

Minutes of a meeting of the Crowborough Neighbourhood Plan **STEERING GROUP**
held in the Town Hall, The Broadway, Crowborough on Wednesday 5th August 2015 at 7.30pm

Present:

Michael Cooke
 Peter Ellefsen
 Craig Murrell (left at 8pm)
 Charles Tankard
 Tony Fullwood – Planning Consultant
 Philippa Hewes – Crowborough Town Council
 Greg Rose
 One member of the public

Apologies:

Alan Penney
 Andrew Steen

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 10/6/15 were agreed.</p>	
<p>3. Matters Arising</p> <p><u>Contacting interested parties</u> Contact has been made with the four people interested in joining the Housing and Transport Group.</p>	
<p>4. Chairman's Opening Comments</p> <p>Terms of Reference for the Housing and Transport Group and the Environment Group are still outstanding; this has not affected the progress of the groups.</p> <p>The Chairman advised that he had submitted a written report and attended the Town Council meeting 14th July. Questions were received from Cllrs regarding the timescale and cost for the completion of the Plan.</p> <p>The Chairman referred to the situation at Wealden District Council regarding the Ashdown Forest and the recent Court of Appeal judgment.</p>	

5. Minutes/Reports from Working Groups

Community Facilities Group

Craig Murrell, Chairman of the group gave a verbal report. A member of the group had attended the mapping software training. Medical and healthcare information is still outstanding and this needs to be completed before the next meeting.

Craig Murrell to chase outstanding information

Environment Group

A written report from the Chairman of the group, Andrew Steen, had been circulated prior to the meeting. Work on the Character Area Assessment is progressing, with most of the town surveyed and the documentation completed. In order to analyse and understand the characteristics of the town, the information will need to be recorded on a 1:2500 Ordnance Survey map of the town.

CTC to source a suitable map

Tony Fullwood is to attend the Environment Group meeting 11th August.

Housing and Transport Group

This working group met 8/7/15. The Housing Needs Survey (HNS) has been completed and a draft report issued. Andrew Steen is collating the comments and Charles Tankard will liaise with him regarding this. Cllr George Moss, Chairman of the Planning and Development Committee, has indicated that he is interested in joining the group. It was agreed to postpone the working group meeting 12th August as the revised HNS report will not be available and George Moss is unable to attend.

Charles Tankard to contact Andrew Steen re HNS

Commercial Group

Chairman of the group, Mike Cooke, gave a verbal report. A parking survey of the Jarvis Brook area has been completed which identified in excess of 300 cars coming into Crowborough. The survey reports have been uploaded onto the Cloud file. It was noted that in view of the disruption caused by the ongoing work at London Bridge station, some commuters may be using alternative stations. It has been identified that an additional 150 car parking spaces are required for the area. Network Rail has investigated the proposal to extend the car park at the station but due to issues with the stability of the ground, the project is not viable. The group will consider other areas that may be suitable for car parking provision.

Chris Lawson had reported on the High Street as it is now and looking to the future. The need for commercial expansion was noted, together with a recommendation from a District Council report in 2010 for an increase in food shopping outlets. A site survey proforma will be used for gathering evidence on site visits.

<p>6. Report and Update from Planning Consultant</p> <p>Tony Fullwood, Planning Consultant, expanded on his written report which had been circulated prior to the meeting (copy attached).</p> <p>The Housing and Transport Group need to aim to submit recommendations on the Housing Needs Survey to the Steering Group by 7th October. The Environment Group is working on a list of historical buildings and this needs to be reduced to 12 properties. Work is progressing well by the Commercial Group. Information on shopping areas, town centre boundary and business units is required. The Community Facilities Group continues to gather evidence.</p> <p>It was agreed that all working groups should look to conclude the evidence base and provide recommendations to the Steering Group by 7th October.</p> <p>Tony Fullwood stated that the Neighbourhood Plan provides an opportunity to reconsider the balance between pedestrians and traffic in the High Street, and suggested that this is looked at by the Commercial Group and the Housing and Transport Group.</p>	<p>Commercial Group and Housing and Transport Group to consider pedestrian/traffic balance in High Street</p>
<p>7. Mapping Progress and Training</p> <p>It was reported that training has been completed and the working groups are using the mapping software.</p>	
<p>8. Google Cloud File</p> <p>The Cloud file is being used by the groups.</p>	
<p>9. Review and Amend Timeframe for Neighbourhood Plan</p> <p>A draft timeframe, structured on the deadline of 7th October for the working groups, will be produced and submitted to Full Council 15th September.</p>	<p>Tony Fullwood to prepare timeframe</p>
<p>10. Review Financial Position</p> <p>A financial report was reviewed and noted.</p> <p>Future items of expenditure include public engagement consultation/meetings and the production of the SEA/SA. Some grant funding may be possible towards the cost of the SEA/SA.</p>	

