



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP  
HELD ON THURSDAY 4<sup>th</sup> January 2018  
1900h, 17 Colburn Ave, CATERHAM**

**Chairman:** Geoff Duck (GD)

**Attendees:** Julian Palmer (JP), George Dennis (GDe), John Orrick (JO),  
Chris Windridge (CW), Jenny Gaffney (JG), John Cheetham (JC),  
Edward Howard (EH), Cherie Callender (CC)

**Apologies:** Mary Mountain (MM), Mike Smith (MS)

**Visitors:** Richard York (RY)

**Clerking:** Maureen Gibbins (MG)

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

The minutes of the meeting held on 4<sup>th</sup> December were approved and signed by the chairman of the meeting. There were no matters arising that are not in the agenda.

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

There were no site assessments for approval at this time.

**3. Progress with Reg16 Submission.**

Regulation 16 will commence when TDC are ready. GD is in contact with Sarah Thompson (ST) regarding the documents and Reg 16. The Local Plan consultation is expected to commence in Spring time of 2018. It is anticipated that TDC may request changes to the NP document to ensure compliance with the emerging Local Plan. All policies will remain as they are based on sound evidence. All sites are linked between all areas of the NP. Policies are reviewed against Vision and Objectives. Documents to be submitted are determined by the Basis Conditions Statement and are as follows:

Neighbourhood Plan Document

LGS – there are 99 areas

Statement of Consultation

Delivery and Monitoring Statement

Sustainability and Strategic Report

Scoping Report

Habitats Directive

All documents will be circulated for review by all and comments to GD. **ALL**  
GDe is drafting a parking policy for inclusion in the NP.

There are some topics which are not being addressed and these need to be submitted to GD. MM has already submitted some.

Discussion ensued regarding businesses.

A very positive meeting, which was funded by DCLG, was held with AECOM who has a strong interest in a further meeting and seeing the NP area. **GD** will invite them to attend within the next 1 – 2 weeks.

The Caterham, Chaldon and Whyteleafe Plan is complex and AECOM are keen to be involved and can ensure the phrasing of the documents is right for purposes.

#### **4. Budget. Website engineering. PR.**

Consideration will be given regarding a further print run of the NP following review by TDC. A suggestion of further open days when the NP is out for consultation but all are mindful that it is TDC that 'controls' the consultation. **GD** will check with ST the funding limits for publicity during the consultation.

Money which has been provided by Locality has to be spent by end of March. Quod work to be finished, website needs to be re engineered – all of this was externally funded

**GD** will obtain more clarity on the figures and remaining monies to be used for PR. Referendum to go through, may be work following examination, delivering and monitoring. It is paramount that the Steering Group must maintain communications with TDC.

#### **5. Response to MasterPlan consultation from CR3 Forum.**

Discussion ensued regarding the Caterham Masterplan which is currently out for consultation. All comments to be submitted to MG and JG. **CW** will draft a paragraph pertaining to SPD. The Masterplan will be reviewed by **EH** and assess how well it fits along with the NP.

All Parish Councils to comment separately. **GDe** will contact the Flood Group and encourage them to respond.

#### **6. Delivery and Monitoring.**

All requested to look at policies and identify what can be counted and notify GD and MG. **All**

Eventually this will be taken on by the Clerks and Parish Councils.

#### **7. AOB.**

There was none

#### **8. Time date place next meetings**

Monday 22<sup>nd</sup> January – 1900, 17 Colburn Avenue

Monday 12th February - 1900, 17 Colburn Avenue