

Minutes of a meeting of the Crowborough Neighbourhood Plan **STEERING GROUP**  
held in the Town Hall, The Broadway, Crowborough on Wednesday 3<sup>rd</sup> December 2014 at

Present:

Susan Barnard  
Peter Cowie  
Peter Ellefsen  
Kay Moss  
Andrew Steen  
Charles Tankard  
Melanie Street – Crowborough Town Council

Apologies:

Pete Heaton  
Mark Hobbs

<b>Topics and Decisions</b>	<b>Action</b>
<p><b>1. Declaration of Interest</b></p> <p>As the Steering Group will discuss matters pertaining to planning, Mr Charles Tankard made it known that he has an option on a property at the rear of 'Long Orchard' in the town.</p>	
<p><b>2. Minutes of Previous Meeting</b></p> <p>The minutes of the previous meeting on 1/10/14 were agreed and signed.</p>	
<p><b>3. Terms of Reference</b></p> <p>The group discussed the Terms of Reference document produced by the Chairman. It was agreed to adopt this with the following change: that the designated area be referred to as 'Crowborough' and not 'Crowborough and Jarvis Brook'.</p>	
<p><b>4. Public Consultations</b></p> <p>The group discussed the need for public consultations as part of this process. It was agreed to keep this as an agenda item for each meeting to ensure it remains a focus for this group.</p>	
<p><b>5. Group names</b></p> <p>There was a discussion regarding the need to clarify the names of groups to avoid confusion. It was agreed the names of groups would be as follows:</p> <p>Steering Group Working Groups Commercial Group Community Facilities Group Environment Group Housing and Transport Group</p>	

<p><b>6. Communication with Planning Consultant</b></p> <p>The group discussed the need to have the planning consultant present at Steering Group meetings. Concern was expressed that decisions requiring his advice and expertise, that could be answered during the course of a meeting, may have to wait until he is contacted and can provide a report back for the following meeting. It was agreed to contact Tony Fullwood and ascertain his availability for future meetings of the Steering Group. The Chairman could then request his attendance depending on agenda items.</p> <p>Members agreed to request that Tony Fullwood provide a progress update to be available for each meeting of the Steering Group. It was also agreed that the four working groups need to keep him apprised of their progress.</p>	
<p><b>7. Neighbourhood Plan Time Schedule</b></p> <p>The group reviewed the time schedule and it was agreed that the process of adopting the Neighbourhood Plan is longer than they would prefer. Members expressed concern that some elements of the process have been allocated particularly long timescales.</p> <p>It was agreed to contact Tony Fullwood with the intention of using his knowledge to tighten the timescale by six months if possible.</p> <p>It was agreed to include the time schedule as an agenda item for each meeting of the Steering Group in order to drive the process forward.</p>	
<p><b>8. Delegated Authority and Financial Plan</b></p> <p>Following the Full Council meeting 11/11/14, delegated authority was granted to the Planning and Development Committee to authorise expenditure for Neighbourhood Plan activities within the agreed budget.</p> <p>It was agreed that financial requests from the four working groups should be presented to the Steering Group, who will then discuss the request and apply to the Planning and Development Committee for funding if appropriate.</p> <p>The group debated the need to produce a method for keeping financial records, to have a clear understanding of the Neighbourhood Plan budget and monies already spent and to determine the cost of having the planning consultant attend meetings.</p> <p>The group discussed the potential for funding other than from Crowborough Town Council. It is understood that Wealden District Council has received a grant of £5,000 following the designation of the Neighbourhood Plan area. It was agreed to confirm whether this is already incorporated into the budget allocation for the Neighbourhood Plan, or is in addition to it. There was also a discussion regarding the possibility of sourcing funding from Locality.</p> <p>It was confirmed that Crowborough Town Council will undertake any printing for members of the Steering Group or any four of the working groups, should the need arise.</p>	<p>Andrew Steen to discuss Locality funding with Tony Fullwood</p>

<p><b>9. Minutes/Reports from Working Groups</b></p> <p>Members of the Steering Group confirmed receipt of the minutes from the four working groups following their individual group meetings.</p> <p>Chairmen from the four working groups were invited to present an update on their group's progress. Apologies for absence were noted from Pete Heaton, Chairman of Housing and Transport Group. The group noted the resignation of Chairman Helen Hampton from the Commercial Group. Craig Murrell, Chairman of the Community Facilities Group was not present.</p> <p>Andrew Steen, Chairman of the Environment Group, gave a brief update on their work to date.</p> <p>The Steering Group noted the parallel interests existing between some groups. It was agreed that this group monitor the situation to ensure work, and costs, are not duplicated.</p> <p>It was agreed to request that all working groups produce their first proposals for discussion at the next meeting of the Steering Group. Group Chairmen to be present at the next meeting to discuss proposals.</p>	
<p><b>10. Members of Working Groups</b></p> <p>The group expressed concern about the diminishing number of members in some working groups and the geographical imbalance of the Housing and Transport Group. The group also discussed the increase in the number of Crowborough Town Councillors taking part in the groups and undertaking group work.</p> <p>The group noted there is now no representation on any group from the Chamber of Commerce. It was agreed to approach the Chamber and invite them to re-join the process.</p> <p>It was agreed to encourage all four working groups to expand and incorporate new members. It was also agreed to use the Town Meeting in March 2015 to communicate the progress of the Neighbourhood Plan and encourage more public involvement. The Chairman will produce a short summary of the process of a Neighbourhood Plan and what group members and contributors may expect should they become involved. This will be used to encourage members of the public to join the process.</p>	<p>Charles Tankard to contact Jeremy Woolger</p> <p>Charles Tankard to produce and circulate to members</p>
<p><b>11. Next Meeting Date</b></p> <p>The Chairman provided a list of meeting dates for 2015. This will be forwarded to Crowborough Town Council for agreement and booking of the Town Hall. Dates will be confirmed via email.</p>	<p>CTC to agree dates and email members</p>
<p><b>Meeting closed at 9.05pm</b></p>	