

Minutes of a meeting of the Crowborough Neighbourhood Plan **Commercial Group** held in the Town Hall, The Broadway, Crowborough on Wednesday 10th December 2014 at 7.30pm

Present:

Michael Cooke  
Judy Nobbs  
Matthew Street  
Chantal Wilson  
Melanie Street – Crowborough Town Council

Apologies:

Chris Lawson

Topics and Decisions	Action
<p><b>1. Election of a Chairman</b></p> <p>Chairman of the Commercial Group, Helen Hampton, has resigned her position and is no longer able to contribute to the Neighbourhood Plan process. The group discussed the election of a new Chairman. As none was forthcoming, it was decided that Michael Cooke should chair this meeting and report back to the next Steering Group meeting. The election of a permanent Chairman will be discussed again a future meeting with more members present.</p>	<p>Michael Cooke to report progress to next Steering Group meeting</p>
<p><b>2. Pine Grove Building</b></p> <p>The group discussed the desire to retain the Pine Grove building as a commercial property. The group agreed to support the Crowborough Community Association in their effort to obtain a Community Right to Build for this property. There was concern that this cannot wait until the completion of the Neighbourhood Plan. Therefore, it was agreed to approach the Steering Group and request that this group accelerate this part of the Neighbourhood Plan, beginning to support this application immediately. Members agreed to take the final draft of the application to Tony Fullwood for his professional opinion.</p>	<p>Michael Cooke to discuss at next Steering Group meeting</p>

**3. Employment Opportunities**

Members discussed the work that Helen Hampton had agreed to complete at the previous meeting: obtaining a copy of Wealden District Council’s information regarding local homes and employment and also analysing information available from the 2011 National Census. As she is no longer taking part in the process this work had not been done. It was agreed to discuss this again at future meetings.

The need to identify where local people work was discussed. It was agreed to use [www.eastsussexinfigures.org.uk](http://www.eastsussexinfigures.org.uk) to obtain basic information. This will be discussed at the next meeting, with a view to deciding whether to pursue this further.

At the previous meeting it was agreed to compose a list of potential questions to be added to the Housing Needs and Parking Surveys which are being carried out by the Housing and Transport Group. No feedback had been received on this matter, therefore, the group agreed to discuss this again at the next meeting.

The group discussed a report which had been completed since the previous meeting. This detailed ‘Employment Opportunities in Crowborough Over the Next Twenty Years Until 2035’. It followed contact with all the local schools and figures from the Department for Education report ‘Class Size and Education in England Evidence 2011’. The group agreed with the assessment which stated that a National increase in the pupil roll of 20-33% forecast over the next twenty years, will mean an increase in employment opportunities within education in Crowborough. The Neighbourhood Plan report listed approximately 500 jobs in education currently within the town, with an increase to just over 600 by 2035. The group agreed this seemed accurate and reasonable.

Matthew Street to obtain information

**4. Town Centre and High Street**

At the previous meeting it had been agreed to define the Town Centre and High Street, and identify types of retail and commercial activity taking place, then to mark these on a map. This information was not available and therefore it was decided to carry discussion of this topic over until the next meeting.

It had also been decided to invite Chris Lawson, local Commercial Estate Agent, to join this working group. It was confirmed that he has agreed to take part in the group but was unable to attend this meeting.

**5. Parking**

There was a discussion regarding parking within the town. It was decided that more information was required from the Housing and Transport Group as to their work, to ensure that this group is not duplicating it. It was suggested that this group focus on access for commercial parking and Town Centre parking. There was also a discussion regarding the potential use of one-way streets to aid congestion and the need to focus on problem areas within the town. It was agreed that the vision of this group should be ‘No Reduction in Town Centre Parking for Crowborough’.

Michael Cooke to raise at next Steering Group meeting

<p>A copy of the most recent Car Park Survey from Wealden District Council had been circulated since the previous meeting. However, not all members had been able to access it. It was agreed to email members another copy with a view to discussing this item at the next meeting.</p>	<p>Chantal Wilson to email survey to members</p>
<p><b>6. Contact Details</b></p> <p>It was agreed to circulate the contact details of new members amongst the group.</p>	<p>CTC to circulate details</p>
<p><b>7. Terms of Reference</b></p> <p>There was concern amongst members that they had not received any Terms of Reference for the group. It was agreed to contact the Chairman of the Steering Group to obtain these.</p>	<p>Michael Cooke to obtain from Charles Tankard</p>
<p><b>8. Agenda for Next Meeting</b></p> <p>It was agreed to include the following in the Agenda for the next meeting:</p> <p>Car Parking Survey  Information gathered from East Sussex in Figures  Town Centre Update  Regeneration of the High Street</p> <p>It was agreed to compile a full agenda and circulate two weeks in advance of the next meeting.</p>	<p>Michael Cooke to compile and circulate full agenda</p>
<p><b>9. Next Meeting Date</b></p> <p>It was agreed to meet next on Wednesday 21<sup>st</sup> January 2015 at 7.30pm at the Town Hall.</p>	
<p><b>Meeting closed at 8.25pm</b></p>	