



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP HELD ON
TUESDAY 1ST MAY 2018 - 1900h, SALMONS, SALMONS LANE, WHYTELEAFE CR3 0HB**

Chairman: Geoff Duck (GD)

Attendees: Edward Howard (EH), John Orrick (JO), Chris Windridge (CW),
Jenny Gaffney (JG)

Apologies: George Dennis (GDe), Cherie Callender (CC), John Cheetham (JC)

Visitors: Mike Smith (MS), Emma Amies (EA)

Clerking: Maureen Gibbins (MG)

GD introduced everyone and explained their membership and contribution to the NP. EA introduced herself and explained her background having been a Town Planner for 20 years and involved in many neighbourhood plans. She is now a Consultant and working with a number of Neighbourhood Plan groups.

EA provided an outline of where she considers the CR3 Forum NP requires improving which resulted in a long discussion with explanations and the history of why the plan was started from many of the attendees; it was also highlighted where the policies, aspirations and evidence resulted from. EA agreed to ascertain whether any 2-way communication was permitted with the Examiner once the NP is with them.

Following the in-depth discussions it was agreed that **EA** would:

- Assess the NP address what is required for Basic Conditions ASAP
- Give timescales for progress going forwards
- Policy wording suggestions detailed and prescriptive

MS will draft a Viability Report to assist EA

1. Minutes of last meeting. Matters arising not in this agenda.

The minutes of the meeting held on 18th April were approved and signed by the chairman of the meeting.

2. Approve such Site Assessments as may be to hand.

There were no new site assessments to be considered.

3. Remaining tasks for Formal Reg16 Submission.

The situation regarding the Formal Reg Submission was discussed with EA and she is providing advice on Basic Conditions, policy wording and timescales.

4. Design Guidance progress.

The Design Guidance is still with AECOM. It was agreed that some policies would be eliminated with the production of the Design Guidance. **GD** to follow up with AECOM.

5. AGM. PR.

GD is liaising with Emma Pyott (EP) regarding publicity for the forthcoming AGM.

The formal agenda is currently on Parish Council notice boards, Facebook sites and websites. It was agreed GD will provide an update and will seek clarification from other Steering Group members as needed.

JG is producing an eye catching poster/flyer to further promote the event which will be emailed to MG and CW for agreement.

Refreshments will be provided however it is always difficult to cater for unknown numbers.

6. Budget.

Funds are being spent with QUOD.

CW reported that sign off has been received from Locality as all conditions have been met.

CW confirmed there is a further £6,000 of funding available which he will apply for.

CW was commended by all for his ability and commitment to obtaining funding.

7. Website.

GD is meeting with Paul Hooper to tidy up the website and cristalize what goes into Reg 16 on the website. There needs to be a SoC link and description of what it is and where it can be found.

8. GDPR

CW confirmed he has 846 email addresses. He will email all with the AGM notice and an option to subscribe and/or unsubscribe from receiving information going forwards. **CW**

9. Delivery and Monitoring.

QUOD are coming up with review. GD drafted a template as a starter. The D & M has been discussed at Caterham Hill Parish Council and if GDe is not able to chair the group, JO confirmed he is happy to lead.

10. Vote as to SG members for ratification at AGM. (cf Constitution)

MG will contact all Steering Group members to confirm they are willing to continue. The makeup of the Group requires ratification at the AGM. **MG** will put this forward at the meeting.

11. NPPF consultation response, closes 10th May.

It was agreed individual responses will be submitted.

12. AOB.

Ropemakers project manager telephone conversation with CW – 1st May 2018 (**for Steering Group only until confirmed it is in public domain**)

- To advise us that it will be summer before they are ready to consult a 2nd time and will again invite Town Design/Parishes and others. Probably July.
- Making some amendments to the scheme.
- Parking., Additional
- Elevations....incl Station Avenue

- Underground area
- Excluding Victoria House
- Scheme in its "18th" iteration
- Have completed the consultations and now working through necessary revisions.
- They do not intend to vary the mix.
- He said that in the 16 or so consultations only 2 were anti. Town Design and Parishes.
- I mentioned that there was negative feedback on social media on size, elevations, parking and character. That Tandridge had made the SPD Un friendly to business except for retail, against the aims of the SPD or NPPF.
- Possibility of attending an open event? Not until they are ready but they do intend a press briefing shortly....would be quite bland. Would it confirm exclusion of Victoria House....would not be drawn. Ditto any extra parking, size, etc.
- Elevations. Says that Surrey CC architecture person did not think Station Avenue worth saving. Floor and windows hard for BP/Ropemaker to integrate with buildings behind. Have to wait and see if it does in fact look like Caterham still...
- I left it that Town Design was pro investment in the town and it was for them to come forwards with a scheme that was a positive contribution.

Flood Group update – CW reported as follows:

- Update, if you haven't joined our closed FB page, may we suggest you do so, its the quickest way to notify of weather warnings (issued to us by Tandridge DC). If not, just keep an eye on the forecast or out the window ! Be prepared.
- The two year anniversary is fast approaching, confess to being a little disappointed we're still waiting for a solution BUT assure you we're still pressing for action.
- We're meeting Tor (Surrey CC) on Wednesday 2nd May, for the Atkins feasibility study 'briefing', we'll forward the report ASAP, please have a look at how it'll impact on you/your home, and direct any questions back through us (email catocrafaq@gamil.com).
- We're awaiting a date for our next multi-agency meeting (MAM), our action plan (list of questions) is on the way to those 'responsible', for discussion during this closed meeting (two hours). A copy is attached FYI...
- Here's a NFF bulletin, a recent article of ours and news from other affected communiites FYI...
- Some research into the effects of flooding on mental health... <https://bmcpublihealth.biomedcentral.com/articles/10.1186/s12889-016-4000-2>
- If you feel you may have been affected in any way, please contact your GP.
- We've participated in a few research programs, one at Kingston, another at Portsmouth Uni and Phiala's Paper (see e-mail below).
- With that in mind she's written again asking for thoughts, so please could you consider her two questions & RSVP to phiala@sky.com if you wish to contribute.

13. Time date place next meeting

14th May - AGM -7.00pm at Hillcroft School followed by Steering Group Meeting

30th May – 7.00pm - 17 Colburn Avenue, Caterham

13th June - 7.00pm – Venue to be confirmed