



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
HELD ON TUESDAY 17TH JULY 2018
1900h, 17 Colburn Avenue, Caterham**

Chairman: Jeremy Webster (JW)

Attendees: Cherie Callender (CC), George Dennis (GDe) , John Cheetham (JC),
Geoff Duck (GD) (part time), Jenny Gaffney (JG),
Chris Windridge (CW) (part time)

Apologies: Edward Howard (EH), Julian Palmer (JP)

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 4th July were approved and signed by the Chairman of the meeting.

2. Re-designation of NP area

JW reported this is in hand and publication of the NP area will be in the local press on 19th July 2018.

3. Planned adjustments to NP particularly in light of the Emerging Local Plan

GD reported that District Councillors are making changes to the policies and all are being submitted to TDC for updating the Emerging Local Plan. The ELP is due to go out to public consultation for 6 weeks commencing on 30th July. GD is trying to meet with Piers Mason at TDC within the next 48 hours to clarify how the updates are being incorporated and to get further clarification.

Sarah Thompson (ST) Head of Planning Policy at TDC confirmed that the detailed policies need to be in the NP. It was confirmed that the Steering Group will push ahead with the NP best policies as it is accountable for its own decisions.

It was agreed that the Steering Group will submit a measured response to the Emerging Local when it goes to public consultation on 30th July.

Chaldon Village Council is seeking to be more influential with TDC and the planning decisions through working with other Village Councils and Parishes.

Thanks were expressed to JP for raising this. JW agreed to contact JP to ascertain

whether Chaldon Village Council is creating its own Design Statement or working with the NP one.

4. PR

It was agreed there needs to be a drip feed of comments via social media to demonstrate progress on the NP. JW, AE and MG to meet to draft some wordings for PR.

5. AECOM

JW reported a meeting is being held with AECOM on Friday 20th July commencing at 10am.

There was considerable discussion regarding the Design Guidance document from AECOM. It was agreed that the information contained within the document must be accurate and it was felt that the character areas inappropriately cut across parish boundaries. The 20th July Meeting will be used to explore this and other design issues.

All members of the Steering Group to submit their comments and concerns to CW by Wednesday 18th July.

MS reported that he does not approve of the AECOM document however is hopeful that important changes can be incorporated to improve the document. MS also expressed his concern that the Harestone Design Guidance which is a vital document may be superseded by the NP Design Guidance. The SG Members, however, confirmed that Aecom would be queried regarding the status of any existing design guidance.

6. SEA and SA

The SEA and SA are not up to date. Roger Levett is the original author. It was agreed that once the NP policies had been refreshed in the light of the emerging LP, that this would be the point to ask Roger Levett to ensure they were SA and SEA components were updated as required.

GD provided the meeting with a copy of the TDC LP Habitats Assessment and JW passed this onto CW in order for him to review his NP Drafts in the light of what TDC had now done.

7. Appointment of Consultants to assist

JW commented on the project progress chart, which had been previously circulated, and provided background documentation to it. JW reported that a consultant would be needed in the final stages pre-examination, to assist. JG expressed concern that the Steering Group has used consultants in the past and responded to the comments made and undertaken the changes recommended. JW emphasized that the consultant would be provided with a copy of the final draft and not be asked to make comments but, instead, to refresh and polish. The consultant would also be required to hold the SGs hand through the examination process.

There is £8k in the CR3 Forum bank account and additional funding is going to be required from the Parish and Village Councils. MG had already communicated with all Parish Clerks to advise that further funding was going to be called on. JW will draft a budget of expenditure required.

CW confirmed that there is no cost for the Habitats Assessment, Locality will cover the SEA. An Inspector Grade person is being allocated, in principle, at zero cost to the NP. There is a small amount of work for a consultant which will require funding.

8. Cross referencing TDC and NP policies to understand gaps and omissions.
AE is working on a spreadsheet comparing policies in the NP and Emerging Local Plan. Work to be completed by Friday 10th August (**later adjusted by the Chair to August 31st, because of the complexity of the study and changes which may be made to the LP following TDC District Councillor feedback**). Once AE's analysis is complete, she will meet one on one with the key authors to facilitate any changes they may wish to make to their policy drafts.

It was agreed that, if a policy having been previously excluded was now felt to be needed, the authors should reincorporate them into the NP draft.

Sections:

MS - housing

GDe - urban

Bill Broadhead - transport

CW - business

EH/JG - health & education

MM - leisure & entertainment

Richard York - infrastructure. CW to speak with RY regarding flood policy

9. Approve such Site Assessments as may be to hand.

There are a few site assessments required but it was agreed none are urgent.

JW will undertake the assessment on Sandiford House

MG to check if Coulsdon Lodge has been undertaken.

Local residents Deborah & Peter Brent will be asked by JW to do the site assessment for 156 - 182 Whyteleafe Road.

10. Actions emerging from Meeting between J Webster, M Smith and C Windridge

Meeting very helpful. JW noted the six-month delay to the NP caused by TDC issues.

11. Budget/Finances/Locality Bid

JW will progress, liaising with CW.

12. Time date place next meetings

Wednesday 1st August - 7pm, Salmons, Salmons Lane, Whyteleafe

Wednesday 15 August - 7pm, 17 Colburn Avenue, Caterham