

Minutes of a meeting of the Crowborough Neighbourhood Plan **Community Facilities Group** held in the Town Hall, The Broadway, Crowborough on Wednesday 6<sup>th</sup> May 2015 at 7.30pm

Present:

Graham Callard  
 Mike Cooke  
 Craig Murrell  
 Jo Stonebrook  
 Charles Tankard  
 Caroline Miles – Crowborough Town Council  
 Melanie Street – Crowborough Town Council

Apologies:

Elizabeth Fermor  
 Andrew Steen

1 member of the public

Topics and Decisions	Action
<p><b>1. Minutes of the Previous Meeting</b></p> <p>The minutes of the previous meeting on 25/3/15 were agreed.</p>	
<p><b>2. Terms of Reference</b></p> <p>Members discussed the draft Terms of Reference for the group which had been circulated on 28/1/15. It was agreed that there was a need to include the specific areas that this group is focussing on. These areas are as follows:</p> <p>Schools                  Doctors/dentists/hospital                  Youth Facilities                  Elderly Day Care                  Competitive Sports/Leisure Centre                  Performing Arts                  Nursery Care                  Community Centre                  U3A                  Parks/play areas/skate parks                  Model railway                  Cemetery                  Allotments                  Halls</p> <p>An updated draft of the Terms of Reference will be made available for members at the next meeting.</p>	<p>Mike Cooke to update Terms of Reference, to be available for the next meeting.</p> <p>Craig Murrell to include as agenda item for next meeting.</p>
<p><b>3. Proforma</b></p> <p>At previous meetings on 28/1/15 and 25/3/15 it had been agreed to collate all work and files onto one proforma, which will be stored in a cloud file, accessible to all group members. This item is still outstanding. Members discussed the urgent need to complete this task. It was agreed to contact Andrew Steen for a progress report on the creation of the cloud file; then to create a contents page and locate reports not yet received.</p>	<p>Jo Stonebrook to contact Andrew Steen, issue user instructions via email to the group and follow up on missing reports.</p>

<p><b>4. Mapping</b></p> <p>Members agreed they are now in a position to map the community facilities using the mapping software purchased by the Town Council. It was agreed that Graham Callard will be trained by Andrew Steen to use the software on behalf of this group. Dependant on the amount of time required to complete this task, other members of the group may also have to be trained.</p>	<p>Andrew Steen to train Graham Callard on use of Mapping Software.</p>
<p><b>5. Any Other Business</b></p> <p>Members discussed the need to draw conclusions from the evidence they have gathered and create proposals to take to the Steering Group. It was agreed to commence work on this at the next meeting.</p> <p>It was agreed to invite Tony Fullwood, Planning Consultant, to the next meeting of this group.</p>	<p>Craig Murrell to include as agenda item for next meeting.</p> <p>Craig Murrell to invite Tony Fullwood.</p>
<p><b>6. Next Meeting Date</b></p> <p>It was agreed that the date for the next meeting would be Wednesday 24<sup>th</sup> June at 7.30pm in the Town Hall.</p>	
<p><b>Meeting closed at 8.20pm</b></p>	