



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
HELD ON WEDNESDAY 26th July 2017
1930h until 2100h at Soper Hall in the Upstairs Meeting Room, CATERHAM**

Chairman: Geoff Duck (GD)

Attendees: Edward Howard (EH), Cherie Callender (CC), Mary Mountain (MM),
Jenny Gaffney (JG), George Dennis (GDe), John Cheetham (JC),
John Orrick (JO), Julian Palmer (JP), Chris Windridge (CW)

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

Visitors: Richard York (RY), Mike Smith (MS)

Clerking: Maureen Gibbins (MG)

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

None to be approved. Parish Councils are to keep them rolling going forwards Parish Councils to keep them rolling. PH will keep website updated.

2. Statement of Consultation, add recent updates.

This is a routine item on the agenda to ensure that all activities are recorded. The Whyteleafe Fete on 8th July needs to be recorded. **JC** will forward photos in due course.

MS raised the issue of the household questionnaire which was circulated in the early days. **JG** will forward to MG. **PH** to upload to website and Statement of Consultation will have a link to the document on the website.

3. Tandridge Infrastructure Delivery Plan.

Mark Bristow who was involved in the NP in the early days is now working at TDC. GD confirmed that Reg 18 is not being run for the new sites other than the 'garden village 5'. These other sites will have a Reg 19 consultation later in the year.

Concerns were expressed by all present and it was agreed the **JO** will draft a letter for Parish Councils to submit to TDC. Although TDC has confirmed that are sticking to the programme they have set out it was agreed this may change if pressure is applied. It was further agreed coordination between Parish Councils is important.

MG will contact Tandridge District Parishes regarding the Reg 18/19 issues.

There was discussion regarding the packaging up of evidence and question as to what to include.

CW was congratulated on the Town Design Statement which has been approved as an SPD subject to ratification at TDC Full Council meeting.

It was agreed the NP should be used to also promote the Town Design Statement, once adopted by TDC. **CW** is requesting the issue of a press release by TDC

At a recent TDC meeting Piers Mason confirmed that the NPPF; Emerging Local Plan and Neighbourhood Plan are on one level and SPD comes below for consideration. GD reported that all are working together a lot more and, although not perfect, is better than it used to be.

4. Preparations for the Examination of the Draft Neighbourhood Plan.

- a. **Basic Conditions statement.** GD reiterated that the group needs to everything sorted out, packaged up and sent to IPE in Bath. Key thing needed to do to get documents sorted is policies - QUOD report emerged at right time and has helped with concentrating the minds. Well done to MS for coordinating this. Basic Conditions Statements needs to be compared against NPPF. Core Strategy and DPD 14. Some policies may be merged and combined in other areas. Policies which are against legislation are not to be submitted to IPE. RY considered that a number of policies within Utilities can either be combined within other areas or removed. Following discussion it was suggested that Utilities may be better renamed as Infrastructure. Policies need to reflect Vision and Objectives and what is trying to be achieved. It is not known what the Emerging Local Plan will have as policies however the NP policies must be area specific. It was agreed the authors need to ensure policies are compliant with basic conditions as soon as possible. **JO/JP and CC** agreed to read the NP with 'fresh eyes' and cross check for duplication. **GD** will forward to MG, for onward circulation, a spreadsheet with topic headings to ease the checking process. The headings will be Policy/NPPF/Core Strategy/DPD 14/Local Colour/QUOD/Vision & Objectives. MS highlighted that Monitoring and Delivery Strategy needs to be submitted to IPE and it was agreed that the Thame document will be used for this process. **MG** will contact Minnie at TDC regarding the TDC analysis, monitoring and delivery strategy.
- b. **Statement of Consultation.** – this is progressing however the new comments will need to be incorporated. It was agreed the new comments will be put in a document in One Drive.
- c. **Green Space and Infrastructure.** GDe reported that all Parishes may have to complete this as there are too many columns for one person to do, Many green infrastructure sites may fail and an independent opinion would be beneficial to go through the register on the website and have a look at policy approach. David Carlisle suggested the Eton and Windsor model is a good example to reference. There are 90 green space. **GD** to seek advice together with identifying if PH can calculate the size of the green space areas. All needs to be completed during August.
- d. **SA/SEA policies cross-check.** – When the policies are agreed and settled they need to be cross checked against the SA/SEA.
- e. **Draft Plan Policy Revisions from Consultation.** - review latest consultation responses and put in one drive and ensure responses relate to policies.

5. Budget – identify required work.

GD confirmed that funding will be required from Parish Councils. If processes are followed there will be a package for IPE which needs funding. QUOD are happy to respond to specific queries.

MS will ask QUOD if they are happy to review if the Basic Conditions Schedule is compliant.

6. AOB.

GD confirmed that TDC are reviewing their response to Reg 14

JG reported that a Change of Use planning application has been received for Clearway Court from office to residential.

EH enquired regarding predicted housing number increase which MS confirmed had been included as 1000.

It was agreed that monitoring data is critical.

7. Time date place next meetings

10th August 18:30 in Conference Room, Soper Hall

30th August 19:00 in Upstairs Meeting Room, Soper Hall

31st August 10:00 TDC

18th September 19:00 in Upstairs Meeting Room, Soper Hall