

Minutes of a meeting of the Crowborough Neighbourhood Plan **STEERING GROUP**
held in the Town Hall, The Broadway, Crowborough on Wednesday 10th June 2015 at 7.30pm

Present:

Michael Cooke
Peter Ellefsen
Craig Murrell
Alan Penney
Andrew Steen
Charles Tankard
Tony Fullwood – Planning Consultant
Melanie Street – Crowborough Town Council

Apologies:

Mark Hobbs

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 13/5/15 were agreed.</p>	
<p>3. Matters Arising</p> <p><u>SEA/SA Status</u> This item is still outstanding. A brief needs to be assembled in order to obtain quotes, which will then have to be taken to the Planning and Development Committee. It was agreed to have this ready to take to the Planning and Committee meeting on 6/7/15. Once approved the brief will be sent out by 10/7/15 with responses to be returned by 24/7/15. These responses will then be available for discussion at the next Steering Group meeting on 5/8/15. Tony Fullwood informed members that his quote is now several months out-of-date and, should they wish, he would have to submit a new quote and check his availability.</p> <p><u>Contacting Interested Parties</u> This item is still outstanding. The Chairman had informed the group at a 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.</p> <p><u>Elections of May 2015</u> The new representatives for the Neighbourhood Plan from Crowborough Town Council are Cllr Peter Ellefsen, Cllr David Larkin and Cllr Alan Penney. The new Chairman of the Planning and Development Committee is Cllr George Moss. Cllr Moss has been made aware of the availability of minutes from the Neighbourhood Plan and will now receive all emails and communications sent to the Steering Group.</p>	<p>AS to assemble brief and forward to CTC for inclusion in agenda by 12pm 26/6/15.</p> <p>Charles Tankard to contact interested parties.</p>

<p>4. Chairman's Opening Comments</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. The Community Facilities Group has made amendments to the draft copy and will discuss these at their next meeting.</p>	<p>Craig Murrell to include as agenda item.</p>
<p>5. Minutes/Reports from Working Groups</p> <p><u>Community Facilities Group</u></p> <p>Mike Cooke gave a verbal report. The group has not met since the previous Steering Group meeting. The report on doctors and dentist surgeries has now been uploaded to the cloud file. The amendments to the draft Terms of Reference have been made and await approval at the next meeting.</p> <p><u>Environment Group</u></p> <p>Chairman of the group, Andrew Steen, gave a verbal report. The group had a meeting on 27/5/15. The group has made progress with their mapping of the Natural Environment; a digital copy of this work now needs to be made available to group members.</p> <p>Work still needs to be completed on the list of historical buildings and monuments. It was suggested that the group use the Conservation List Appraisal and amend where necessary. Tony Fullwood suggested that the group identify any cherished buildings within the town, which may not have listed status, and include them on this list.</p> <p>Work is progressing on the Character Area Appraisal with 75% of the town completed. Reports now need to be uploaded to the spreadsheet; it was agreed to complete this by 1/7/15. It was agreed to have the complete Character Area Assessment available for the next Steering Group meeting on 5/8/15. The Steering Group suggested that the template for the spreadsheet is distributed among members of the Environment Group so that minimal editing needs to be done by the Chairman when he receives the completed assessments.</p> <p>It was agreed that Tony Fullwood would not attend the next Environment Group meeting on 1/7/15 but wait for all work to be completed and attend the following meeting.</p> <p><u>Housing and Transport Group</u></p> <p>Charles Tankard reported that the date for the next meeting has been set as 8/7/15. An agenda for this meeting will be circulated by 19/6/15. Members agreed the following: to invite those who showed interest at the Town Conference, that members of all working groups should be invited and that all representatives from Crowborough Town Council should attend. It was agreed this meeting would be used to brief new members and that discussion of the first draft of the Housing Needs Survey would take place at the following meeting on 12/8/15.</p>	<p>Andrew Steen to obtain digital report from Pat Arnold.</p> <p>Andrew Steen to contact Gareth Hockin for update on historical list report. Andrew Steen to include as agenda item for next meeting.</p> <p>Andrew Steen to circulate template for Character Area Assessment.</p> <p>Charles Tankard to circulate agenda.</p> <p>Charles Tankard to invite those interested from Town Conference and members of all working groups.</p>

Commercial Group

Chairman of the group, Mike Cooke, gave a verbal report. The group has agreed to carry out a parking survey in Jarvis Brook themselves. They will be conducting a numberplate count to assess parking levels at certain times of day. Before making recommendations about parking at the railway station Tony Fullwood suggested that the group liaise with John Coleman regarding ownership of land around the station and any previous discussions that have taken place with Network Rail.

The group has been discussing future expansion of industrial estates and believes it is not feasible to recommend more units for Sybron Way due to the restrictive nature of the railway bridge. The group will investigate other sites and discussion will take place at their next meeting.

