



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP
HELD ON THURSDAY 30TH AUGUST 2018
AT 1900h, AT 42 MANOR AVENUE, CATERHAM CR3**

Chairman: Jeremy Webster (JW)

Attendees: Jenny Gaffney (JG), George Dennis (GDe), Geoff Duck (GD),
John Cheetham (JC), Chris Windridge

Apologies: Cherie Callender (CC), Julian Palmer (JP), Mike Smith (MS),
Edward Howard (EH)

Visitors: Annette Evans (AE)

Clerking: Maureen Gibbins (MG)

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

The minutes of the meeting held on 15th August were approved and signed by the Chairman of the meeting.

- NPPF2 and Heritage Assets – It was agreed information is required on heritage assets which are not commonly known about.

Action: JW to write to Liz Bonsall

- Completed policies – It was agreed the final policies are to be submitted to CW by Monday 3rd September. CW will incorporate all amendments before submitting to MG.

Action: MG to check with Mary Mountain that Leisure is up-to-date

Action: MG to forward Feb NP2018 word document to CW

Action: MG to forward Feb NP2018 PDF to JG

Action: CW to submit September NP2018 document to MG

- Site assessment – JW and Peter Brent are finalizing the site assessments for Sandiford House and the back of Whyteleafe Road.

Action: MG to check with MS the situation with ?Elizabeth House in Timberhill.

- AE spreadsheet update – AE reported that the work is completed to date however will be finished once all final policies have been submitted.
Action: MG to forward September NP2018 to AE
- Local plan consultation submission update – JW will draft a response from the CR3 Forum following sight of the submissions from the 4 NP parish councils.
Action: MG to follow up response from Whyteleaf and Chaldon
Action: JW to draft Steering Group response to Local Plan concentrating on the importance of a Neighbourhood Plan.

2. Organisation of sub-group to support CCWNP progress towards examination and referendum

A group is being formed as the Implementation Sub-Group which will comprise of AE, Dorinda Cooper (DC), Peter Kelly (PK) and JW. MG will join the group when required. The Steering Group agreed.

Action: DC is logging all documents in Google Drive where they will be accessible by all in a read only format.

JW confirmed there is a box to be filled with all the final documents. The contents list needs to be checked.

Action: MG to provide clean contents list to JW for onward submission to Sarah Thompson at TDC.

AE confirmed photos are required for the NP from Valley, Hill, Whyteleaf and Chaldon. Photos to be good and bad of the area. JG offered help from her partner.

Action: JG to progress with her partner

Action: JW to chase designation decision.

Three consultants have been identified viz Alison Eardly; Sarah Nelson and John Herbert and dates are to be confirmed as to when they will be met by CW & JW

Action: CW to arrange the meetings

Meeting with JW, AE and MG on 11th September at 2pm to go through documentation.

3. Control of the Master Copy of the Plan

The Master Copy of the Plan will be forwarded to MG by CW once it is finalized.

Action: CW

4. Appointment of Consultants to assist

CW confirmed that Derek Stebbing (DS) has been appointed to help the Steering Group to get the NP through to inspection. Mr Stebbing is a retired planning inspector from Essex and has undertaken inspections in Surrey and Sussex. CW confirmed comments from Emma Amies, IPE and QUOD will be sent to Mr Stebbing together with a link to the TDC Local Plan.

Action: CW to forward all documents to DS on Monday 3rd September.

There will be 3 sessions with TDC to resolve issues between the NP and LP and to identify where there is common ground and where problems to resolve. It was

agreed the attendees at the meetings will include JW, MS, CW, AE and GDe however attendees may not be able to attend all meetings depending on confirmed dates.

Action: CW to arrange meeting with DS

Discussion ensued and it was agreed that the Steering Group and Workshop Leaders must listen to DS and be clear on what can be changed and that policies etc. are not changed for the sake of it.

Show Stoppers are items which could preclude the document from being Reg 16 compliant and to this end these need to be fixed or a compromise agreed. The NP needs to be fine tuned to ensure it succeeds at examination. The group must defer to the experts regarding the robustness of policies.

5. **PR**

The next release will be what is submitted in response to the Local Plan

Action: JW

6. **Budget/Finances**

JW is attending the parish council meetings on 10th, 11th and 12th September

Action: JW and GD to prepare a document in advance for circulation to Parish Councillors.

7. **Revised Project Plan**

The project plan is be updated and maintained by DC.

Action: DC to expedite

8. **Douglas Brunton Centre**

There followed discussion regarding the situation with the Douglas Brunton Centre. It was noted that the Chairman and other members of the Steering Group will attending a meeting at the centre with Officers of the Housing Committee on Friday 31st August.

9. **Time date place next meeting - please note change of date**

Monday 17th September - 7pm, tbc

Wednesday 3rd October - 7pm tbc