

Minutes of a meeting of the Crowborough Neighbourhood Plan **Environment Group**
held in the Town Hall, The Broadway, Crowborough on Wednesday 27th May 2015 at 7.30pm

Present:

Pat Arnold
 Peter Ellefsen
 Andrew Steen
 Charles Tankard
 Clive Wilson
 Caroline Miles – Crowborough Town Council

Apologies:

Colin Stocks
 Ruth Chambers
 Barry Kemp
 Gareth Hockin

Topics and Decisions	Action
<p>1. Terms of Reference.</p> <p>The Chairman, Andrew Steen, distributed an updated Terms of Reference for the Environment Group. The group discussed the document and subject to minor adjustments it was agreed to adopt the terms of reference.</p>	<p>Andrew Steen to update the Terms of Reference and distribute to committee members.</p>
<p>2. Mapping Software.</p> <p>Training will be given on how to use the mapping software. Courses will take place in the Town Hall and will be run by Andrew Steen. Dates are still to be confirmed.</p>	<p>Andrew Steen to liaise with CTC.</p>
<p>3. Update of Character Areas Analysis.</p> <p>The group discussed the difficulty in deciding the character of the roads as many roads in Crowborough are not homogenous. If there are one or two buildings different in design to the rest in an area this needs to be highlighted (particularly if examples of good quality design) as do the differences between estates, farms and homes of historical interest. A common map needs to be produced for continuity. When mapping has been carried out on all six areas the information will be collated to produce a single map. The West area in the Character Area Analysis is still outstanding and several members of the committee may need to work together to complete it.</p> <p>It was confirmed by Andrew Steen that each character area must have at least one photograph unless the area is very diverse in which case more photographic evidence should be produced.</p> <p>It was agreed to aim for mapping completion by the date of the next steering group meeting taking place on Wednesday 10th June.</p>	<p>Andrew Steen to contact members.</p>

<p>4. List of Historical Buildings and monuments.</p> <p>Group member Gareth Hockin is responsible for compiling the list but was unable to attend the meeting.</p>	<p>Andrew Steen to obtain an update from Gareth Hockin on progress.</p>
<p>5. Mapping of Natural Environment.</p> <p>A paper on the natural environment by Barry Kemp of Crowborough Conservation was distributed. It was noted that Summersales and Phie Forest Garden are not within the Town boundary.</p> <p>The group discussed the need to include footpaths, natural woodland, green space and open space on the mapping. It was agreed that the Character Area Assessment will identify green space/open space areas as part of the analysis that could be looked at further as part of the natural environment.</p> <p>Andrew Steen agreed to contact Colin Stocks and Laura Dansie to find out how far they have progressed with the mapping of their designated areas.</p>	<p>Andrew Steen to obtain an update from Colin Stocks and Laura Dansie.</p>
<p>6. Conservation Area</p> <p>The group discussed the designation document that currently exists for Crowborough.</p> <p>It was agreed that any extension to the current conservation area document should form part of the Neighbourhood Plan.</p>	
<p>7. Next Meeting Date.</p> <p>It was agreed to meet on Wednesday 1st July. Tony Fullwood, the planning consultant, should be invited to attend.</p>	