



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP HELD ON  
MONDAY 22<sup>nd</sup> August 2016 AT 19:30 IN THE UPSTAIRS MEETING ROOM  
AT SOPER HALL, CATERHAM**

**Attendees:** Bob Milton (BM), Geoff Duck (GD), Jenny Gaffney (JG),  
Cherie Callender (CC), George Dennis (GDe), Chris Windridge (CW),  
David Lee (DL), Mary Mountain (MM), Mike Smith (MS)

**Apologies:** Sarah Burningham (SB), Ted Howard (TH)

**Clerking:** Helen Broughton (HB)

**1. Minutes last meeting; matters arising.**

The minutes of the meetings held on 25<sup>th</sup> July 2016 and August 15<sup>th</sup> 2016 were signed by the Chairman.

BM said that he would be attending Chaldon Fete on Monday 29<sup>th</sup> August and asked for CR3 publicity material for the event. JG and GD had posters etc that they would give him.

**2. Preparations for the draft Neighbourhood Plan. AECOM edits, consultation comments, other new information.**

TH had been unable to edit track changes made by David Carlise (DC) on the draft Neighbourhood Plan. GD said that a technically compliant plan was required and that this issue would be raised when GDe and himself met with DC.

JG and MS said that it would be useful to see the comments TDC had made. GD said that DC would be sending a report giving the points TDC were making.

There was some discussion as the best way to go through the track changes made by DC. It was agreed that a coherent style was required throughout the document and that the first task was for each group to work through the track changes which would inform the final set of policies. GD would expect to have found someone who could work as the 'author' by this time. JG said that there had been an original style / template from Random Greenway and she would find this and circulate.

***ACTION:***

- i) groups to accept or decline track changes made by DC***
- ii) GD to investigate employing an author***
- iii) JG to find and circulate the original style template***

There was concern about policies being removed from the plan and it was agreed that the original evidence would remain with selected policies being brought forward and information provided on why.

***ACTION: GD to work out the process for the above.***

JG was concerned that some groups would not be ready for DC at the next meeting.

***ACTION: GD to talk to groups separately after meeting with DC and agree dates when DC could speak to the groups.***

***ACTION: MS, GDe and BM to meet with TDC with the aim of getting a clear view on the housing issue.***

### **3. Site Assessments. Plotting delivery rates.**

MM had put together a document highlighting the most common comments made as part of the consultation, which was circulated at the meeting. Where policies were mentioned this demonstrated that the CR3 Forum had dealt with the issue. There did not appear to be issues that had not been addressed other than the East Surrey Museum, Caterham School and strengthening flooding issues.

***ACTION: Utilities to go back to Richard York to consider the above.***

MG had updated the list of development sites and now had identified 1071 new units between 2015 and 2025. GD said that Ho1 would be reworded and will address concerns.

Paul Hooper had been mapping / plotting delivery.

***ACTION: GD to chase and get layouts finished and circulated which would help address public comments.***

### **4. PR.**

The next public information statement would be on comments arising from the public consultation. There was some discussion as to if this should be done on the basis of individual comments or as a summary.

***ACTION: GD to check the rules on Neighbourhood Planning regarding comments.***

### **5. Budget.**

The budget is running to plan.

### **6. AOB.**

An invitation from the Caterham Town Working Group had been received. This was being held on 22<sup>nd</sup> September at 6.30m at the Soper Hall.

***ACTION: CW and BM to attend the Caterham Town Centre Working Group meeting on 22<sup>nd</sup> September.***

CW and GD informed the group that they had been to Maidenhead and that the Town Centre Manager was excellent and involved all community groups. CW suggested that she may be able to come and talk to CR3 Steering Group in the future.

**Time date place of next meetings:**

5<sup>th</sup> September at 6pm, Soper Hall, steering David Carlisle

7th September 2:30pm - policies reviewed at TDC

19th September 7:00 at Soper Hall, upstairs meeting room, steering

4<sup>th</sup> October at 7.00 at Soper Hall, Steering Committee.

The meeting closed at 9pm.