



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
WEDNESDAY 15th AUGUST 2018
1900h, 17 Colburn Avenue, Caterham**

Chairman: Jeremy Webster ((JW))

Attendees: Cherie Callender (CC), Edward Howard (EH), Julian Palmer (JP),
John Cheetham (JC), George Dennis (GDe), Jenny Gaffney (JG),
Geoff Duck (GD)

Apologies: Chris Windridge (CW)

Visitors: Mike Smith (MS), Annette Evans (AE)

Clerking: Maureen Gibbins (MG)

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

The minutes of the meeting held on 1st August were approved and signed by the Chairman of the meeting.

2. Cross Referencing TDC and NP policies to understand gaps and omissions

AE has completed the update with the data and policies available however she highlighted some queries re NP policies as listed below:

- HO01 - has housing figures that possibly shouldn't be in the final version without some explanation. (see below)
- HO02 - mentions optimised density, this term has been deleted from the equivalent local plan policy wording, though it is used in NPPF2.
Action: MS said we should leave this.
- LC01 - allotments - TLP38 in the local plan details access and quantity standards.
Action: GDe said he would check this.
- LC02 Burial - states we have a possible location but not where it is. TLP40 has criteria for burial ground - does our site match that criteria?
Action: GDE said he would check this.
- T02 - car parking - only discusses off street parking and may need further clarity given current parking issues. Following discussion it was agreed the two parking

policies must be reviewed and held in one grouping but referenced in the remaining connecting groups.

Action: GDe to review

Queries re local plan policies -

- TLP05 - Viability assessments - we ask for these re affordable housing but they are not mentioned elsewhere in the NP, they are required more often in the LP. It was felt that the NP does not need to make a further reference to them.
- TLP15 & TLP16 relate to Traveller sites – the NP does not have a policy on these and it was not felt appropriate to do so.
- TLP23 - Protection, Provision and Enhancement of Schools. There is a general mention in one of The NP policies.
- TLP26 - Development within and outside town and local centres – the NP does not cover this and the SG felt this should continue to be the case.
- TLP42 - Tourist and Hotel Accommodation – it was not felt this was relevant for the NP.
- TLP44 - Renewable Energy Infrastructure – requires further conversation to conclude at the next SG.

Neighbourhood plan mentioned in the following Local Plan policies:
TLP01, TLP02, TLP03, TLP06, TLP07, TLP08, TLP09, TLP10, TLP43

Action: MG to circulate spreadsheet to all Steering Group members for them to check and forward any further comments to AE cc'd to JW & MG

There needs to be a definition of **net density** and **gross density** in the glossary.

Action: MS to draft

3. Policies H001 and H002

MS and GDe have reviewed H001 and H002.

On numbers, there was discussion regarding stating housing numbers in the NP. MS stated that TDC does not allocate sites by Parish and there is concern that the Inspector will ramp the allocated numbers up by 50% when the LP is examined.

MS confirmed that he and GDe are still considering the final layout of H001 in order to strengthen it by revising the brownfield sites to include the sites allocated by the LP as this takes the homes up to 130 per annum.

MS also suggested tying in housing policy to infrastructure as it relates to many areas and not just housing.

When discussing the NP policy framework, the SG noted that it was hoped that the NP would be approved prior to the Local Plan, which gives the NP certain advantages.

Action: H001 and H002 will be drafted with allocation numbers and circulated to the Steering Group. Timescale below.

4. Policy revision- general

Action: All policy updates are to be completed by 24th August and then submitted to MG for forwarding to Roger Levitt who will match the policies against European law, SA and SEA.

Action: CW and Richard York (RY) need to review the utilities flood policy.

Action: The policy authors are asked to note that MG holds the NP master and that she will require all amendments to be forwarded to her by 14th August and that if the latest draft needs to be forwarded to others, it will be her responsibility, to avoid confusion and multiple versions of the NP to be in circulation.

5. Site Assessments

JW reported that Peter Brent had completed the Whyteleafe Road SA and was now working on Sandiford House, 40 Stanstead Road, with JW. It was agreed if further sites are allocated the Steering Group needs to do site assessments on them. The SG noted in addition to the above, site assessments have been completed for Edgeworth Close but not Coulsdon Lodge

Action: JW and GDe to discuss and complete a Site Assessment for Coulsdon Lodge as a planning application is expected.

6. HELAA

EH reported that residents are concerned about the lack of protection for the green belt in the LP. MS confirmed that the criteria for the green belt to be used had to fit specific criteria for it to be used under exceptional circumstances. The Green Belt policy is critical and needs to be strong enough for the areas to be protected. EH reminded the SG that stated that although half of Chaldon is PSNci, the rest is open green belt and possibly at risk given current policy.

Action: It was agreed that, through these minutes, Parishes needed to look again at areas at risk of development in the future where the Green Belt was affected, such as Victor Beamish Avenue (Caterham Hill), Roffes Lane (Chaldon) and Whyteleafe Road (Caterham Hill).

7. SG response to LP consultation

Action: After some discussion and noting that all four parishes were going to make their own representations to TDC re the LP consultation, JW agreed he would respond to TDC on behalf of the SG, in a response which would highlight the key role of NPs in underpinning the LP.

8. NPPF 2 and Heritage Assets

GD reported that the NPPF2 references heritage assets.

Actions: It was agreed GDe will provide the list he has compiled and it was also agreed that the Parishes should invite suggestions from the public on their Facebook pages. Finally, JW will contact Liz Bonsall of the Bourne Society to request their active support in compiling the heritage asset register.

9. Appointment of Consultants to assist - around £12k

JW confirmed that a consultant will be appointed once all policies and checks have been completed. There have been some suggestions of possible consultants from CW, JW and Emma Amies.

Action: JW and CW will discuss appointment process.

10. PR

JW confirmed a brief on the current work of the SG put out on Social Media, as per the last SG Meeting.

Action: JW and AE will drip feed info to social media on the progress of the NP towards examination, as appropriate, during the next few weeks.

11. Budget/Finances/Locality Bid

£6k available from Locality to be spent on Roger Levitt work.

Action: GD/JW will liaise with CW to ascertain if excess funds can be used for other works.

Action: JW will be visiting each of the Parish Councils on 8th, 9th and 10th September to request extra funding to enable the NP works to be completed.

12. Revised Project Plan

Action: GD will update the project plan and MG will circulate with the minutes.

Action: JW/CW will also identify and brief a small field of consultants who can bid for the role of assisting the final preparation of the NP for examination and support the SG through the process.

JW thanked everyone for their continued effort and commitment during what has been a very busy time.

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

Thursday 30th August – 7pm, 17 Colburn Avenue

Tuesday 18th September – 7:15pm, venue to be confirmed