



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
HELD ON MONDAY 17TH OCTOBER 2016 COMMENCING AT 1900h
IN THE UPSTAIRS MEETING ROOM, SOPER HALL, CATERHAM**

Attendees: Ted Howard (EH), George Dennis (GDe), Jenny Gaffney (JG),
Sarah Burningham (SB), Mary Mountain (MM), Geoff Duck (GD)

Apologies: Bob Milton (BM), Mike Mason (MS), Cherie Callender (CC), David Lee (DL)

Clerking: Maureen Gibbins (MG)

1. Minutes last meeting; matters arising.

In the absence of GD, EH reviewed the last set of minutes.

Each group has an executive summary. How the vision is translated for each group needs to be identified. BM has drafted a vision however it needs condensing.

GDe needs planning advice from David Carlisle. It was agreed work should be sent to David Carlisle and a meeting convened with David Carlisle, BM and GDe.

Paul Hooper is compiling the list which should be published on a monthly basis in the local papers; the list would be evolving.

2. Preparations for the publication of the Draft Neighbourhood Plan,

GD confirmed the copywriter has all the papers from all apart from housing report and vision statement.

The Vision Statement must have one sentence as a real statement. GD read out the document prepared by Bob Milton and agreed to email to all. Vision must be realistic and not over optimistic and contain key messages.

Copywriter to review the vision prepared by BM.

3. Discussion of content of the Introduction and Vision sections.

See above. Document must truthful and pithy, and achievable. Each Parish/Village area is reliable on each other.

4. Housing report in the light of having met with Piers Mason.

MS to rewrite housing report with numbers. Numbers based on brownfield sites by table. Figures must be able to be justified. Catalogues of sites to be published. List where the houses will be,. Must be reported in the policies and website and on handouts for residents.

5. Local Green Space Register, Green Infrastructure.

Two issues, BM and GDe are working on Local Green Space list. Paul Hooper is pulling together one list. The Steering Group needs to be in position to have gone through the detail by 30 December. Evidence and justification - chart showing local green space and bullet points. Green infrastructure – show importance of green spaces and corridors but needs planning advice . All parks and allotments to be included. GD reinforced that the planning process is in the government sights.

6. Statement of Consultation.

MG confirmed the current version has been circulated.

There is a need for the plan to be more relevant all the time and more meaningful.

Referendum date still to be confirmed. The NP must counter any negatives from TDC and be able to answer residents questions.

7. PR.

Copywriter to help with PR.

‘Tasters’ on Facebook, Streetlife, Twitter and the local papers to keep the public aware and informed.

MG confirmed that due to new retailers taking the empty units in Church Walk, it may not be possible to utilize a shop front to promote the consultation.

8. Budget.

GD will contact Parish Councils to advise of income required to complete the NP and going forwards.

9. AOB

Limpsfield by election – OLRA candidate elected

10. Time date place next meetings

Monday 14th November – 7pm in upstairs meeting room, Soper Hall

Monday 5th December – 6pm in upstairs meeting room, Soper Hall.