



Implementation Group

**Minutes of the meeting of the Chaldon, Caterham and Whyteleafe Neighbourhood Plan
Implementation Group which took place on Saturday 18th November 2023
from 9.30am to 11.00am in the Westway Centre, 25 Chaldon Rd, Caterham CR3 5PG**

Members of the public are welcome to attend.

Present:

*Chris Botten – Caterham on the Hill PC
Jeremy Webster – Caterham Valley PC
Annette Evans - Caterham Valley PC
John Moffatt – Whyteleafe VC
Geoff Duck - Caterham on the Hill PC
Julie Blackburn – Caterham Flood Action Group
Julian Palmer – Chaldon Village Council*

In attendance:

*Richard and Fay Pierce
George Wood
Ms T Waghorn (Advisor)*

- 1) Apologies received from J Gaffney – Tandridge District Councillor, D Cline – Whyteleafe PC, H Broughton – Clerk.
- 2) There were no **declarations of interest arising from the agenda.**
- 3) The meeting agreed the **minutes** of the meeting held on 30th September 2023. To be uploaded to website (TW/PH)
- 4) **Strategic Applications:** To agree comments on strategic applications below:

Caterham Valley Parish Council: (information supplied by Jenny Gaffney in advance)

- 51 Stafford Rd, Caterham.

Application went to appeal and was dismissed.

- Avanti – (next to Lidl) flats next to Lidl development – 2 storeys to be added but this is with TDC and should be refused. Will be taken to Committee.

- 60 Croydon Rd Caterham.

This application is outstanding at TDC

- **Caterham School** – application for extending the opening hours of the newly improved gym. This has been approved.
The application for lighting for outside sports area has been dismissed due to light pollution.

- **Queens Park Road – 2020 11 flats.** Council refused the application due to scale. Dismissed at appeal as the outline was agreed for 11 flats.

Outline should have been refused as they had no SUDs detail. SUDs was made a condition before development should be commenced. 6th December the building was demolished. The pre-condition on SUDs has not been discharged. The building has now been fully demolished. Enforcement were involved.

Macaulay Rd, Stansted Rd and Queens Park Road Rd – have all experienced the overdevelopment of old buildings and increasing units with flats.

The meeting heard that this application cannot be called back due to malpractice. The issue of demolition prior to fulfilment of conditions is an enforcement matter. Poor enforcement is an issue at TDC.

ACTION

Letter to Helen Murch re the weakness of TDC enforcement.

- **Harestone Valley Rd**, Care home application ongoing.

AE reported that Enforcement have been weak and inefficient is dealing with ongoing Developer issues.

Caterham Hill Parish Council

- **Victor Beamish site** – taken out of the green belt in the local plan. Big issue. The application has been called to committee by CB. Footprint seems to be larger than the original application. Trees were dedicated to the memory of fallen pilots so cannot be removed. Kenley have listed objections – but these have not appeared on the TDC website. George Dennis commented that Policies 3 and 4 need to be addressed to help restrict undermining by developers. There should have been contact between Whyteleafe Village Council and the developers.

ACTION

John Moffatt to get in touch with Charlotte Yarker.

Chaldon Village Council

-JP mentioned Doctors Lane, Chaldon – isolated case for a bungalow for a stable hand. This is an example of infill, as there has been a further application for another bungalow (no. 16).

Whyteleafe Parish Council

– Stablefields site in Church Road is a major issue ongoing and the enforcement team have not reacted at all. Through inaction we are getting creep of development.

Portley Wood Road – 17 HMOs illegally

Backlog of planning applications at TDC

-Bungalow and flat to be turned into “care” homes. JM to speak to Jeffrey Gray. Have the right authorities agreed this before the plans have been approved by the CTC policy teams?

5) **Neighbourhood Plan Review Forward Plan:** to consider and agree action.

Comments on What has happened so far and what is now planned:

Housing Needs analysis has taken place. To be uploaded to website. PH

It was noted that Implementation Group members are keen to see the design guidelines strengthened.

JW said that ACOM had been asked already to rationalize the character areas so that they fitted the parishes they described. In addition, ACOM will be asked to streamline the guidance, reducing repetition of national level guidance and instead strengthening by character area what you could expect to see. ACOM should be able to produce more specific guidance that would amount to a design code for that area.

AE made it clear that there has to be a balance between being too restrictive but also having weight in the comments for a planning application.

As we progress with the review of the Neighbourhood Plan we need to ensure the guidelines are accepted as evidence underpinning the policies.

At the forthcoming engagement events it is envisaged that the character area and associated design codes would be on display for public to comment on.

Design codes will be individual to each parish and should cover the look, bulk etc of the area. The code can include permeable pavement guidelines, solar panels etc and these can be incorporated in the code. Some plans also include a code which is more prescriptive by local area.

The 2 authors were escorted around the 4 parishes to create new guidelines. It is important that the revised document will be used immediately. Does the document need to be part of a further examination? This can be added to the current Neighbourhood Plan.

