

Minutes of a meeting of the Crowborough Neighbourhood Plan **STEERING GROUP**  
held in the Town Hall, The Broadway, Crowborough on Wednesday 13<sup>th</sup> May 2015 at 7.30pm

Present:

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

Apologies:

Peter Cowie  
 Mark Hobbs

Two members of the public

Topics and Decisions	Action
<p><b>1. Declaration of Interest</b></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><b>2. Minutes of Previous Meeting</b></p> <p>The minutes of the previous meeting on 1/4/15 were agreed.</p>	
<p><b>3. Matters Arising</b></p> <p><u>SEA/SA Status</u>                      This item is still outstanding. A paper needs to be assembled in order to obtain quotes, which will then have to be taken to the Planning and Development Committee. A draft of this paper will be circulated for information when completed. It was confirmed that Crowborough Town Council is in receipt of a quote by Tony Fullwood, Planning Consultant, regarding this work.</p> <p><u>Contacting Interested Parties</u>                      The Chairman had informed the group at the previous meeting that he had attended the Town Conference on 4/3/15 and had received some interest from members of the public regarding becoming involved in the Neighbourhood Plan. The Chairman had agreed to contact those who left their details to discuss how they can be involved in the process. This item is still outstanding.</p> <p><u>Mapping Software</u>                      This has been purchased and is currently being tested before being rolled out to the groups. It was agreed that a training session will be held at the Town Hall to teach group members how to use the software. Each Working Group will submit the name of a member willing to attend the training; this has already been received from the Community Facilities group.</p> <p><u>Elections of May 2015</u>                      Members discussed the election of new councillors to Crowborough Town Council and the possible co-option of councillors at the Annual Statutory Meeting on 19<sup>th</sup> May 2015. It was agreed to email the Steering Group information regarding the new council and representatives to the Neighbourhood Plan when known. It was also decided to invite the Chairman of the Planning and Development Committee to attend Steering Group meetings and ensure they receive minutes from the meeting.</p>	<p>Andrew Steen to email SG members a copy of the draft paper and to obtain quotes.</p> <p>Charles Tankard to contact interested parties.</p> <p>Andrew Steen to create training session and liaise with CTC about availability of Town Hall.</p> <p>CTC to email Steering Group.                      Charles Tankard to invite Chairman.                      CTC to send minutes to P&amp;D Chairman.</p>

<p><u>Google Cloud File</u> This has now been set up and it was agreed to circulate login information amongst group members with the following stipulation: that no-one should delete or amend documents without the prior agreement of the person who created and uploaded the document.</p>	<p>CTC to circulate login details.</p>
<p><b>4. Chairman's Opening Comments</b></p> <p>The chairman discussed the Working Groups Terms of Reference. Two of the four groups have agreed these and they have been published on the Town Council website.</p>	
<p><b>5. Minutes/Reports from Working Groups</b></p> <p><u>Community Facilities Group</u> Chairman of the group, Craig Murrell, gave a verbal report. The group has gathered its evidence base; items outstanding relate to health and an update of the community halls. The group is ready to draw conclusions and make proposals for the Steering Group. They have invited Tony Fullwood, Planning Consultant, to their next meeting. They are updating the Terms of Reference for the group and are now in a position to undertake mapping; Graham Callard has volunteered to be trained on the mapping software.</p> <p><u>Environment</u> Chairman of the group, Andrew Steen, gave a verbal report. The group has not met since November, however, members have been involved in a character area assessment. The group has divided the town into five areas which will then be assessed and collated onto one spreadsheet. Two areas have been completed and the reports now need to be uploaded to the spreadsheet. One further area is underway. Charles Tankard agreed to survey one of the remaining two areas. Members discussed the target date for the completion of this work. It was agreed to set this date to coincide with the return of the first draft of the Housing Needs Survey from AiRS which is scheduled for the end of June.</p> <p>It was agreed that the Environment group need to meet in order assess work already completed and agree further work to be undertaken. A date was agreed for 27<sup>th</sup> May 2015. The Steering Group asked the Environment Group to assess the Character Area Appraisal already completed for the Conservation Areas; is this fit for purpose? Are any alterations needed since the designation has taken place? The Steering Group also requested the Environment group consider the mapping of the natural environment and historic buildings/monuments at their next meeting.</p> <p><u>Housing and Transport</u> This group has not met since 30/10/14. It was agreed that Charles Tankard would convene a meeting of this group following the return of the First draft of the Housing Needs Survey. Members discussed some feedback received from members of the public regarding the Housing Needs Survey.</p> <p><u>Commercial</u> Chairman of the group, Mike Cooke, gave a verbal report. The group has collected evidence; the only item outstanding is a report from Chris Lawson. The group is now ready to use the mapping software.</p> <p><u>Pertaining to all Groups:</u> Tony Fullwood reminded the groups that if the Housing Needs Survey indicates a need for a large number of new housing sites within the town, there may be a need to re-visit their conclusions and proposals.</p>	<p>Kay Moss to email health information to Mike Cooke</p> <p>Charles Tankard to complete survey on 'Jarvis Brook' area.</p> <p>Andrew Steen to arrange meeting.</p> <p>Andrew Steen to include as agenda items.</p> <p>Charles Tankard to arrange meeting.</p>

