



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP  
HELD ON MONDAY 5<sup>th</sup> JUNE 2017  
IN UPSTAIRS MEETING ROOM AT SOPER HALL, CATERHAM**

**Chairman:** Geoff Duck (GD)

**Attendees:** John Orrick (JO), Edward Howard (EH), Julian Palmer (JP), Mary Mountain (MM), Jenny Gaffney (JG), John Cheetham (JC), George Dennis (GDe)

**Apologies:** Cherie Callender (CC), Emma Pyott (EP), Chris Windridge (CW)

**Visitors:** Mike Smith (MS), Paul Hooper (PH)

**Clerking:** Maureen Gibbins (MG)

**1. Minutes last two meetings to sign; matters arising from last meeting.**

Following the correction to confirm that the Chaldon site assessment had been approved the minutes of the meetings held on 19<sup>th</sup> April and 15<sup>th</sup> May were signed by the Chairman of the meeting.

**2. TDC and progress.**

GD reported he is now on the Planning Committee at TDC. It was confirmed that an evolving NP has limited weight for Parish Councils and other organisations considering planning applications.

There is work to be completed to package information and data as the consultation ends. It was agreed the consultation period may need to be extended due to the omission of the business section from the website. This has now been resolved by PH.

Sarah Thompson (ST) has submitted a comment informing the CR3 Forum that a formal comment will be submitted for the Regulation 14 following the TDC Planning Policy meeting being held on 27<sup>th</sup> June.

GD confirmed all District Councillors in CR3 have been provided with a copy of the blue book draft plan.

It was agreed that the policy for U08 needs to be updated to take into account the flooding catchment area.

Statement of consultation requires updating to include the comments and responses to the first consultation. All this needs to be on the website too.

**3. Preparations for the first Examination of the Draft Neighbourhood Plan.**

Progress on Basic Conditions, evidence, Statement of Consultation, policies.

Appoint RICS Examiner.

All Reg 14 comments to be submitted to examiner. Draft Pre consultation document to be available and this can be revised following the consultation.

AECOM for Tech Support on Design Guidance which is important as the work will then be available to developers. Design statement and character appraisals are important issues.

**4. Local Green Space Register progress.**

It was confirmed that the LGS register list has been updated and the maps have been updated. All requires checking by the appropriate Parish/Village Councils viz Caterham Valley, Chaldon and Whyteleafe. New maps to be printed and all changes to be notified to MG and PH. There followed general discussion regarding the LGS boundaries and it was agreed that it is not essential at this stage for the boundary lines to be finally signed off.

Neighbourhood character areas are required.

MG agreed to forward the comments in the pre submission from the statutory consultees to MS.

**5. Remaining activities for Consultation, review progress to date.**

GD will cross check the list from ST with the MS list and identify who to provide blue books to. Suggestions were: chief executives, Glynn Foundation Trust, Caterham School, SCC – Liz Mills

**6. PR**

CW sent a note about mailchimp reporting 35% opened. JP highlighted that the emails can be opened and deleted on any device and is not a reliable source of data. A link to the website would be helpful which shows the number of 'hits'.

EP sent a report: Twitter feed is up to date; Facebook is being managed. Press release was published by County Border News and Caterham Independent. GD sent a brief report following the street party to EP.

JP reported that Chaldon Matters is about to be circulated and is again encouraging comments.

**7. Budget.**

Identified work will use some of the remaining budget.

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

GD reiterated that the need to explain to parish councils what the onward process will be is moving up the agenda. It was agreed a statement needs to be drafted to ensure the same message is given to all Parish Councils.

Chaldon still needs to catalogue the work undertaken and work to be done.

**9. AOB.**

GD is checking what needs to be done and keeping in hand.

JG reported there are 2 more shop dates with adequate cover however, it has been suggested that the NP is publicized at the carnival. JO confirmed that the NP can be incorporated with the COH stand and the flood forum. MG will ensure flyers are delivered to GDe.

PH to check website for documents which appear to have gone into the background of the website.

JG reported on an issue raised by a resident at the NP shop session. MS reported the confusion arises from difference between planning approval and net new units.

Therefore Ninehams: total new units 35 less demolished units 20 = Net new units 15  
162/168 Whyteleafe Road: total new units 10 less demolished unit(for entrance)1 = 9 Net  
new units.

The appendix A list is correct on net new units which is parameter for calculating new supply.

CAT 007 is an estimate based on previous applications and TDC monitoring report. Currently  
there is not a planning approval for this site, hence its designation as likely in 5 years.

**10. Time date place next meeting.**

21<sup>st</sup> June 18:30 to 20:00 in conference hall, Soper Hall

5<sup>th</sup> July 19:00 in upstairs meeting room, Soper Hall

26<sup>th</sup> July 19:30 in upstairs meeting room, Soper Hall