

Minutes of a meeting of the Crowborough Neighbourhood Plan **Community Facilities Group** held in the Town Hall, The Broadway, Crowborough on Wednesday 25th March 2015 at 7.30pm

Present:

Mike Cooke
 Frances Davies
 Andrew Steen
 Jo Stonebrook
 Melanie Street – Crowborough Town Council

Apologies:

Elizabeth Fermor
 Jeanette Towey

Topics and Decisions	Action
<p>1. Terms of Reference</p> <p>At the previous meeting on 28/1/15 a draft copy of the Terms of Reference for the group was circulated, to be read and discussed at this meeting. In the Chairman's absence it was agreed to postpone this discussion for a future meeting.</p>	<p>To be included as agenda item for next meeting.</p>
<p>2. Reports and Feedback</p> <p>Prior to the meeting Frances Davies had circulated a copy of the Performing Arts report. Members discussed this. She also updated the group as to progress being made with a Youth Café at the Crowborough Community Centre.</p> <p>Peter Cowie was not present and no report had been received regarding health services within the town; this item is still outstanding.</p> <p>It was agreed that Mike Cooke will report to the Steering Group meeting on 1/4/15 on behalf of this group.</p>	<p>Mike Cooke to attend Steering Group meeting.</p>
<p>3. Proforma</p> <p>At the previous meeting on 28/1/15 the Chairman agreed to collate all reports received into one proforma; this item is still outstanding. The group discussed the urgent need to complete this task and it was agreed to proceed in the following way: create a cloud storage file for this group, all members to upload their completed reports and a 'Contents Page' to be created as soon as possible.</p>	<p>Andrew Steen to create cloud file, all members to upload own reports, Jo Stonebrook to create contents page.</p>
<p>4. Mapping</p> <p>Andrew Steen informed the group that mapping software has now been purchased by Crowborough Town Council. Once this is in use, and it is decided who will be trained to use this on behalf of the Neighbourhood Plan, it will be available to plot community facilities on, as identified by this group.</p>	
<p>5. Next Meeting Date</p> <p>It was agreed that the date for the next meeting would be Wednesday 6th May 2015 at 7.30pm in the Town Hall.</p>	
<p>Meeting closed at 8.40pm</p>	