

Minutes of a meeting of the Crowborough Neighbourhood Plan Environment Group
held in the Town Hall, The Broadway, Crowborough on Wednesday 11th August 2015 at 7.30pm

Present:

Peter Ellefsen
 Andrew Steen - Chairman
 Charles Tankard
 Clive Wilson
 Tony Fullwood – Planning Consultant
 Melanie Street – Crowborough Town Council

Apologies:

Pat Arnold

Topics and Decisions	Action
<p>Declarations of Interest</p> <p>As the group will discuss matters pertaining to residential development, Mr Charles Tankard made it known that he has an option on a property at the rear of ‘Long Orchard’ in the town.</p>	
<p>Minutes of Previous Meeting</p> <p>The minutes of the previous meeting were agreed.</p>	
<p>Terms of Reference</p> <p>Members agreed the Terms of Reference for the group. A copy will be placed on the Town Council website.</p>	CTC to upload to website
<p>Matters Arising</p> <p><u>Character Area Analysis</u></p> <p>Clive Wilson gave a verbal report and presentation regarding the area of the town (north of A26) that he has been working on. Information for this area has now all been gathered with the exception of some photographs; it is now necessary to type it up onto proformas and map the character areas using the online mapping software. Mr Wilson requested information on the mapping software.</p> <p>Andrew Steen gave a verbal report and presentation regarding the area of the town (mid/South-West) that he has been working on. Information for this area has now all been gathered. Work has begun typing up the proformas and some character areas have been plotted on the map.</p> <p>Charles Tankard gave a verbal report regarding the area of the town (East/South-East) that he has been working on. Information has been gathered for all the streets; these now need to be grouped into character areas and plotted on a map. Information needs to be typed up onto proformas. There was a request for maps to be printed for these areas.</p>	<p>Peter Ellefsen to email login details</p> <p>Peter Ellefsen to print maps</p>

The group discussed using a standard proforma; there are currently two different versions being used. It was agreed that all information needed to be presented in the same format and include detailed information on each road, identifying landmark buildings, individual features and important groups of trees/hedgerows. It was agreed to include a summary at the end of the proforma which will capture the key characteristics of the area. This information will be key to forming the Neighbourhood Plan and informing and guiding planners for the future.

Members discussed the need to have a cohesive approach to the character areas. The following points were agreed:

- That where the road has formed a 'boundary' between the areas being analysed it is necessary for both sides to be included in one area.
- That a road may be split into more than one character area.
- That the local 'dressed stone' cottages which appear randomly across the town will be marked individually on the map.
- That character areas do not need to be large areas; in some cases one road may form its own character area.
- That business areas will be identified on the map by drawing a line around them and marking them 'Business Area'. Nothing further needs to be done.
- That the Development Boundary will form the outer edge/boundary of the character areas with the possible following exceptions:

Housing association houses in Alderbrook which were built as exception housing. Group to check if the majority of these homes are now in private ownership. It was agreed that if this is the case they will be included within the boundary. If not, they will remain outside the boundary as exception housing.

Housing along Palesgate Lane currently sits outside the development boundary. It was agreed to include these houses within the boundary as the land opposite now has planning permission for development and the current houses will provide the 'key characteristics' upon which development needs to be based.

- That the group will adopt a unified approach to marking areas on the map; using the same symbols, markings and colours.
- That the titles for each of the character areas needs to be consistent and accurately describe the area. It was agreed that members would bring suggestions for these to the next meeting.
- That the next meeting will be used to bring the work on the areas together and ensure consistency of reporting and mapping.
- That the mapping needs to consist of three elements:
 1. Town Map – map to show the whole of Crowborough with all character areas marked in the town.
 2. Cut-Out Map – close-up of each individual character area.
 3. Close-Up Map –to show significant tree groups, important boundaries, visual intrusion, and landmark buildings. When completed these will also be marked on aerial photographs for further clarity.

C.Wilson and A.Steen to email proformas to T.Fullwood.

T.Fullwood to produce standardised proforma.

Clive Wilson to create list and distribute amongst members
Members to consider titles for next meeting

<p>It was also agreed that one character area will be fully completed with three layers of mapping to show the Town Council what the finished map will involve and to invite comments from Tony Fullwood. These comments will then be discussed before members apply agreed formatting to all character areas.</p> <p>Members discussed the timeline for the Neighbourhood Plan and the request from the Steering Group that the entire evidence base be completed and forwarded to them for the 7th October 2015. Members agreed that it would not be possible to undertake all the work needed on the character area analysis before this date. It was agreed to compile a list of tasks that need to be achieved and agree a timescale for them. This could then be forwarded to the Steering Group. It was suggested that when compiling the main timeline for the Steering Group, Tony Fullwood liaise with group chairmen as to dates they believe to be realistic for the completion of their evidence base.</p>	<p>Andrew Steen and Peter Ellefsen to compile timeline</p>
<p>Next Meeting Date</p> <p>It was agreed to meet next on Wednesday 2nd September, 7.30pm at the Town Hall. It was agreed that Tony Fullwood need not attend this meeting.</p>	
<p>Meeting closed at 10.10pm</p>	