



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP  
HELD ON MONDAY 23<sup>RD</sup> JANUARY 2017  
AT 1930hrs IN THE UPSTAIRS MEETING ROOM AT SOPER HALL, CATERHAM**

**Attendees:** Geoffrey Duck (GD), David Lee (DL), Mary Mountain (MM),  
Cherie Callender (CC), Bob Milton (BM), George Dennis (GDe),  
Fatima Kamara (FK), Jenny Gaffney (JG)

**Apologies:** Ted Howard (EH)

**Visitors:** Emma Pyott (EP), Mike Smith (MS)

**Clerking:** Maureen Gibbins (MG)

**1. Minutes last meeting; matters arising.**

The minutes of the meeting held on 9<sup>th</sup> January 2017 were accepted as a true record and signed by the Chairman.

**2. Review forward progress and Preparations for the publication of the Draft Neighbourhood Plan**

There is a requirement for the NP to make a single statement, while each of the 4 parishes will naturally have a different version when addressing the same topic.

Comments received, so far, from TDC are:

- There cannot be one set of policies for the entire plan.
- Language needs to be refined within the policies and be evidence based in all cases.
- TDC are setting out replies on policies however they are pleased to identify that the NP policies are similar to those in the core strategy.
- Suggested that policies are local specific however the policies are reactive to the entire local area.
- Policies must be comprehensive and reviewed every five years.
- GD confirmed that once the full reply has been received, which is expected by 3<sup>rd</sup> February, progress can be made with what needs to be undertaken.

David Carlisle to meet with the Steering Group to go through what comes back from Tandridge. The comments also need to be 'walked through' with the head of each group. It is paramount that the document is independent and compliant. Some issues

Parishes/Villages may take on and not the NP as the plan will have been finalized and cannot be constantly changed.

Four initiatives are going on at present viz: BID; Caterham Town Centre Master Plan; the TDC Local Plan and the Neighbourhood Plan. Any conflict must be identified and there must be clarity for the public going forwards. General discussion ensued regarding the NP positioning with regards to the other initiatives.

BM raised his concern, and that of others, regarding the introduction of more HEELA sites. These were added to the Local Plan sites consultation without any publicity and hence it was not possible for them to be commented on. Site assessments are being undertaken on the HEELA sites. It was noted that some developers are attending parish council meetings with plans and then progressing to pre application stage.

#### **4. Local Green Space**

The register is being progressed however it is the biggest battlefield. Some landowners have been contacted by MG however the remainder need to be contacted once the register is complete. It was agreed **GD and GDe** will liaise and progress the register and circulation of the same to the Steering Group.

#### **5. Remaining activities.**

Any new charts, maps, photos etc. to be forwarded to MG for onward forwarding to Newink for printing.

**GD** to notify the Steering Group of the timetable of the next processes including consultations and timing to referendum.

#### **6. PR preparation**

EP is happy to take on the role of PR for the NP. It is essential that the position of the NP alongside the Parishes and Local Plan is clearly defined.

There needs to be a clear understanding of the timetable as it is difficult to keep the interest of the public for a long period.

Aspirations and policies to be highlighted but are not on the same timetable.

A Flooding policy to be highlighted together with transport and parking which are very topical issues.

The brand must be agreed and must be used by all Parish/Village councils in their own publicity too.

The Vision is overarching.

You told us, We listened, What do you think?

Produced by Local People For Local People.

It was further agreed that an independent planner must review the consultation responses and that comments have been taken on board.

There must be a united front on Parish Facebook pages and through all PR.

PR avenues:

- Parish Facebook pages
- Caterham independent
- Parish newsletters
- Shop days in Church Walk shopping centre

**EP** will draft some activities which need to be undertaken.

#### **7. Budget.**

The budget is in line with projections. **GD** will approach Parishes for funding in March 2017

**8. Alastair Durkin date?**

AD is attending a CHPC meeting and **GD** will follow up in due course.

**9. AOB.**

It was agreed that David Carlisle should be approached for technical support funding – **GD** will obtain the application form.

**10. Time date place next meeting**

Friday 10<sup>th</sup> February – 6pm in Upstairs meeting room; Soper Hall

Monday 20<sup>th</sup> February – 7pm in Upstairs meeting room; Soper Hall

Monday 6th March - 7:30pm in Upstairs meeting room; Soper Hall