. Consultation closing date and Site Assessments

GD reported that he had met with Sarah Thompson, TDC, who reinforced that all documents for consideration in the consultation period must be available plus all site assessments must be on the website before the consultation period is officially live and thus an end date being publicized. JG raised the issue of the comments made by the Editorial Committee on the site assessments and it was agreed these would be included within the appendices.

GD confirmed that 5 comments have been received to date. It was agreed that safe sites would be published. HELAA sites are already published. MS has identified there are sufficient developable sites for the 5 – 10 year plan. It was agreed EH will liaise with MS

Action: EH/MS

Concern was expressed regarding some of the sites which have been identified as developable. CW reminded the Steering Group that in 2018 there would be extra rail capacity into Caterham which will result in a higher demand for housing. Following circulation of an article from Planning magazine it is advisable to over quote the number of developable sites than to under estimate.

MM mentioned that some of the sites in Stanstead Road still need to be completed as do some in Caterham Valley.

3. PR

Damon has been doing some work however Annette Evans and George Dennis are acting as the eyes and ears of the CR3 Forum. Five of the group members are making comments on Streetlife. After discussion it was agreed that George Dennis be requested to undertake PR work under the supervision of the Steering Group.

Action: GD to speak with George Dennis

CW is attending a Locality/DCLG 2 dayworkshop in Bristol
GD will compile a 'to do' list

Action: GD

There are a few empty units in Church Walk and it is possible to use one as a shop front for the NP. Rachel Starling has offered to help and this could be run on a Friday and Saturday one weekend.

Articles need to be included in the Caterham Independent, County Border News, Surrey Mirror and all Parish/Village newsletters. There is 20,000 electorate in the CR3 area and it is necessary to bring the NP to the attention of all of them.

4. Comments from Consultation

Following the consultation to date some names have been submitted for information. CW is inputting onto the newsletter list and MG will respond to thank for interest.

Action: CW/MG

5. Communication with people who operate businesses here

The information required is available through the business rates list held by TDC. GD will speak with Louise Round for assistance.

Action: GD

6. Local Green Space

GD spoke with Elliott and together will pull a list together.

Action: GD

7. Statement of Consultation

EH and MG have been working on the Statement of Consultation however there is a lot more to be included. All meeting dates, workshop dates and public meetings need to be listed and these dates need to be sent to MG.

Action: All

8. Sustainability Matrix

GD reported the Sustainability Appraisal is on the website. Matrix cross references to policies and the Matrix is to go on the website. The Matrix indicates that some policies are redundant.

9. Statutory Consultees

An information email to be sent to all on the Statutory Consultee List

Action: SB/JG/MG

10. Budget

There is £2000 available for promotional work. Posters/pull ups and flyers are needed.

11. Archives

It was agreed the Survey Monkey subscription must be paid to enable members to access the information stored. All data collected needs to be backed up. CW agreed to withdraw the questionnaires from survey monkey.

Action: CW

12. Housing and Planning Bill

GD stressed that all members must look out for this bill and take note of it.

Action: All

13. David Carlisle

AECOM has capacity to do 5/6 days work. It was agreed that Mike Smith and Richard York and possibly Mark Hanson be appointed to assist David Carlisle

Action: GD

14. A resident who lives in Godstone Road, Whyteleafe has offered administration assistance when required.

15. Continuation

The onward continuation of the Plan etc needs to be progressed.

Next meeting 21 March 6:30 in the upstairs meeting room at Soper Hall