

Minutes of a meeting of the Crowborough Neighbourhood Plan **Environment Group**
held in the Town Hall, The Broadway, Crowborough on Wednesday 19th November 2014 at 7.30pm

Present:

Peter Cowie
Gareth Hockin
Barry Kemp
Andrew Steen
Charles Tankard
Clive Wilson
Tony Fullwood – Planning Consultant
Melanie Street – Crowborough Town Council

Apologies:

Pat Arnold
Colin Stocks
Ruth Chambers

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. Andrew Steen was proposed, seconded and elected as Chairman.</p>	
<p>2. Mapping of the Built Environment</p> <p>The group discussed the need to map the Built Environment of the town. It was agreed that this would consist of small groups walking each street within the designated area. Each group will use a proforma to accurately record data pertaining to issues such as building age, type, density and building materials. Once collated this information will be placed onto a map in order to define Character Areas within the town. To achieve consistency across recorded data and groups, it was decided that there should be one person who attends all sessions.</p> <p>There was a discussion regarding the need for accurate maps at a useful scale. It is understood by the group that Wealden District Council may have such maps. It was agreed to liaise with them, request any useful maps or other resources beneficial to this process and discuss the potential of using their mapping copyright.</p> <p>The group discussed the existence of an SPG for Crowborough Town Centre. Members agreed to locate a copy from Wealden District Council in order to update the document and incorporate it into the Neighbourhood Plan.</p> <p>Andrew Steen agreed to oversee the process of mapping the Built Environment.</p>	<p>Tony Fullwood to email draft proforma to group members</p> <p>Andrew Steen to contact WDC</p>

<p>3. List of Historic Buildings and Monuments</p> <p>The group briefly examined a list of Historic Buildings and Monuments and it was decided to refer to the History Society for its input.</p>	<p>Gareth Hockin to examine document and feedback</p> <p>CTC to email list to group members</p>
<p>4. Mapping of the Natural Environment</p> <p>Crowborough Town Council had provided a map of the town marked with Natural Areas they currently own or manage. The group examined this. The Chairman feedback that Colin Stocks is also working on mapping smaller green spaces within the designated area. It was decided that the map provided by the Town Council be examined by Crowborough Conservation more thoroughly for its input. It was suggested that the group use www.magic.gov.uk for additional support.</p> <p>The group discussed the need to obtain a map at a good scale to facilitate the detailed mapping of the Natural Environment. It was agreed to liaise with Wealden District Council and request any maps that may be helpful.</p> <p>It was agreed to locate and circulate a copy of the Conservation Appraisal and Management Plan.</p>	<p>Barry Kemp to examine map and feedback</p> <p>CTC to email their map to group members</p> <p>Andrew Steen to liaise with WDC, locate map and arrange printing</p> <p>Andrew Steen to locate and circulate</p>
<p>5. Printing</p> <p>There was a discussion regarding the costs of printing maps, proformas and photographs that will be used during the mapping process. It was agreed to liaise with Crowborough Town Council regarding the possibility of using its copying facilities.</p> <p>It was also agreed the group should compile a budget request for other printing and have this available for the next meeting of the Steering Group.</p>	<p>Andrew Steen to liaise with CTC</p> <p>Andrew Steen to compile budget request by 3.12.14</p>
<p>6. Timescale</p> <p>The group discussed the timescale for the mapping of the Built Environment. It was agreed to aim to complete the process by the end of the first quarter 2015.</p>	
<p>7. Next Meeting Date</p> <p>It was agreed not to set a date for the next meeting but wait until the group has agreed a proforma and is ready to undertake the mapping of the Built Environment.</p>	
<p>Meeting closed at 9.05pm</p>	