

Minutes of a meeting of the Crowborough Neighbourhood Plan **STEERING GROUP**  
held in the Town Hall, The Broadway, Crowborough on Wednesday 1<sup>st</sup> October 2014 at

Present:

Susan Barnard  
 Joshua Benns  
 Peter Cowie  
 Peter Ellefsen  
 Helen Hampton  
 Mark Hobbs  
 Kay Moss  
 Ruthie Skiggs  
 Andrew Steen  
 Charles Tankard  
 Jeremy Woolger  
 Tony Fullwood – Planning Consultant  
 Melanie Street – Crowborough Town Council

Apologies:

Peter Wallace

<b>Topics and Decisions</b>	<b>Action</b>
<p><b>1. Election of a Chairman</b></p> <p>There was a discussion regarding the need to elect a Chairman for the Steering Group. Members were invited to nominate themselves. None did so. Charles Tankard was proposed and seconded for the position and he accepted the proposal. The group agreed to elect Mr Tankard as Chairman.</p>	
<p><b>2. Minutes from Steering Group Meetings</b></p> <p>Minutes of Steering Group meetings will be circulated to group members. The Minutes will be published on the Crowborough Town Council website in order that members of the working groups and the public can view them.</p> <p>As future meetings may include discussions of a confidential nature it was suggested that any confidential material is printed on pink paper, as per current protocol of Crowborough Town Council, and only made available to members of the group.</p>	<p>CTC to circulate minutes and update website</p>
<p><b>3. Public Meetings</b></p> <p>There was a discussion regarding whether meetings should be open to the general public. It was decided that, due to the sensitive nature of some discussions and the fact that many meetings will be a work-in-progress, they should not be open to the public. Instead it was agreed to hold Open Days and consultation during the process to include the general public and facilitate feedback.</p> <p>It was agreed that if there is a conflict of interest between a member of the group and the issue being discussed, this should be declared at the beginning of the meeting and the person excused from the ensuing discussion.</p>	

<p><b>4. Four Working Groups</b></p> <p>The need to give some direction to the four Working Groups was discussed. It was agreed that they should look at their priorities, compile an Action Plan and consider possible budget requirements.</p>	
<p><b>5. Role of the Steering Group</b></p> <p>The role of the group was discussed and it was agreed that the Steering Group should exist to 'tie the groups together', to focus on the Neighbourhood Plan as a whole and drive the process forward.</p>	
<p><b>6. Time Frame for the Neighbourhood Plan</b></p> <p>It was discussed, and agreed, that the group need to have a proposal for a time frame for the completion of the Neighbourhood Plan. Andrew Steen suggested he circulate to members of the group the document he originally compiled for consultant interviews, which contained a draft time frame.</p> <p>Further information regarding how to compile a Neighbourhood Plan may be found at <a href="http://www.locality.org.uk">www.locality.org.uk</a> . It was suggested that the group may also like to read the Vision Document which is available on the Crowborough Town Council website.</p>	<p>Andrew Steen to circulate document</p>
<p><b>7. Consultant Input and Advice</b></p> <p>Tony Fullwood offered to be available for future meetings of the Steering Group and Working Groups.</p>	
<p><b>8. Delegated Authority</b></p> <p>It was recommended that the Town Council delegates authority to the Planning and Development Committee to oversee the Neighbourhood Plan and to authorise expenditure.</p> <p>It was recommended that Neighbourhood Plan be included as a standing item on the agenda for Full Council and for the Chairman of the Steering Group to attend and report at the meetings.</p>	<p>Charles Tankard to attend FC meeting on 11/11/14 and future meetings</p>
<p><b>9. Terms of Reference for Working Groups</b></p> <p>The need for the Working Groups to have Terms of Reference was discussed. It was agreed that the Chairman would compile a list of such using the minutes from the Steering Group meeting 1/10/14</p>	<p>Charles Tankard to compile Terms of Reference</p>

<p><b>10. Constitution for Working Groups</b></p> <p>There was a discussion regarding the need to provide a constitution for the Working Groups. This would include a minimum or maximum number of members of the group. There was also concern that certain geographical areas of the town may be over-represented, whereas other geographical areas were not represented at all. It was decided that there should be a full discussion on this topic at the next meeting.</p> <p>Tony Fullwood suggested that, in advance of the next meeting members of the Steering Group may wish to contact groups and organisations within the town that they are aware of, and believe may wish to be represented, and encourage them to participate in the creation of the Neighbourhood Plan.</p>	<p>Members of SG to contact groups and organisations</p>
<p><b>11. Contact Details</b></p> <p>The need to share contact information was discussed. Some members of the group were not comfortable with making their phone numbers available so it was agreed that the group would share email addresses only. The Chairman agreed to make his phone number available on the contact list.</p>	<p>CTC to circulate list amongst SG</p>
<p><b>12. Meeting Frequency and Next Meeting Date</b></p> <p>It was agreed that the Steering Group should meet every two months.</p> <p>It was agreed that the date for the next meeting should be Wednesday 3<sup>rd</sup> December 2014 at 7.30pm at the Town Hall.</p> <p>It was agreed that the Chairman would compile an agenda to be sent to members of the group seven days in advance of the next meeting. It was decided that dates of future meetings should be shared with the Working Groups and that there would be a standing item on the Steering Group agenda to facilitate feedback from each Working Group.</p>	<p>Charles Tankard to compile agenda</p>
<p><b>Meeting closed at 9.15pm.</b></p>	