A meeting with the 2 authors to bring us up to speed on the revised Design Guidelines will be proposed on a week day in the new year.

TDC plan – TDC still has no local plan and is reliant on 2008 policy. The inspector will not report back until after Christmas.

TDC has appointed a new Bio Diversity champion. He will be aiming for at least 20% in bio diversity net gain for TDC.

CB mentioned that TDC were using CSP15, DP21, CCW5 - general policies to be used to fight unsuitable developments.

JW reiterated the importance in the next few months of evidence gathering and public engagement, as we progress to Regulation 14

Comments on New Policies proposed and any adaptations to Existing Policies

Policy 1 – The meeting noted that this policy has to have a focus on infrastructure when major developments are planned. Car parking is included in this policy. Important to engage with developers.

Accepted by meeting for this to be further developed.

ACTION: AE will write this policy

ACTION: AE will need access to OS Mapping Tool. TW and HB expedite this.

Policy 2 – It was noted that the recently completed HNA setting out housing need over the lifespan to 2040. This is more up to date than TDC housing strategy which ran until 2023. The HNA will be used in the development of this policy.

Policy 3/4 - Agreed that these remain unaltered.

Policy 5/6 – Agreed that these will be amalgamated.

Policy 7 – how do we cover the increase in EVs and how this will affect the electricity cables which will be required.

Things have moved on and this is the reason for updating the policy – heat pumps, bio diversity net gain, EVs etc.

Policy 8 – Protecting Heritage Assets. Not necessarily one building, but maybe a group of houses eg Salmons Green. Need to consider whether we add to this current list. JM and AE are working on this project.

JW to supply the list to AE/JM/PH.

ACTION: AEv and JM will superintend this work. JW to locate list of heritage assets for the parishes which is with Surrey. Alison Eardley to determine where the heritage assets should be included on the CCWN website.

Alison will provide the appropriate template to AEv/JM.

Policy 9 – No comments.

Policy 10 – Green spaces

The meeting considered new frontages and could these be added to green spaces. JW to speak to AE.

ACTION:GD to advise where they are and if they are viable.

Policy 11 - Green and Blue infrastructure.

Geoff liaising with Surrey on this. – spatial strategy needs to include the G/B. How will our NPlan fit in with local county and Croydon plans.

Surrey CC on local nature recovery strategy do not have any evidence. Therefore we need to talk to: Surrey Botanical Society , RSPB, Bird club, Redhill Amphibian society to give us a baseline on current nature.

Surrey will be using evidence that is not appropriate or good enough. Government maps are being updated but policy is not underpinning it.

ACTION: Working group set up-currently GD and AE.

ACTION: Agreed that we will contact Surreybio diversity information society. Small fee to be paid. AE/TW to co-coordinate.

ACTION: Need for this Policy endorsed by the Meeting.

Policy 12 Managing the Environmental impact of Development.
Natural features.

ACTION: JW to contact Martin De Freitas to see if he is prepared to help with this work and also Gwyneth Fookes of Surrey Botanicals

Policy 13 – Managing Flood Risk

ACTION: JB and GD to work on the flooding issues. Mapping is vital.

Policy 14 - Active Travel – Agreed this was a policy we should develop and will need help from local groups who walk, cycle Caterham. Small working group needed.

ACTION: Richard and Fay will set up working group to update the 4 parish maps. GD will assist/AE will support the working parties with a plan of action.

Policies 15 – 18 - Local Economy – more focussed to improve the town centre’s vitality. Similar policies exist in other Neighbourhood Plans.

These could be combined in a Town Centre focussed policy.

ACTION: AE will present Ware’s example of this.

ACTION: JW and AE discussed if these policies should be grouped into one overarching policy

Policies 18-25 - Local community facilities. These need refining and reviewing and possibly removing as they have been underused. Centre and viability policy is to be reviewed.

Community Engagement Plan

JW was planning an engagement event in each parish book - ended by 2 events in Church Walk shops between period Feb – March. During this period the draft Reg 14 NP would be written and also the Strategic Environmental Assessment and Habitats Assessment undertaken.

ACTION: AE will discuss this with TDC’s Neighbourhood Plan Specialist Emma Amies.

ACTION: Under each piece of policy work we need to do AE to support with a How To document.

Format of Engagement Work: Manager of Church Walk has already indicated to JW that an empty unit would be made available. Agreed that participants would be restricted to those members of the CCWNPIG and other volunteers working on the Revised Plan. Once the feedback is received then the Parish Councillors and specific individuals would attend the actual day.

ACTION: AEv/JG/JW to plan.

ACTION: Advance publicity needed to let the public know that the process of updating the Neighbourhood Plan. EG: CR3 magazine and websites. Also Pump out a PR paragraph to be sent out to all Parish councils.

Agreed date of the next meeting: **January 20th 9.30 – 11.30 Westway. AE to be invited.**