

Minutes of a meeting of the Crowborough Neighbourhood Plan **STEERING GROUP**
held in the Town Hall, The Broadway, Crowborough on Wednesday 1st April 2015 at 7.30pm

Present:

Michael Cooke
 Kay Moss
 Charles Tankard
 Tony Fullwood – Planning Consultant
 Melanie Street – Crowborough Town Council

Apologies:

Peter Cowie
 Mark Hobbs
 Craig Murrell
 Andrew Steen

Topics and Decisions	Action
<p>1. Declaration of Interest</p> <p>As the Steering Group will discuss matters pertaining to planning, Charles Tankard made it known that he has an option on a property at the rear of 'Long Orchard' in the town.</p>	
<p>2. Minutes of Previous Meeting</p> <p>The minutes of the previous meeting on 4/2/15 were agreed.</p>	
<p>3. Matters Arising</p> <p>The Chairman informed the group that the 'Welcome and Introduction' paper had been completed since the previous meeting and was now available for use.</p> <p>The Chairman enquired as to progress regarding the obtaining of an SEA/SA. Crowborough Town Council requires three quotes to be sought from consultants; at present only one has been gathered from Tony Fullwood. Two further quotes will sought and referred to the Planning & Development Committee for funding. It was agreed that this process needs to be instigated as soon as possible. Tony Fullwood informed the group that he has received no formal receipt of his quote from Crowborough Town Council. It was agreed to investigate this matter.</p>	<p>Charles Tankard to contact Andrew Steen regarding final two quotes.</p> <p>Kay Moss to contact CTC</p>
<p>4. Chairman's Opening Comments</p> <p>A written report on the progress on the Neighbourhood Plan had been submitted at the Full Council meeting on 10/3/15.</p> <p>The Chairman informed the group that he had attended the Town Conference on 4/3/15. The Neighbourhood Plan had been represented and had received some interest from members of the public. The Chairman will be contacting those who left their details imminently to discuss how they can be involved in the process.</p> <p>Terms of Reference for the Working Groups have not yet been completed by all groups. The Chairman requested that this be done as soon as possible.</p> <p>The Chairman reported the resignation of Pete Heaton, Chairman of the Housing and Transport Group, from the Neighbourhood Plan process. The Chairman expressed concern at the reduction in numbers on each of the Working Groups.</p>	<p>Charles Tankard to contact interested parties.</p> <p>Chairmen to include as agenda items.</p>

5. Minutes/Reports from Working Groups

Community Facilities Group:

Mike Cooke gave a verbal report on behalf of the group. This Working Group is now coming to the end of its initial work and is ready for the mapping process; it has recorded all facilities within the town, with the only work outstanding being a report on elderly day care and health provision.

Environment Group:

There was no report available from this group. The Chairman expressed concern that this group had not met since 19/11/14 and that there had been no verbal or written updates recently. It was agreed to contact the Chairman of this Working Group to arrange for a group meeting as soon as possible.

Housing and Transport Group:

The Chairman of this group has resigned from the process and no report was available from this group. Concern was expressed by all members of the Steering Group that this Working Group elects a new Chairman and progresses with agreed work as soon as possible. It was agreed that the Steering Group Chairman call a Housing and Transport meeting in the near future to keep the process moving.

It is understood that quotes and funding for a Housing Needs Survey has been obtained. However, the Steering Group expressed concern that no information is forthcoming as to the timescale or commencement of the survey.

Commercial Group:

Chairman of the group, Mike Cooke, gave a verbal report. This Working Group is now coming to the end of its initial work and is ready for the mapping process. It has gathered most of the data required and has listed all shops/commercial activities within the town by class order. It was noted that the group was using the 2008 Core Strategy Retail Survey for Crowborough; there is a 2010 version available. Outstanding work includes a report on Tourism and Tourist Accommodation. The group carried out a survey of the Mead House Car Park and will discuss results at their meeting on 8/4/15.

This group is awaiting the outcome of the Pine Grove consultation before assessing the impact it will have on the Neighbourhood Plan. The Steering Group wished to remind the Commercial Group, following an item in their minutes, that seeking to obtain a Community Right to Build is not part of the Neighbourhood Plan process.

Pertaining to all Groups:

The Steering Group agreed that the Vision Document needs to be taken into account as this process develops.

Mapping software has now been purchased. However, it is unclear as to who knows how to use it, if it is now available to use or if there was training included in the purchase package. Members agreed that there is now a sense of urgency to this part of the process and that mapping needs to begin as soon as possible. The group also agreed that one person should have an overall control password and that each group should have an individual password.

