



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
HELD ON Wednesday 30th May 2018, 1900h, 17 Colburn Ave**

Chairman: Jeremy Webster (JW)

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

Visitors: Mike Smith (MS)

Clerking: Maureen Gibbins

- 1. Cllr Duck is now Vice-Chairman of Planning Policy Cttee of TDC. It is appropriate to avoid the risk of any potential conflict of interest, by his stepping down as Chairman of the SG, while able to remain as a member of the SG.**

Following discussion it was agreed a new Chairman needs to be elected. Thanks were expressed to GD for his huge efforts and commitment in getting the NP to the position where it is close to be submitted for Regulation 16. It was agreed that GD will remain a key player in the Steering Group.

- 2. Election of Chairman of Steering Group**

JG proposed Jeremy Webster as Chairman. This was seconded by JC and approved by all. There were no abstentions or votes against the proposal.

To prevent a conflict of interest it was agreed that Sarah Burningham be requested to take on the role of Chair of the CR3 Forum. **JW**

- 3. Minutes of the last meeting**

The minutes of the meeting held on 1st May were approved and signed by the outgoing Chairman of the meeting.

The minutes of the Annual General Meeting will be reviewed by **JO**.

- 4. Matters arising not in this agenda**

Following discussion by JG and CW individually with members of the BID group it was agreed that the BID should be invited to be part of the NP group. CW will pull the group together and lead the process of involving the BID. **CW**

CW suggested that Martin Redfern, Andrew Browne, Jeremy Webster be included with others wishing to be involved to let CW know.

JW reported that he has attended planning meetings at TDC and confirmed that Parish Councils must be prepared to attend the planning meetings to convey their views.

The issue of permitted development was raised and it was agreed the process for getting them refused has to be based around traffic and parking issues. It was confirmed that TDC was due to undertake a parking review in Caterham in 2017. It was agreed CW will seek a FOI to ascertain the position. JW to be cc'd on communication. **CW**

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

There were no new site assessments to be considered.

6. Remaining tasks for Formal Reg16 Submission. Response from TDC to Reg16.

GD reported that the 34 page report from Emma Amies was received shortly prior to the meeting. Following a brief outline by GD it was agreed that CW, MS, GD and GDe will meet to go through the document with comments available for the next meeting on 13th June. **GD/CW/GDe/MS**

MG will arrange a meeting date with Sarah Thompson for the first week of July. **MG**
Agenda for the meeting will be i) Changes done ii) What can't be done and iii) How to go forward to Reg 16.

CW will speak with Locality regarding a person to help with the technicalities. **CW**

7. Design Guidance progress, full draft expected around 8th June.

GDe reported the first coherent draft is awaited. Some policy criteria may be better as design guidance however this advice is still awaited. It was agreed the Design Guidance will assist the plan at examination. GDe to push AECOM for the document to be ready for the meeting on 13th June. **GDe**

8. PR.

GD is keeping in touch with Emma Pyott. EP has a good relationship with the press and also uses all social media for the CR3 Forum NP.

9. Budget.

GD confirmed that funds are in hand to support that work that is planned. CW will tap into Locality for assistance for an extra person. **CW**

10. Website.

Paul Hooper has registered the domain of CCWNP. PH is kept up to date.

11. Delivery and Monitoring.

QUOD has produced a good document and it is currently with QUOD for final agreement of wordings. The document will be circulated to Parishes once returned by QUOD. The Appendix will mark how delivery measures against policies.

JW will attend Parish meetings with the document and discuss the way forward and explain the plan will be reviewed in 5 years. **JW**

12. AOB.

There was no other business.

13. Time date place next meeting.

Wednesday 13th June 7pm – Salmons, Salmons Lane CR3 0HB

Wednesday 4th July 7pm – 17 Colburn Avenue CR3