

**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP  
MONDAY 19<sup>TH</sup> JANUARY 2015 COMMENCING AT 19.30 AT SOPER HALL, CATERHAM**

**Attendees:** Geoffrey Duck (GD), Chris Windridge (CW), Sarah Burningham (SB), Edward Howard (EH), Jenny Gaffney (JG), Jackie Servant (JS),

**Visitors:** Mike Smith (MS)

**Clerking:** Maureen Gibbins (MG)

**1. Apologies for absence**

Bill Broadhead

**2. Signing of minutes of meeting held on 15<sup>th</sup> December 2014**

The minutes of the meeting held on 15<sup>th</sup> December were signed as a true record.

**3. Matters arising from last minutes not raised later in the agenda.**

GD met with Marie Surtees at TDC. Sarah Thompson Strategic Planning Officer at TDC has commenced employment at TDC.

**4. Updates and relevant news**

1. BPP Consulting, Alan Potter/Nicky Linihan.

Marie Surtees and Nicky Linihan have not yet communicated with each other. There is a day and a half of allocated budget work time still available.

2. Land classification – Thought has to be given to land classification and land assessment to be completed. MS is working on sites for housing.

3. TDC is expecting to allocate some sites. Discussion between MS and Matthew Chapman at TDC has confirmed that there has been advertising to developers for sites plus some input from legal department but none suitable for housing. No sites will be in the greenbelt and TDC are not looking at greenbelt boundary at present.

GD reaffirmed that the Steering group is dealing with inspectors and not TDC.

General discussion ensued regarding the report which has been undertaken by a consultant, who is an ex planner, appointed by TDC. Concern was expressed as to the cost of the report as, it appears, that the data has been lifted from the work undertaken by the CR3 Forum for the Neighbourhood Plan.

It was agreed that a representations needs to be made to the chairman of the Caterham Town Centre Working Group. Next meeting is on 13<sup>th</sup> February.

Letter of representation to be drafted by MS

**Action: MG/MS/JG**

**5. Site Assessments**

1. List of Sites To Be Assessed, and by when. Update and circulate the list. Can't move on until land assessment is completed

**Action: MG to update and circulate**

2. Sites to be assessed for housing/business/health. All buildings in greenbelt must be assessed if moved out of greenbelt.
3. Classifications of areas to be sent to SB by MS.
4. Site Assessments to be completed by end of February 2015
5. Assessments to be out into a reference folder.
6. MS to suggest compulsory sites

**6. PR**

1. Facebook. – Mary Constantinou is maintaining Facebook
2. Website - Paul Hooper, last amendments and then the new site can be launched
3. <http://cr3forum.caterhamsurrey.uk/>
4. Statement of consultation

## **7. Programme**

- Policies are currently being revised. Groups need to work together to identify policies that fit and others that possibly don't and require more specific areas identified such as environment. Nicky Linihan to review and speak to TDC . Check on timetable and keep aware. Statement of Consultation. Meeting with Piers Mason and Chris Botten.
- Actions before next steering group meeting - all policies to be completed prior to next steering group meeting on 23 February.

## **8. Budget.**

1. Total expenditure and commitments to date. - £21k spent. GD went to parish councils requesting funds to ensure working capital is available.
2. What comes next? CCP are meeting on 18<sup>th</sup> February and may be the overseeing group once the plan is adopted. A Charter will be required.
3. It was agreed that other areas that have a neighbourhood plan should be approached and asked how they are progressing going forward.

## **9. Meeting Dates**

**23<sup>rd</sup> February**

**Steering Group**

**Soper Hall**

**18<sup>th</sup> March**

**Steering Group**

**Soper hall**

## **10. Any Other Business**