

Minutes of a meeting of the Crowborough Neighbourhood Plan **Housing and Transport Group** held in the Town Hall, The Broadway, Crowborough on Thursday 8th July 2015 at 7.30pm

Present:

Peter Ellefsen
 Charles Tankard
 Sue Petszaft
 Andrew Steen
 Caroline Miles– Crowborough Town Council

Apologies:

Jo Stonebrook

Topics and Decisions	Action
<p>1. Minutes of the previous meeting. The minutes of the previous meeting on 30/10/2014 were agreed.</p>	
<p>2. Matters arising. Due to the resignation of the Chairman of the Housing and Transport working party group, Charles Tankard chaired the meeting. It was agreed to elect a new Chairman for the group at the next meeting.</p>	
<p>3. Housing Needs Survey. The first draft of the Housing Needs Survey Report has been received and is being reviewed by the Steering Group. It was agreed to extend the distribution of the report to members of the Housing and Transport Working Group. Any comments relating to the report should be emailed to Andrew Steen by 22nd July. Sue Petszaft asked on what basis the survey was compiled as there appeared to be limited information on the topic of self-build housing.</p>	<p>CTC to distribute the Housing Needs Survey Report to the Housing and Transport Group. Committee.</p>
<p>4. Housing Development Sites. The Environment Group is completing a Character Area Analysis and it was considered that some of the information obtained could be used by the Housing and Transport Group. The group discussed compiling a list of potential development sites and then conducting an analysis on the problems and opportunities in relation to each highlighted site. It was agreed to contact Tony Fullwood to ask whether producing a potential development site listing for Crowborough would be helpful.</p>	<p>Charles Tankard to contact Tony Fullwood</p>
<p>5. Transport/Parking A parking survey is currently being carried out by the Commercial Group. The findings will be available at the next Commercial Group meeting.</p>	
<p>6. Terms Of Reference A draft Terms of Reference for the Housing and Transport Group was distributed at the meeting; a copy will be forwarded to absent group members. The document will be reviewed and agreed at the next meeting.</p>	<p>Charles Tankard to circulate draft Terms of Reference to absent group members</p>

<p>7. Any Other Business</p> <p>There will be a Neighbourhood Plan stall at the Summer Fair on the 11th July. It is hoped that this will raise awareness of the Neighbourhood Plan and encourage people to get involved.</p>	
<p>8. Next Meeting Date</p> <p>The next meeting will take place on Wednesday 12th August.</p>	
<p>The meeting closed at 8.45pm.</p>	