<p>11. Review SEA/SA status and requirements</p> <p>The Planning and Development Committee is considering the specification for the SEA/SA. The scoping report will provide a base line study of the town and a set of objectives that will be used to test the proposed policies of the NP.</p>	
<p>12. Review and Confirm Dates for Public Engagement Opportunities</p> <p>The options on the draft Plan will need to go out to public consultation and this work will be included in the draft timeframe. The consultation will require extensive publicity using various methods of communication. An online questionnaire may provide a suitable method for residents to comment on the options.</p> <p>There was a NP stand at the Town Council's Summer Fair and this helped to raise awareness of the Plan.</p>	
<p>13. Any Other Business</p> <p>There was no other business discussed.</p>	
<p>14. Next Meeting Date</p> <p>It was agreed to meet next on Wednesday 7th October at 7.30pm at the Town Hall.</p>	
<p>Meeting closed at 9.02pm</p>	

Crowborough Neighbourhood Plan Steering Group Meeting 5 August 2015

Item 6e Report of Planning Consultant – Tony Fullwood

Housing and Transport Group

The Housing and Transport Group met in July. The group were invited to comment on the draft Housing Needs Survey (HNS) report. It is not known whether all comments have been sent back to the HNS consultant for consideration.

Recommendation

Complete recommendations from 4 January Steering Group

Planning Consultant to attend next Housing and Transport Group meeting to consider HNS outcomes if available and potential consequences for the Neighbourhood Plan

Report survey outcomes and recommended actions to 7 October Steering Group.

Environment Group

The Environment Group met in July 2015.

It was agreed that all character areas would be analysed and mapping completed by the next Environment Group meeting on 11 August.

No progress was reported on completing the Local List of Historical Buildings but it was agreed that the list could be condensed to approximately a dozen historical buildings.

No progress was reported on completing the mapping of designated open space.

The assessment of important open spaces would be a by-product of the Character Area survey.

Recommendation

Complete recommendations from 4 January Steering Group;

Agree and commit to a programme for completing the Local List of Historical Buildings

Agree and commit to a programme for completing the mapping of designated open space

Share all survey results with Planning Consultant.

Planning Consultant to attend an Environment Group meeting on 11 August if the character area assessments have been completed to consider outcomes and potential consequences for the Neighbourhood Plan

Report character area assessment survey outcomes and recommended actions to 7 October Steering Group.

Commercial Group

I attended the July meeting of the Group to discuss evidence base surveys and analysis – and to outline the policy options which the data presented.

The mapping of town centre shops has been undertaken and a verbal report received on the future prospects for the Town centre from Chris Lawson (Commercial Agent).

The results of the station parking survey were available for the meeting.

Recommendation

Town Centre

Define a draft boundary of the Crowborough Town Centre (drawing the boundary around the rear curtilages of properties)

Determine the Town Centre Primary Shopping Area (where the retail is and should continue to be focused)

Identify retail opportunity sites within the town centre where further retail floorspace could potentially be located in the longer term - and add boundaries to these areas to a map

Neighbourhood Shopping Areas

Define a draft boundary for neighbourhood shopping areas (drawing the boundary around the rear curtilages of properties) and define which should be retained or strengthened

Business Areas

Define a draft boundary for existing business areas using Use Class Order classifications and define which should be retained

The Group should canvas local agents' views about the the longevity of existing units (will the units last for the next 20 years or is there a chance for redevelopment and intensification?). What type of units are most likely to be in demand?

Car Parks

Assess the site options for additional town centre and rail station car parking using appropriate criteria.

Community Facilities Group

I attended the June meeting of the Group.

The Group is to complete the audit of open space within the town and to assess the need for additional provision. The sports pitch element of open space needs has been completed but further information is needed on children's play space; natural and semi-natural open space; allotments and parks. The Wealden District PPG17 Open Space Study can be used as a starting point.

Recommendation

In preparation for the meeting it would be helpful to understand:

Schools and Doctor's Surgeries

- The capacity of existing schools and doctor's surgeries to expand to accommodate the projected 300 additional dwellings – would this involve the need for new buildings and is there space on site?

Community Halls

- An assessment of all community halls (including plotting on a map) to understand the assets available to the town; which should be retained and which need expansion/ refurbishment etc

Open Space

Complete the audit of open space within the town and to assess the need for additional provision

Complete recommendations from 4 January Steering Group and report all survey results to Steering Group.

Conclusion

There is a need to commit to programmes of work and to complete these within the agreed timeframe so that a programme for producing the Neighbourhood Plan can be agreed by the Steering group and made publically available and publicised.

There will be a need to update Wealden District Council on progress shortly.