<p><b>6. Report and Update from Planning Consultant</b></p> <p>Prior to the meeting Tony Fullwood had emailed the group a written report. He gave a verbal summary of this report. He expressed concern that he has not been kept informed of the progress of the Housing Needs Survey and other communication has been sporadic. It was agreed that work carried out by the groups should always be copied to Tony Fullwood. It was agreed to collate work from the Community Facilities and ensure it is sent to him ahead of the next meeting on 24<sup>th</sup> June 2015.</p>	<p>Mike Cooke to collate information and CTC to send to Tony Fullwood.</p>
<p><b>7. Review and Approve Timeframe for Neighbourhood Plan</b></p> <p>Members agreed that the timeframe needs to be re-assessed and to include this as an agenda item for the next meeting.</p>	<p>Charles Tankard to include as agenda item.</p>
<p><b>8. Review and Approve Expenditure</b></p> <p>There has been no expenditure to report. It was agreed to ask one of the new Town Council representatives to manage this item and to ensure spending data is obtained prior to each Steering Group meeting.</p>	
<p><b>9. Review and Confirm Dates for Public Engagement Opportunities</b></p> <p>The Planning and Development committee had not approved the request for money to hold a new Town Information Evening. Members also discussed the date proposed and agreed that it was too soon and that holding a meeting on a Friday evening may not generate the amount of interest desired. Therefore this will not take place on 26<sup>th</sup> June 2015.</p> <p>The Chairman confirmed that a stall had been booked at the Summer Fair on 11<sup>th</sup> July 2015 which is organised by the Town Council, and that this will be used as a recruitment opportunity. Members agreed that the chairmen of all working groups would be invited to attend this event.</p> <p>The group were also informed of the Jarvis Brook Community Fair on 4<sup>th</sup> July and agreed to investigate the opportunity of attending this event.</p>	<p>Charles Tankard to invite group chairmen.</p>
<p><b>10. Any Other Business</b></p> <p>Kay Moss informed the group that, due to other council commitments, she will not be able to attend future Neighbourhood Plan meetings.</p> <p>The Chairman reported receipt of an email from developers enquiring about the Neighbourhood Plan and possible land use north of Walshes Road. Members agreed there was no need for any action at this point.</p>	
<p><b>11. Next Meeting Date</b></p> <p>It was agreed to meet next on Wednesday 10<sup>th</sup> June at 7.30pm at the Town Hall.</p>	
<p><b>Meeting closed at 9.05pm</b></p>	