



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP  
HELD ON WEDNESDAY 5<sup>TH</sup> APRIL 2017  
7PM IN THE UPSTAIRS MEETING ROOM AT SOPER HALL, CATERHAM**

**Chairman:** Geoff Duck (GD)

**Attendees:** Mary Mountain (MM), John Cheetham (JC), Edward Howard (EH),  
Jenny Gaffney (JG), George Dennis (GD)

**Apologies:** Bob Milton (BM), Paul Hooper (PH), Emma Pyott (EP),  
Cherie Callender (CC)

**Visitors:** Mike Smith (MS)

**Clerking:** Maureen Gibbins (MG)

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

The minutes of the meeting held on 20<sup>th</sup> March were agreed and signed by the Chairman of the meeting.

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

The Heath Road Green Space Assessment, which had been previously circulated was approved by the Steering Group subject to the land registry map information agreeing with the map detail on the assessment. MS agreed to undertake a land registry search. **Action: MS**

**3. Review of recent advice from TDC etc.**

Following the meeting at TDC held on 28<sup>th</sup> March discussion ensued regarding the potential success of the meeting. TDC can provide number of built houses by Parish thereby enabling monitoring to be included in policy H01. TDC to be asked to provide a list of the percentage number of affordable housing being provided the CR3 area. It was agreed progress must be made.

**Action: GD to speak with Sarah Thompson (ST)**

**Action: MG to draft letter to ST providing summary of meeting, and advising that the Steering Group are going forward to public consultation.**

**4. Preparations for the publication of the Draft Neighbourhood Plan.**

GD reported the draft Neighbourhood Plan is with Newink with all changes incorporated. It was agreed the draft will be circulated to the groups for proof reading;

any new pictures and charts to be included to be forwarded to GD ASAP. **Action: GD/MG/ALL**

It was agreed that all Parish Councils are to see the document prior to it being released for public consultation.

**5. Local Green Space Register progress.**

GD agreed to speak with Keith Jecks at Woldingham Parish Council. GD to speak with ST to identify the formal process regarding the Green Spaces and then for contact to be made with owners as may be required.

**Action: GD**

**6. Remaining activities. Review by an examiner after forthcoming 6 week consultation.**

GD reported that DCLG will provide an examiner to review the NP prior to it being submitted to TDC after public consultation. The examiner will not be the person who reviews the final document.

Following discussion regarding the Sustainability Appraisal document and the draft NP it was agreed GD will contact Riki Therivel and Roger Levett to request they attend for a day to go through both documents and provide input and discussion.

**Action: GD**

**7. PR, consultation, preparation. Potential overlap with Masterplan consultation.**

GD is keeping EP updated with progress with respect to the NP and public consultation.

It was agreed the public consultation will commence on 29<sup>th</sup> April for 6 weeks

**Action: MG to confirm shop availability**

It was agreed A3 laminated posters and signage will be required. JG to identify what material is available following the last consultation. JG offered to organise the rota of volunteers to be present in the shop when the consultation commences.

**Action: JG to contact groups to obtain information and rota**

List of site assessments and Local Green Spaces to be available together with website link for residents to access.

**8. Budget.**

The budget is within parameters set.

**9. Future work beyond production of NP. Liaison with Parish Councils.**

GD will speak with the Parish Councils to advise of what the next steps are.

**Action: GD**

GD reported on a ministerial statement highlighted to him by MS which states that site allocations must be identified and it is a similar methodology to site assessments. Discussion ensued regarding the sites which have already been identified. The Plan is vulnerable if there is no 3 – 5 year housing supply from TDC. It was agreed the message must be conveyed to the residents that the predictions are for 102 sites per year as approved as opposed to 150 per year as previously agreed.

Concern was expressed the DCLG does not have the CR3 Forum on a circulation list for planning newsletters and other information.

**10. AOB. Masterplan consultation comment.**

GD and CW and draft a response to the Maybrook House planning application.

MM, GD and JG to draft a response to the Master Plan and circulate via MG to the Steering Group.

MG to circulate the ministerial statement to MM and JG. Link below

<https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2016-12-12/HCWS346/>

**11. Time date place next meetings**

**19 April – 7pm conference room**

**15 May – 7pm upstairs meeting room**

**5 June – 7.30pm upstairs meeting room**