



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
HELD ON WEDNESDAY 18th April 2018
1900h, 17 Colburn Ave, CATERHAM**

Chairman: Geoff Duck (GD)

Attendees: John Orrick (JO), John Cheetham (JC), Edward Howard (EH),
Jenny Gaffney (JG), Cherie Callender (CC), Julian Palmer (JP)

Apologies: George Dennis (GDe), Chris Windridge (CW)

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

Clerking: Maureen Gibbins (MG)

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

The minutes of the meeting held on 19th March were approved and signed by the chairman of the meeting.

MS enquired regarding the status of the specimen D & M document and it was confirmed that this has not been followed up. **GD** to contact QUOD.

All the information submitted to TDC on 22nd February is also on a CD which was submitted to each Parish Council. **MG** will deliver a copy to MS for reference.

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

There were no new site assessments to be considered.

3. Remaining tasks for Formal Reg16 Submission.

GD reported that following the meeting with Sarah Thompson and others from TDC on March 6th there has been little or no progress. There was general discussion regarding the situation the Steering Group is in with the lack of support from TDC. Due to the lack of assistance from TDC the Steering Group has had to rely on previously obtained professional advice (QUOD & IPE). It was agreed a letter detailing the situation will be sent to Cllr Peter Bond, Chair of TDC Planning Policy and copied to Louise Round – Chief Executive, Sarah Thompson – Head of Strategic Planning Policy and Piers Mason - Strategic Director of Place Planning Directorate. A deadline of 10 days for a response and action from TDC otherwise will be applying for Reg 16. **MG** will draft the letter and liaise with **MS**.

All documents to be cross checked and checked within Basic Conditions and validated on the website. MS highlighted that the Statement of Consultation is not up to date and response from QUOD are not included. **MS** to follow up.
GDe still has to refine the LGS.

4. Design Guidance progress.

GDe and CW met with AECOM and work is progressing.
AECOM is still working on the Design Statement; it was agreed a deadline needs to be given to them for completion to enable submission for Reg 16. **GDe**

5. Budget.

The budget is on track and funds available are sufficient for what is being done and what is, currently, planned.

6. Website.

It was agreed that CCWNP needs to be 'hidden' on the website until officially launched. PH highlighted that it was agreed at the last meeting that a new logo is required. All to consider this.

Documents submitted for Reg 16 will be available on the website and will not get changed and will go through to examination

GDPR comes in on 25th May. It was agreed the contact form on the website will be taken down as GD and MG can be contacted via their details on the website.

7. PR.

Publicity will begin prior to, and during, Reg 16

8. Delivery and Monitoring.

Part of submission document is d & m. Need to work up how to Monitor Each policy. Parish councils to fund. **GDe** to liaise and set up a working group. 4 parishes inform each other through groups. PH to be involved. CR3 used coh as accountable body for cr3 forum then wound up once NP is adopted. Following discussion it was agreed one Parish will lead. It was agreed feedback is required from Parishes.

9. AOB.

CR3 forum AGM – 14th May, Hillcroft School commencing at 7pm. JO will chair although will hand over to Jeremy Webster. GD to update on the NP. MG has notified in excess of 70 members and councillors to date.

Previous AGM agenda will be forwarded to JO and GD. **MG**

JG will draft a poster for consideration.

JG raised the issue of the NPPF consultation which had been circulated via GD. **JG** will speak with Cllr Alun Jones regarding a response.

10. Time, date and place next meetings.

Tuesday 1st May, 7pm – Salmons, Salmons Lane, Whyteleafe CR3 0HB

Monday 14th May AGM 7pm – Hillcroft School followed by Steering Group meeting

Wednesday 30th May 7pm - venue tbc