



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
MONDAY 21st MARCH 2016 COMENCING AT 18.30 IN THE UPSTAIRS MEETING ROOM
AT SOPER HALL, CATERHAM**

Attendees: Geoffrey Duck (GD), Sarah Burningham (SB), Mary Mountain (MM),
Jenny Gaffney (JG), Ted Howard (EH), Graham Baker (GB),
Chris Windridge (CW)

Visitors: Vivienne Kerr – TDC (VK), Mike Smith (MS)

Apologies: Jackie Servant, Chris Botten, Whyteleafe Village Councillors

Clerking: Maureen Gibbins (MG)

1. Chairman's introductory remarks.

GD welcomed Vivienne Kerr – TDC Neighbourhood Planning Officer to the meeting. VK joined TDC one month ago on a temporary appointment to help councils through the Neighbourhood planning process.

Consultation cannot be live until the Statutory Consultees, of which TDC are one, have been notified and made aware of the CR3 NP website where all documents pertaining to the plan are published.

Action: MG to contact all Statutory Consultees.

Considerable discussion ensued regarding information which has been provided to the Steering Group and the need for communication and documents to be available.

Discussion continued regarding the site assessments and it was agreed that the sites which have been approved need to go on the website and the remainder can be added when approved. Work must be prioritized.

GB raised his concern that residents will not read the Pre submission document as it is too long. EH agreed to draft a 2 page summary as an enticement for residents to want to know more. The fact is that the Pre-Submission document does contain the policies that are the subject of the consultation. They need to be read to make an informed comment.

Action: EH

2. Comments from Consultation.

It was agreed that all comments that have currently been submitted will be considered when the plan goes live again. GD has received 6 comments via emails and MG has received 1 comment via the post. Concern was expressed regarding the 6 comments submitted at Westway Library which apparently had been put into a folder for safe-

keeping, dutifully, by the librarians. SB to enquire as to whether they have been collected by another NP individual.

Action: SB

CW confirmed that an additional £1,000 of funding is available; it was agreed that CW will submit an application.

Action: CW

Following discussion it was agreed that one complete set of printed documents should be lodged at the Westway library and Stafford Road library.

EH suggested that a list of the documents required should be identified.

Pre Submission Document – completed and on website

Sustainability Report – completed and on website

Reports – to be completed

Site assessments – to be completed and uploaded to website

Appendices – to be completed and uploaded to website

Statement of Consultation – to be completed and uploaded to website

It is vitally important that all 16000 electors are aware of the consultation which must be widely publicized. It was agreed that Damon via GD to be requested to set up dates for papers, editorial dates and consultation dates including the closing date.

Action: GD

CW is drafting the next edition of the CR3 Forum newsletter which will be circulated for comment prior to publication.

Action: CW

It was agreed that all evidence and data collected by the groups must be collated and stored in one place.

3. Consultation closing date.

Once the dates are known the Statutory Consultees must be contacted. Though see item 1 above.

Action: MG

4. PR Communication with people who operate businesses here.

GD reported that the group has had trouble communicating with the businesses and the Steering Group has not received much assistance from TDC. VK was requested to assist with this process as TDC maintain the business rates list.

Action: VK/GD

5. PR Communication with people who work here.

6. PR Communication with people who live here.

7. Statement of Consultation.

This has been started and information pertaining to meeting dates, street meetings, photographic evidence is being added to.

8. Site Assessments.

Timberhill – Steering Group agrees with site assessment

COH053 – Trees to be checked against TPO summary. Could be allocated green space.

CAT045 – 72 Stanstead Road – TPO assessment to be undertaken. Steering Group agrees with the site assessment.

CAT036 - 69-73 Stanstead Road – Steering Group agrees with the site assessment.

CAT014 – Steering Group agrees with the site assessment.

CH3012 - 57 Rook Lane – Steering Group agrees with site assessment

COH3029 - Raglan Precinct car park – Steering Group consider it premature but must consider within the master plan and town design statement

COH3044 – Steering Group agrees with site assessment. Site is not deliverable or developable in view of the CR3 forum and the Neighbourhood Plan.

WHY3009 – Steering Group agrees with site assessment

WHY3008 – Steering Group agrees with site assessment

CAT31 - Queen's Park – Steering Group agrees with site assessment

WHY3025 – Bourne House – Steering Group agrees with site assessment

WHY3033 – Thornbury Cottage – Steering Group agrees with site assessment

9. Statutory Consultees – to be communicated with.

10. Budget – income and expenditure in line with projections

Meeting closed at 2103