

Minutes of a meeting of the Crowborough Neighbourhood Plan **Environment Group**  
held in the Town Hall, The Broadway, Crowborough on Wednesday 2nd September 2015 at 7.30pm

Present:

Peter Ellefsen  
 Andrew Steen - Chairman  
 Charles Tankard  
 Caroline Miles – Crowborough Town Council

Apologies:

Pat Arnold  
 Barry Kemp

Topics and Decisions	Action
<p><b>Matters arising from the Previous Meeting.</b>  <u>Character Area Analysis.</u>            Tony Fullwood has produced a standard proforma for the group to use for character area analysis. The group agreed to proceed using the proforma and to alter it as required to reflect the area. The proforma has the scope to add photographs and brief notes.            Charles Tankard showed the group a character area analysis map key used by Sevenoaks. The group agreed to adapt the keys to suit their use ensuring a unified approach to marking areas on the map.            Andrew Steen informed the group that whilst work on mapping online had commenced large areas were still outstanding; work should be completed by the end of October.            Andrew Steen will obtain an update from Clive Wilson with reference to work on his individual area.</p>	<p>AS to contact CW and report back to the group.</p>
<p><b>Timeline for the Environment Group.</b>            Although the bulk of the Character Area Analysis has been completed none of the work is in a form that can be sent to Tony Fullwood. It was agreed by the group that the complete Character Area Analysis would be completed by the end of the year and that much of the work on historical buildings, green spaces and identification of area boundaries would be carried out through the Character Area Assessment. It was agreed by the group that more input was needed to identify older buildings and buildings of historical interest. A deadline for completion of work was set for the end of January.             It was agreed by the group that the identification of green spaces within the built up area would be completed by the end of January.             The group agreed that the identification of the boundary for Crowborough Town would be established at the time of completing the Character Area Assessment. The current boundary line has been established using Wealden District Council's local plan 1998. Once the Character Area Assessment has been completed the group can identify whether the current boundary line would need to be changed.</p>	<p>Character Area Assessment to be completed by the end of the year.            List of local historical Buildings completed by the end of January 2016.             Identification of green spaces to be completed by the end of January 2016.             Identification of the Built Up Area Boundary for Crowborough Town to be completed by January 2016.</p>

<p>Crowborough Conservation has completed work on areas of biodiversity interest. It was agreed that the group would ask for further reports on other areas that were deemed of interest and to ask Tony Fullwood whether the report from the Crowborough Conservation group is acceptable.</p> <p>It was agreed that the group would investigate further the current policy on shopfronts and advertising in the town centre. The group will visit the area to decide whether the current policy is fit for purpose. It was agreed that more information was needed from Tony Fullwood in order to complete the report.</p>	<p>Charles Tankard to contact Barry Kemp and Pat Arnold. Andrew Steen to contact Tony Fullwood and report back to Crowborough Conservation. Identification of areas of biodiversity interest to be completed by January 2016.</p> <p>Andrew Steen to contact Tony Fullwood and report back to the group.</p>
<p><b>Next Meeting Date.</b> It was agreed the group will meet informally on the 21<sup>st</sup> October and that all data will be completed in written note form by that date. A formal meeting will take place on Wednesday 18<sup>th</sup> November.</p>	<p>First draft of reports and data written in note form to be completed by the 21<sup>st</sup> October.</p>

**The meeting closed at 8.45pm.**