The matter of central filing or collection of data/reports from working groups was discussed. The Steering Group felt that such a facility would be most important so that details could be drawn together and held as one rather than in individual files on third party computers. The matter to be taken forward in order to find out CTC's ability to hold files on NP's behalf.

Members discussed 'official' representation from Crowborough Town Council and agreed that the Neighbourhood Plan process may benefit from representation within the Council. Kay Moss suggested that the Town Council vote in representatives at the Full Council meeting following the elections in May 2015.

Charles Tankard to contact Andrew Steen to schedule meeting.

Charles Tankard to contact group members to schedule meeting.

Charles Tankard to contact Andrew Steen for update.

Mike Cooke to obtain 2010 report.

Charles Tankard to contact Andrew Steen to discuss software progress and training.

Charles Tankard to discuss with Andrew Steen.

Kay Moss to discuss with CTC.

<p>6. Report and Update from Planning Consultant</p> <p>Tony Fullwood gave a verbal and written report to the group. In summary, this covered many of the points raised by the Chairmen of the Working Groups (as written in Point 5 above). For each of the Working Groups he outlined recommendations for the progress of the Plan, expressing concern that discussions need to result in action now if the overall timeframe is to be achieved.</p> <p>It was agreed that Tony Fullwood attend the next Commercial and Community Facilities Group meetings; and that he do the same with the Environment and Housing and Transport Groups when they reach the same stage of the process.</p> <p>Tony Fullwood expressed serious concern as to the lack of information he has received from the Environment and Housing and Transport Groups; particularly with regard to the Housing Needs Survey which has consequences for other groups. He also expressed concern that the Environment Group had not met since November. This is now a matter for the Steering Group to investigate and manage.</p> <p><u>Housing and Transport Group</u>: He recommends the addition of ‘the need to undertake a general car parking survey’ to the Terms of Reference for the group.</p> <p><u>Community Facilities Group</u>: Tony Fullwood would like the group to check again that all community halls have been recorded.</p> <p><u>Commercial Group</u>: Tony Fullwood would like the group to check again that all clusters of shops have been included in their data gathering. He also notes from the minutes of the group that it still wishes to investigate the ‘High Street Environment’; the Steering Group agreed that he discuss this with the Working Group at its next meeting that he attends.</p>	<p>Tony Fullwood to attend Working Group meetings.</p> <p>Action as Point 5.</p> <p>Craig Murrell to include as agenda item.</p> <p>Mike Cooke to include as agenda items.</p>
<p>7. Review and Approve Timeframe for Neighbourhood Plan</p> <p>Due to the lack of information available from Working Groups it was not possible to address this agenda item. The Steering Group expressed its disappointment at the lack of information from the Working Groups.</p>	<p>Charles Tankard to include as agenda item for next meeting.</p>
<p>8. Review and Approve Finances</p> <p>Andrew Steen had reported to the Chairman that there was no expenditure to report.</p>	
<p>9. Public Engagement Opportunities</p> <p>Members discussed how best to involve and inform the public as to the progress of the Neighbourhood Plan. It was agreed that, rather than have one large meeting, there would be a roving, interactive exhibition which would allow more one-to-one conversations. This would be taken to groups/schools/halls towards the end of 2015.</p> <p>Members also discussed other ways to engage the public in the process and the possibility of using expertise within the Town Council.</p>	<p>Charles Tankard to contact Town Council.</p>

<p>10. Any Other Business</p> <p>The group discussed the possibility of holding a large information evening, similar to the initial Neighbourhood Plan meeting held in June 2014. This evening could be used to re-invite the original groups with a view to recruitment, feeding back progress and generating press interest. Members agreed to approach the Planning & Development Committee at its meeting on 13/4/15 to request funding to cover hall hire and sundries for the event. A provisional date was set for w/c 22/6/15.</p> <p>Members also discussed the possibility of having a stall at the Summer Fair on 11/7/15 and it was agreed to check remaining availability. The group also suggested that the publicising of the Neighbourhood Plan be considered by Town Council's Communication and Events Committee at the meeting on 28/4/15.</p>	<p>Charles Tankard to contact Andrew Steen re: budget request.</p> <p>Charles Tankard to contact the Town Council.</p>
<p>11. Next Meeting Date</p> <p>The group discussed the need to meet earlier than the planned date on 10/6/15. It was decided to meet next on Wednesday 13th May 2015, 7.30pm at the Town Hall.</p> <p>It was agreed that the Chairman would write to all Working Groups to inform them of this new date and request that their fully updated reports be available for the Steering Group to discuss at this meeting.</p>	<p>Charles Tankard to contact all Working Groups.</p>
<p>Meeting closed at 9pm.</p>	