

Minutes of a meeting of the Crowborough Neighbourhood Plan **Housing and Transport Group** held in the Town Hall, The Broadway, Crowborough on Thursday 30th October 2014 at 7.30pm

Present:

Susan Barnard
 Peter Cowie
 Peter Ellefsen
 Pete Heaton
 Sue Petsaft
 Andrew Steen
 Jo Stonebrook
 Tony Fullwood – Planning Consultant
 Melanie Street – Crowborough Town Council

Topics and Decisions	Action
<p>1. Election of a Chairman</p> <p>There was a discussion regarding the need to elect a Chairman for the group. Members were invited to nominate themselves. Pete Heaton was the only member to do so. He was duly proposed, seconded and elected.</p> <p>It was agreed that the Chairman would feed back the progress of this group to the Steering Group at each meeting they have.</p>	<p>Pete Heaton to attend Steering Group meeting</p>
<p>2. Action Plan</p> <p>The purpose and scope of the group was discussed. A list was compiled of areas the group will be considering. This was as follows:</p> <p>Housing Development Sites Public Transport Private Transport (to include parking)</p>	
<p>3. Housing Development Sites</p> <p>The group decided this topic would include:</p> <p>Number of houses Location of houses Quality of houses (including design and size) Housing Needs Tenure (including Bought, Let, Housing Association and Buy-to-Let)</p> <p>It is understood that the Environment working group may also be considering the Quality of housing. If, and when, they have done so, it was decided to incorporate their information into this group for consideration. It is also understood that a survey was completed in recent years detailing historical buildings within the town. It was agreed to use this to aid in assessing character areas of the town, which should then be marked onto a map.</p>	

<p>4. Housing Needs Survey</p> <p>The group agreed that, before any recommendations can be made regarding housing, there is a need to undertake a Housing Needs Survey. Although Wealden District Council had completed such a survey in 2009, the group felt this covered too wide an area and that needs in Crowborough were not the same as in other towns within the Wealden district. It was also agreed that the group needed more up-to-date information as the Wealden survey is now five years old.</p> <p>The group considered whether to undertake the survey itself or to employ an outside agency. It was decided that employing an outside company would provide independent results and therefore this was agreed upon. It was agreed that a member of the group would write a draft brief for companies to consider. This would then be shared with the group Chairman and Tony Fullwood for input, before being shared with the whole group. Once agreed, this brief would be used to obtain quotes from three companies with a view to sending out the survey early in January 2015.</p>	<p>Andrew Steen to source information from WDC 2009 survey</p> <p>Andrew Steen to write draft brief then share as described</p>
<p>5. Transport/Parking Survey</p> <p>The group discussed the need to undertake a Parking Survey. It was understood that the Commercial working group had already agreed to do this and therefore there was no need to undertake another survey. The group agreed to use the information received by the Commercial group. There was a discussion regarding the need to include commuter parking for the rail station within the parking survey.</p>	
<p>6. Contact Details</p> <p>The need to share contact information was discussed. It was agreed to share email addresses amongst the group.</p>	<p>CTC to circulate list amongst Housing and Transport Group</p>
<p>7. Next Meeting Date</p> <p>The group decided not to meet again until after a consultant has been chosen to undertake the Housing Needs Survey.</p>	
<p>Meeting closed at 9.10pm</p>	