



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
HELD ON WEDNESDAY 19TH APRIL 2017
1900h in the Conference Room at Soper Hall, CATERHAM**

Chairman: Geoffrey Duck (GD)

Attendees: Jenny Gaffney (JG), Ted Howard (EH), John Sweetham (JS),
Mary Mountain (MM), George Dennis (GD), Cherie Callender (CC)

Apologies: Bob Milton (BM), Chris Windridge (CW), Mike Smith (MS)

Visitors: Paul Hooper (PH), Emma Pyott (EP)

Clerking: Maureen Gibbins (MG)

1. Minutes last meeting; matters arising.

The minutes of meeting held on 5th April were agreed and signed by the chairman of the meeting

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

There were no site assessments for approval however Chaldon is in the process of producing one to cover their area.

GD updated those present regarding the TDC proposal of a garden village which would accommodate 4000 of the required housing needs.

GDe to liaise with Whyteleafe Village Council regarding LGS and Housing comments in a recent email from the Council.

General discussion ensued and it was agreed that there will not be a specific allocation of housing sites.

3. TDC and progress.

GD met with Sarah Thompson (ST) at TDC and it was agreed the CR3 Forum has adhered to the correct check list regarding the conditions to be met prior to Regulation 14.

GD reported that there is NP bill and a Housing White paper currently going through Parliament. Housing number demands may increase and TDC may then not be able to accommodate a 5 year supply. There are further brownfield sites which could be available.

There was a discussion regarding Green Spaces and that all need to be listed to protect from development.

Once the plan has been out for Regulation 14 an examiner will review the plan prior to it being submitted to TDC.

TDC is using NP plans going forwards.

GD will be meeting with TDC to discuss how they are going to deal with the 5 year plan for housing needs.

4. Preparations for the Consultation of the Draft Neighbourhood Plan. Basic Conditions

- EP tabled the notes she has compiled for the public consultation which will comment on Saturday 29th April and conclude at 2359 on Saturday 17th June.
- A shop is available in Church Walk for the consultation period – all previous helpers to be contacted together with all other contacts maintained by the Parish Councils. - **MG**
- NP is with Newink and should be available this week.
- **EP** to communicate with CW regarding the database and use of mailchimp
- **JG** to provide EP with analysis of all the plans currently out for consultation
- Need to address people who live in area/work in area and have businesses in the area. It was agreed that ST should be contacted to get TDC to communicate with businesses.
- **EP** to set out terms of engagement for 7 week consultation which will be notified to all groups
- **MG** to send Statement of Consultation to EP

5. Local Green Space Register progress.

PH and GDe to liaise and organise.

LGS map with green corridor overlay to be finalized – **PH/GDe**

6. Remaining activities. Review by an examiner after forthcoming 6 week consultation.

A presence to be at the Caterham Street Party.

Closing date of Regulation 14 will be on June 17 and NP to be submitted to examiner on 19 June

7. PR, consultation, preparation.

Discussion ensued regarding avenues for promoting the public consultation:

- Cr3 Facebook
- Cr3 Twitter
- Facebook - Caterham Life
- Facebook - Caterham Hill
- Facebook - Chaldon residents
- Mary Constantinou – is current administrator for CR3 Facebook page. **GD** to contact.
- **MM** - tables/chairs for shop
- Visitors book - **JG**
- Banners and boards from CHPC - **MM**
- Posters with policies on boards – **JG/MG**
- Social media
- Themes to continue through - specific topics
- Sites must be monitored and positive comments. **EP/PH**
- **GDe** to liaise with previous monitors of the sites to ascertain their willingness to continue. GDe to also advise them of input from EP.

- Sustainability appraisal - policies need to be graded against. Revert to consultant.
- Constantly update material

8. Budget.

Finances are in line with budget.

9. Future work beyond production of NP. Liaison with Parish Councils.

Once draft document is available **GD** will take to Parish Councils to review.

10. AOB.

- GDe confirmed that comments were submitted on behalf of the Steering Group regarding Maybrook House planning application.
- It was agreed that comments pertaining to the Caterham Masterplan should be submitted by the Steering Group. **JG/JS/GDe**

11. Time date place next meetings

15 May - 7pm, upstairs meeting room

5 June - 7.30pm, upstairs meeting room

21 June - 6:30pm, conference hall