



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
WEDNESDAY 29TH APRIL 2015 COMMENCING AT 19.30 AT SOPER HALL, CATERHAM**

Attendees: Geoffrey Duck (GD), Sakina Bradbury (SB), Edward Howard (EH),
Sarah Burningham (SB)

Clerking: Maureen Gibbins (MB)

Apologies for absence .

Jenny Gaffney (JG), Jackie Servant (JS), Random Greenway (RG), Chris Botten (CB),
Sarah Thompson (ST), Chris Windridge (CW), Mike Smith (MS)

Signing of minutes of meeting held on 31st March 2015

The minutes of the meeting held on 31st March were signed as a true copy

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

There was none

Updates and relevant news

1. The Plan Document – GD reported that the document is coming together however the education section wasn't submitted yet. The Health section is in a format which could form the model for all other sections. Appendices need to be incorporated and the document to be regularised.

The Foreword needs to be drafted and an individual of note needs to be identified. All contributors need to be listed and this list is required to be compiled by each group.

GD will work through the document and seek assistance as needed plus request the additional material from the groups as required. The document needs to be ready for the meeting on Saturday 23rd May.

Action: GD to work through The Plan Document

The Transport section currently doesn't have any policies in the draft, though no doubt reference back to the full report of last year will provide some approaches, after all the Intent and Justification is completed. SK confirmed she would seek assistance from Whyteleafe. The Transport group has identified a lot of good projects and has a lot of aspirations.

Action: SK to identify volunteers from Whyteleafe to assist with Transport section.

2. Site assessments – the site assessment documents are being pulled together by MG. MG to meet with MS when he returns.

Action: MG and MS to meet and go through assessments.

Site Assessments

1. TDC HELAA comparison.

PR

1. Publicity – Street party – Saturday May 31st. The CR3 Forum has a stand booked.

Action: JG to compile a rota of volunteers to man the stand.

- 2 GD met with CW,, Piers Mason and Naomi and Damon of DNA Projects who have been working on the Caterham Town Centre design study with TDC. DNA Projects are to submit a proposal for PR work for the remainder of the N Plan work. There is a meeting at Waitrose for all businesses on Friday 15th May from 0930 until 1100. GD stressed that the CR3 Forum must be represented at the meeting. The NP must be shown to have communicated with the business community; residents and workers in the area. TDC will have a list of all the businesses and the business rates and should be able to assist with communicating with the businesses. Coordination of all activities is critical. There is a high density of businesses in Caterham and all need to be included in the consultation.

1. Website – the documents and evidence during the consultation period needs to be available in the library and link on websites.

7. Programme

Business Community presentation.

Public Exhibition, 6 week.

8. Budget.

1. Total expenditure and commitments to date. - £6000 available. £700 due in from retention on CDF funding of £7,000 total. Nicky Linihan or someone similar to go through report and PR Management is required which will take some funds.

9. Meeting Dates

23RD May , from 0900h Site Assessment Review

Soper Hall

This occasion will sign off the site assessments so that they can go forward to TDC. It is imperative that if there are any sites that any Steering Group member wishes to comment on, that they attend the meeting or make comments beforehand. The site assessment information is available from Maureen. Please ensure that every parish has a representative at this meeting – confirm with Maureen that you'll be attending.