Tony Fullwood asked that the group use an Ordnance Survey map base and add the class list for the High Street/Town Centre using a colour key; it was agreed to do this.

Following discussion and work on their evidence base with Tony Fullwood the group made the following recommendations to the Steering Group:

- To retain existing town centre car parking spaces (including those associated with supermarkets)
- To allocate land for an additional 100 parking spaces within the town centre (representing a 10% increase on the existing number of spaces to allow for the proposed additional dwellings - currently a minimum of 300 - and background traffic growth).
- To retain the public car park (Wealden District Council) at Jarvis Brook – with a view to some of the long stay spaces being displaced to new rail station parking to allow more short stay parking.
- To allocate a site(s) for additional rail station parking (car and cycle) in conjunction with Network Rail and landowners to accommodate some of the current Jarvis Brook long stay parking; on street parking (further survey work to be undertaken) and potential new commuters from the proposed additional dwellings (currently a minimum of 300).
- To enable the provision of tourist accommodation within the town including in association with existing public houses (e.g. White Hart and Blue Anchor) and/ or the golf club.

The Steering Group agreed to these in principle; there will be more recommendations to follow from other groups which may cover similar areas and in that case the Steering Group will make an assessment as to which recommendation to accept.

Mike Cooke to contact John Coleman.

Mike Cooke to include as agenda item.

Mike Cooke to produce map with class list indicated.

<p>6. Report and Update from Planning Consultant</p> <p>Prior to the meeting Tony Fullwood had emailed the group a written report. He gave a verbal summary of this report. He reminded the Environment Group that it is not possible to designate Conservation Areas in the Neighbourhood Plan; should they wish to propose an extension to the current area they should contact Wealden District Council who are currently undertaking a review of Conservation Areas. He also requested that the Community Facilities Group complete an audit of facilities (sport/Leisure Centre/children's parks/ play areas/skate parks/cemetery/allotments/community halls) not just provide a list of them.</p> <p>There was a discussion regarding the Housing Needs Survey; it was decided to circulate the draft copy to the Steering Group and Tony Fullwood. Members will be invited to comment and these comments will be collated by Tony Fullwood and Andrew Steen to ensure that they are relevant. These completed comments will then be circulated among the Steering Group and Housing and Transport Group (the newly formed group including Jo Stonebrook and Sue Petszaft from previous group)</p>	<p>Andrew Steen to include as agenda item for next Environment meeting.</p> <p>Mike Cooke to include as agenda item for next meeting.</p> <p>CTC to circulate draft survey when available. Tony Fullwood and Andrew Steen to collate comments and circulate once assessed.</p>
<p>7. Mapping Progress and Training</p> <p>Training on the mapping software will take place on 29/6/15. Attendees will be asked to bring their own laptop and will be shown how to access and use the software.</p> <p>Members discussed the possibility of each group having a large paper map to use when discussing recommendations.</p>	
<p>8. Google Cloud File</p> <p>It was reported that this is now in operation and being used by the groups.</p>	
<p>9. Review and Approve Timeframe for Neighbourhood Plan</p> <p>Members agreed that the timeframe needs to be re-assessed and to include this as an agenda item for the next meeting. Tony Fullwood stated that it is not possible to construct a revised timeframe without completion dates on some of the work the working groups are undertaking.</p>	<p>Charles Tankard to include as agenda item.</p>
<p>10. Review and Approve Expenditure</p> <p>There has been no expenditure to report. It was agreed that one of the Town Council representatives would take any financial requests to the Planning and Development Committee. It was agreed that the financial position should be made available for each meeting of the Steering Group.</p>	<p>Peter Ellefsen to report back to next Steering Group meeting.</p>

<p>11. Review and Confirm Dates for Public Engagement Opportunities</p> <p>It was agreed not to set a date for a Public Information Evening until after the return of the Housing Needs Survey and more information is gathered from the working groups.</p> <p>The group discussed the stall at the Summer Fair. It was agreed to use the opportunity to recruit new members and inform the public of the process so far. It was agreed to investigate the possibility of a Neighbourhood Plan logo.</p> <p>The group were also informed of the Jarvis Brook Community Fair on 4th July and agreed to investigate the opportunity of attending this event.</p>	<p>Charles Tankard to organise rota for event and publicity materials.</p> <p>Andrew Steen to investigate logo.</p> <p>Charles Tankard to contact Greg Rose</p>
<p>12. Any Other Business</p> <p>There was no other business discussed.</p>	
<p>13. Next Meeting Date</p> <p>It was agreed to meet next on Wednesday 5th August at 7.30pm at the Town Hall.</p>	
<p>Meeting closed at 9.37pm</p>	