



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
TUESDAY 31ST MARCH 2015 COMMENCING AT 19.30 AT SOPER HALL, CATERHAM**

Attendees: Geoffrey Duck (GD), Chris Botten (CB), Sarah Burningham (SB), Jackie Servant (JS), Random Greenway (RG), Jenny Gaffney (JG), Jacqui Mitchell (JM), Edward Howard (EH)

Clerking: Maureen Gibbins

1. Apologies for absence .

Chris Windridge, Bill Broadhead, Mike Smith

2. Signing of minutes of meeting held on 23rd February 2015

The minutes of the meeting dated 23rd February were signed following a minor amendment raised by RG.

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

There were no matters arising which were not raised later in the agenda.

4. Updates and relevant news

1. **The Plan Document**- the document, which will be approximately 60 A5 pages) is being drafted with guidance on the layout from Brian Whitely. All appendices, graphs and other data will be available through the website. The 'final' draft will be circulated when it is in a readable state. Alan Potter and Nicky Linihan will be requested to review the document.

2. GD met with Sarah Thompson and reviewed the process. Following the 6 week publication consultation there follows a statement of consultation which is basically a technical exercise.

Action: GD to contact university and colleges for student assistance

TDC will put a search out for an examiner following the May elections.

It was agreed that the NP must be seen at the Caterham Street Party.

Action: MG to seek a free space with Andy Parr

Action: JG offered to do a rota of volunteers.

3. RG reported that he had not had any success with a PR individual. Damon McWilliams was suggested.

Action: GD to follow up.

Action: RG to provide a PR brief to CB.

4. General discussion ensued regarding the TDC data and the comparison with what has been gathered by the CR3 Forum. After the 6 week consultation, the

Steering Group take on board the comments and amend as needed. TDC have a 6 week period to notify the public and after that time the document goes to the external examiner.

5. It was agreed the consultation would be preferable in mid June to the end of July.
Action: MG to pull together the site lists and send to Sarah Thompson
HELAA is due to be with TDC by 10th April
Action: MG to create a document containing all the completed site assessments – URGENT
Governance states that the Steering Group should sign all the documents off and agree they are fit for purpose.
6. Owners of sites which are included in the document need to be written to and advised that their sites are being included in the neighbourhood plan.. If owners object the site can be withdrawn unless there is an overriding reason for inclusion.
7. JG reiterated that she has a list of sites still to be assessed. RG agreed to take on 5 sites.
8. Due to the lack of attendance by Whyteleafe Village Council, it was agreed that the Whyteleafe list is to be sent to Simon Bold, Clerk to Whyteleafe Village Council and reviewed by him and request that the appropriate person from the Village Council attends the meeting when the sites are reviewed.
9. It was noted that it may be possible to undertake a bulk purchase of land registry which it is hoped TDC will finance
10. 23 May for site assessment review – all Groups and Steering Group to attend
Action: MG to book Soper Hall

5. PR

1. Publicity – JM suggested James Allan. Banners/A3 posters/ corporate colour/image/typeface (calibri)/font. Sarah Thompson to be involved.

6. Budget.

1. Total expenditure and commitments to date.

7. Meeting Dates

29th April	Steering Group	Soper Hall
	All documents to be in place – all groups to attend	
23rd May	Site Assessment Review	Soper Hall Meeting Room