



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
HELD ON WEDNESDAY 13TH JUNE 2018
AT 1900h, SALMONS, SALMONS LANE, WHYTELEAFE CR3 0HB**

Chairman: Jeremy Webster ((JW))

Attendees: Chris Windridge (CW), George Dennis (GDe), Edward Howard (EH), Julian Palmer (JP), Jenny Gaffney (JG), Geoff Duck (part-time) (GD)

Apologies: Paul Hooper (PH), John Cheetham (JC), Cherie Callender (CC)
Jeffrey Gray (JG)

Visitors: Mike Smith (MS)

Clerking: Maureen Gibbins (MG)

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

The minutes of the meeting held on 30th May 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. TDC to be requested to state again the area demarcation.

There was discussion regarding the demarcation of the CR3 NP. Reference to CR3 NP needs to be changed, or referenced, to CCWNP. The map needs to be updated, the plan is out-of-date and therefore the licence requires renewing.

JW will take action to renew the licence and identify what the process is and will write to Sarah Thompson (ST) at TDC.

It was confirmed if the Constitution requires changing an EGM will be required.

CW will speak with Locality.

4. Remaining tasks for Formal Reg16 Submission. Meeting with TDC.

Thanks were expressed to CW, GDe and MS for going through the report from Emma Amies (EA).

There is concern regarding the negative comments and the non objectivity indicated by EA. It was agreed **CW and JW** will complete an application to Locality as soon as possible to enable professional support to be funded. The document from EA will be sent to Locality.

SEA and SA are also out of date and it will cost approximately £2k for these to be updated. CW confirmed that there are separate 'pots of funding' available from Locality which can be applied for.

Concern was expressed that additional funding may be required from the Parishes to enable all documents to be updated and professional support provide. **MG** will contact the Parish Clerks to ascertain how much has been reserved for the NP.

It was agreed that where advice has been provided by Quod, Bath and TDC it must be noted.

TDC are the gatekeepers and it will be beneficial to show them that professional advice is being sought to adhere to the relevant recommendations from EA.

JW reported that EA has requested a meeting; it was agreed JW, MS and MG will attend the meeting. **MS** will compile an agenda based on the minutes he drafted. ST must also be in attendance.

5. Design Guidance progress, draft expected to have been received before midnight 8th June.

GDe confirmed the situation has changed as a result of the report from EA. There needs to be more reference to the specifics relating to the local area. Guidance needs to be pulled up a level. **GDe** will draft a response to AECOM following the comments received from other members of the Steering Group. **GDe** to suggest a date for a meeting within 4 weeks with AECOM to go through the document and update.

6. PR.

GD will keep Emma Pyott (EP) up to date with progress.

7. Budget.

JW and GD will go through the budget.

8. Website.

MG will liaise with Paul Hooper (PH) regarding the setup of a 'private page' on the website for large documents to be lodged to save the blocking of individual email accounts.

9. Delivery and Monitoring.

It was agreed the Delivery and Monitoring will be deferred to the meeting on 4th July.

10. Response to Limpsfield NP.

It was agreed a response to the Limpsfield NP will be tabled at the meeting on 4th July.

11. AOB.

CW reported that a productive independent meeting was held regarding the Caterham Masterplan and the proposed development at Church Walk. All comments to CW by Friday 15th June. **CW/MG** to circulate the minutes to the Steering Group. **JW** will endorse the design brief on behalf of the Steering Group.

GD suggested the Steering Group members look up the draft GLC – London Master Plan.

12. Time date place next meeting and the one after that

Wednesday 4th July – 7pm, 17 Colburn Avenue, Caterham

Tuesday 17 July next meeting 7pm, venue to be confirmed