



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
MONDAY 18th April 2016 AT 19:00 IN THE UPSTAIRS MEETING ROOM
AT SOPER HALL, CATERHAM**

Attendees: Edward Howard (EH), Chris Windridge (CW), Jackie Servant (JS), Sarah Burningham (SB), Jenny Gaffney (JG), Niall Campbell (NC)

Apologies: Geoffrey Duck (GD), Mary Mountain (MM), Graham Baker (GB), Bob Milton (BM)

Visitors: Mike Smith (MS)

Clerking: Maureen Gibbins (MG)

In the absence of GD, EH chaired the meeting and introduced the session with the following notes pertaining to the role of the Steering Group:

- Comment on the consultation and deal with comments as they come in
- Each Group is responsible for responding
- The Steering Group is representing residents
- Steering Group is based on the 4 Parish/Village Councils
- Pre Submission document is based on what has been learned during the process
- Plan will be rewritten in 8 weeks

Concern was expressed that the consultation has been launched prior to all documents being in the libraries although everything is on the website.

1. Minutes last meeting.

The minutes following the previous meeting were reviewed.

MS confirmed the Green Space map and table need updating and correcting by all Parish Councils. It was agreed GD would correct based on the boundaries of the four parishes.

Action: GD/SB/EH/NC/JG

Preface needs to be revised and added to.

Action: EH

All Group reports need to be printed, bound individually and delivered to the libraries in Caterham.

Action: MG

Appendices list to be reviewed and lodged at the libraries.

Action: MS/MG

Site Assessments are currently being printed and will be delivered to the libraries when ready.

Action: EH

Whyteleafe Village Council will review site assessments and comments on sites 3001; 3033; 3034; WHY003 and WHY004

Action: NC

2. Comments from Consultation.

All comments will be uploaded at the end of the consultation period.

3. Consultation closing date.

There was general discussion regarding the consultation dates and proposed that the public consultation be changed to 3rd May to 30th June. Current dates are 18th April to 10th June.

Action: MG to notify TDC of change if agreed

Press - SB to speak to Brian Haran. Social media, adverts

Caterham Independent – MG to identify deadline

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For the next 3 items it is the intention of the meeting to identify particular activities and dates and people who will be able to oversee the activity. Some of these people have not been particularly involved with the project so far. (Street Party in High St, Shop in Church Walk etc.)

A5 Flyers need to be drafted for a drip feed of information in the items 4, 5 and 6 below.

PR professionals need to draft a press release for circulation to all the media.

4. PR Communication with people who operate businesses here.

5. PR Communication with people who work here.

6. PR Communication with people who live here.

7. Site Assessments – future inclusions.

8. Statutory Consultees.

MG confirmed emails have been sent to all the statutory consultees at the commencement of the 8 week consultation

9. Budget.

10. AOB.

Local plan must take account of the emerging neighbourhood plan. Steering group agreed the consultation starts on 3rd may.

11. Time date place next meeting.

Meeting ended at 2025



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
WEDNESDAY 20TH April 2016 AT 19:30 AT SOPER HALL, CATERHAM**

Attendees: Edward Howard (EH), Chris Windridge (CW), Jackie Servant (JS), Sarah Burningham (SB), Jenny Gaffney (JG), Niall Campbell (NC), Mary Mountain (MM), Geoffrey Duck (GD)

Apologies: Graham Baker (GB), Bob Milton (BM), Niall Campbell (NC)

Visitors: Mike Smith (MS)

Clerking: Maureen Gibbins (MG)

Following the meeting on Monday 18th April and the outstanding issues it had been agreed to hold a meeting for an update.

All reports, local green space reports, preface and appendices lists have been printed, bound and delivered to the libraries by MG.

All documents are on the CR3 Forum website

Site assessments are currently being printed and should be in the libraries by the end of the week.

It was agreed a flyer is urgently needed. **Action : JG**

Facebook sites – **Action: SB**

It was agreed that in view of the fact that all documents are now available on the web site the consultation dates will remain as stated previously - ie. 18th April 2016 until 23:59 on Friday 10th June.

It was noted that a small number of minor changes to documents are required but it was agreed by the committee that these were not serious enough to warrant any further delay in publishing the 2nd Consultation documents.