

**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP HELD ON  
MONDAY 23<sup>rd</sup> FEBRUARY 2015 COMMENCING AT 19.30 AT SOPER HALL, CATERHAM**

**Attendees:** Geoff Duck (GD), Random Greenway (RG), Jackie Servant (RS),  
Chris Botten (CB), Sarah Burningham (SB), Jenny Gaffney (JG)

**Visitors:** Sarah Thompson (ST), Mike Smith (MS), Mary Mountain (MM)

**Clerking:** Maureen Gibbins (MG)

**1. Apologies for absence**

Mark Bristow, Chris Windridge, Edward Howard, Jacqui Mitchell,

**2. Signing of minutes of meeting held on 19<sup>th</sup> January 2015**

Minutes of the meeting dated 19<sup>th</sup> January 2015 were signed as a correct record.

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

There was none

**4. Updates and relevant news**

1. BPP Consulting, Alan Potter/Nicky Linihan.- GD will be meeting with Nicky Linihan to go through the policies which have been reviewed by the groups and resubmitted.
2. TDC – There is a meeting on 21st March commencing at 0930 at the Douglas Brunton Centre. It was agreed that Parish Councillors and members of the workgroups will be invited to ensure there is communication between CR3 Forum and TDC to link time scales and sharing of evidence based documents. Evidence must tie in with the Tandridge Local Plan and stay in sync and conformity. ST commented that the CR3 data is based on 2013 and therefore is not on trend going forward and therefore the Neighbourhood Plan should be based on 2013 to 2033 which is also when the Local Plan is based on. All government projections are 2013 based. ST updated the group on the scenarios and criteria used for land availability and green belt assessments and of the position within TDC. Officers recommendation is that the green belt is assessed within the Local Plan.
3. Land classification – the land classification requires tidying up and reviewing in the near future.
4. CTCWG – There was a positive meeting of District Councillors with the CR3 Forum and Parish Councillors on Friday 13<sup>th</sup> February. The CR3 Forum must continue to communicate the message to all.
5. The Plan Document – The Policy document is being drafted and will be shown to Nicky Linihan when GD meets with her. GD to ascertain whether Nicky Linihan will review the policies.

**Action: MG to continue incorporating policies when received from working groups**

## 5. Site Assessments

1. List of Sites To Be Assessed. Site assessment is continuing. ST reported that 200 sites available for development have been identified. It was confirmed to ST that Matthew Chapman has been provided with a list of the sites available and identified by CR3 Forum.

**Action: MG to email site assessment form to ST.**

The TDC list will be on the TDC website by the end of March.

**Action: MG to email current site assessment list to Steering Group.**

## 6. PR

1. Facebook. – Mary Constantinou continues to update and maintain Facebook. After discussion it was agreed that the CR3 Forum needs to finance the services of a PR expert.

**Action: RG to approach possible individuals**

2. Website - GD is meeting with Paul Hooper (web designer) and expects the switch over to the new site to be instigated by the end of the week.

## 7. Programme

- Policies completion date. Policies are to be reviewed against the Scoping Report. Speak to development control at TDC. Public consultation after election. (June time). Document to be on-line, document in a deposit place (libraries) and display and people to facilitate the process. Serious publicity required

## 8. Budget.

1. Total expenditure and commitments to date. – GD updated the group on expenditure to date. JG commented that the Parish Councils have funds available in their budgets. GD confirmed that he hopes to have a clear idea of further expenditure within the next few weeks and will then draw from Parish Councils if needed.

## 9. Meeting Dates

**Tuesday 31 March**

**Steering Group**

**Soper Hall**

**Wednesday 29 April**

**Steering Group**

**Soper Hall**

## 10. Any Other Business

RG updated the group that he has been working with the working groups and concern has been expressed regarding the way forward once the plan has been RG been accepted. General discussion ensued and it was agreed that the Parish Councils, CBP and CCP need to form a group going forward to maintain the plan. This view needs to be communicated to the working groups to alleviate their concerns.

JG raised her concerns regarding the recent application for converting Quadrant House from business to residential. It was confirmed that this complies with government policy.