

MINUTES OF THE CATERHAM CHALDON AND WHYTELEAFE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD ON 16th DECEMBER 2019 AT 42 MANOR AVENUE.

Attendees:

John Cheetham

Alison Eardley-By phone

Jenny Gaffney

Ted Howard

Mike Smith

Derek Stebbing-By Phone

Jeremy Webster

Chris Windridge

Apologies: Cherie Callender/ Nicole Morigan/Richard York

1. Examiner request for updated information for Table 5.2 Brownfield Sites

MS has been in E Mail conversation with the Examiner via Anna Cronin at Tandridge. MS has updated Table 5.2 to December 2019 and is now dealing with Examiner requests for some clarification of the Table Content. There is also a request from TDC for some understanding on how the information included in the Table was arrived at. MS expressed concern that information had been passed to the examiner about Table 5.2 by TDC before he had reached an agreement with TDC to do so. He is in favour of a meeting with TDC to assure the accuracy of the Information in the Table prior to it being passed to the Examiner. MS has corrected Table 5.2 July 18 version, as included in the submitted Plan. MS and AE will provide a comparison and updated schedule showing the position of the Table 5.2 at December 2019.

JW suggested that any further communication on this matter with TDC was a matter for the Steering Group. DS and AE felt that, apart from some finessing of the "look" of the spreadsheet on which 5.2 was based, the Steering Group had met the Examiner's request. Members of the Steering Group expressed concern that further conversation internally at TDC about the content of the Table might delay matters and that it should be stressed that the information contained within it came from their sources. Any further queries, it was felt, should then be dealt with at the Public Hearing in March.

ACTIONS

- AE to assist in final check of 5.2.
- Steering Group will despatch the Final Version of 5.2 to TDC.
- Revised 5.2 to be placed on Website.
- If TDC wish to meet in the New Year, we will accept the meeting.

- Final version will be despatched to TDC via the Steering Group Chair.
 - JW will ensure an Audit Trail for the Examiner, from request to fulfilment of that request.
2. Examiner request for further information on Green Spaces via the completion of a Pro Forma on each.

DS commented that the information required for the Pro Forma was beyond his experience of information required for Neighbourhood Plans. He recommended we try and compile an initial Pro Forma from existing information. AE said she had completed a Pro Forma on Queen's Park to assess the availability of information. She took approximately 15 minutes to do this. Her concerns were about the timelines involved in the proposing of the Green Spaces and the previous consultation process. The Pro Forma also required information on how the Green Space proposed fulfilled one of the three relevant criteria. MS pointed out we had followed professional guidance at Regulation 14 Consultation. JW added that a formal letter-based consultation had occurred recently at Regulation 16. AE then said she had all the information about which owners of Green Spaces had been written to and when. CW pointed out that we needed to make full use of the AECOM design guide, which is on the Website. GD said we should reconsult the previously completed Heritage Survey and raise this further up the pyramid of evidence. Also, that we should consult again with the Bourne Society. AE also said we needed to re-check the mapping. GD added that a number of the Green Spaces "clumped" together so this should make our completion of the Pro Forms somewhat easier.

ACTIONS

- AE will populate as many of the Pro Forma sections as she is able, from current information.
 - JW and TH will meet with the Bourne Society (Liz Bonsall) and go over any relevant Heritage Issues that may apply to our Green Spaces list. **(Meeting now scheduled for 10am Friday 20th December.)**
 - A workshop will take place on **9th January at 42 Manor Avenue between 11am and 3pm (approx. time)** to go over the work completed thus far by AE and add any further detail required. Attendees will be GD, JW and AE. Other Steering Group Members are invited if available.
 - Once completed the Pro Forms will be despatched to TDC by the Chair of the Steering Group. Deadline for this action is Mid-February.
 - JW will ensure an Audit Trail for the Examiner, from request to fulfilment of that request.
3. Steering Group decision on Public Hearing Date.

Concern was expressed that this would not now happen until March. The dates offered by TDC are: 10th, 11th, 12 or 13th March. DS said that if the Public Hearing occurred in March,

TDC and ourselves would receive a letter from the Examiner in May. In our case this would be for “fact checking”. We could then anticipate a referendum later in the summer. However, we would have to lobby hard for this to be achieved. JW said that he was not in favour of a referendum occurring in conjunction with the next District Council elections in May as he felt these would involve issues related to the Local Plan and the electorate could become confused as to what the Neighbourhood Plan represented. DS said we should be encouraged that our Plan could be presumed to have got through an initial assessment by the examiner as he was not asking questions about the Plan as a whole but only two aspects of it. JG expressed concerns that we did not have a Neighbourhood Plan in place at a time when a number of key planning decisions were being taken in relation to Caterham. DS said that by this stage our Plan could be presumed to have “weight” and JW reminded the meeting that the Local Plan examiner had asked for the Neighbourhood Plan to be added to the body of evidence he was currently assessing. After some further discussion, Steering Group Members asked for JW to communicate that we wanted the Public meeting on 10th March.

ACTION

- JW to communicate to AC the Public Hearing Date preferred by the Steering Group is Tuesday 10th March.

4. REVIEW OF CURRENT WEBSITE INFORMATION, LINKS TO PREVIOUS WEBSITE AND ANY UPDATING REQUIRED

AE and MS expressed concerns that certain key information and links did not seem to be working. AE has talked to Paul Hooper about this. GD said that we were now in a situation where certain evidence we have accumulated in the past need to be brought further back up the pyramid. JW said that Paul had added some new links to the Site (e.g. Site Assessments) but that he had noticed the absence of, for instance, the Housing Group Reports. CW said we had identified a problem and now we needed to fix it. JW said he would organise a Meeting with PH and that MS should attend if at all possible.

ACTION

- Meeting with Paul Hooper to fix the Website Linkages and ensure the greater prominence of key material will take place at **11am on Wednesday 18th December at 42 Manor Avenue.**

5. ACKNOWLEDGEMENT OF THE CONTRIBUTION OF CURRENT AND FORMER PARTICIPANTS IN THE NEIGHBOURHOOD PLANNING PROCESS

This has been discussed at Caterham Hill Parish Council as well as at the last meeting of the Steering Group. JG has prepared a list. This will be circulated with the minutes and if any names have been omitted then Steering Group members should let the SG Chair and JG know. The final agreed list will then be placed on the website.

ACTION

- List of current and former participants to be circulated with these minutes.

- Any amendments to JW and JG.
- Final list to be posted on the Website.

6. ANY OTHER BUSINESS

- CW reminded the Meeting that the Caterham Community Partnership is still in being and very active currently. He is the Chair and has recently E Mailed out a list of suggested priorities to interested parties. He will forward JW a brief on the current work of the Partnership.
- JG said that we would have to have a publicity push prior to the Public Meeting.

7. DATE OF THE NEXT MEETING

The next meeting is proposed for 7pm on Monday 10th February. Venue to be determined.

Minuted by JW

Meeting closed at 20.36