

Minutes of a meeting of the Crowborough Neighbourhood Plan **Commercial Group** held in the
Town Hall, The Broadway, Crowborough on Wednesday 23rd September 2015 at 7.30pm

Present:

Michael Cooke
 Peter Ellefsen
 Charles Tankard
 Greg Rose
 Chantal Wilson
 Tony Fullwood – Planning Consultant
 Caroline Miles – Crowborough Town Council

Apologies:

Topics and Decisions	Action
<p>1. Apologies For Absence None recorded.</p>	
<p>2. Declaration of Interest Greg Rose declared an interest when discussing land owned by Wealden District Council due to his position as a Wealden District councillor.</p>	
<p>3. Minutes of the Previous Meeting The minutes of the previous meeting were agreed.</p>	
<p>4. Matters Arising Tony Fullwood reiterated the urgency of defining the Crowborough Town Centre by establishing a draft boundary around the rear curtilages of properties.</p>	
<p>5. Report from Steering Group Meeting. Mike Cooke gave an update on the work of the Commercial Group to the Steering Group on Wednesday 5th August.</p>	
<p>6. Update on Mapping. Mike Cooke reported that it was difficult to change colour when mapping and requested extra training. Peter Ellefsen offered to assist if the online help failed to resolve the issue. The group discussed adding raw material onto maps. The hand drawn additions could then be transposed digitally. Greg Rose agreed to contact Wealden District Council to ask them to provide 5 sets of maps at a ratio of 1:1250. The group agreed to meet as a working party on 8th October to carry out the work required on the maps.</p>	<p>G.R. to contact Wealden District Council. The group to meet as a working party on the 8th October.</p>

<p>Tony Fullwood suggested to the group that another perspective was needed when looking at retail and commercial units. It was agreed in addition to contacting Chris Lawson, Mike Cooke will contact Richard Oldfield of Oldfield and Assocs and Wood & Pilcher with a view to ascertaining what people are looking for. Small or medium sized units or whether freehold or leasehold.</p>	<p>M.C. to contact commercial agents.</p>
<p>7. Site Visits</p> <p>Mike Cooke produced a report on the site visit carried out on 17th September to investigate sites suitable for an additional 100 car parking spaces in Crowborough town centre, 150 additional car parking spaces in Jarvis Brook and a food retail unit of 1000sq m. Please see the attached report.</p> <p>The sites visited in Crowborough town centre were:</p> <p>Site 1. Waitrose car park area/the high street. Site 2. Bluebell wood car park. Site 3. ESCC site between Mead House Car Park and Mill Lane. Site 4. WDC Mead House car park.</p> <p>The sites visited in Jarvis Brook were:</p> <p>Site 5. WDC depot site off Forest Dene. Site 6. CTC site (portion of skateboard & play area in Jarvis Brook) Site 7. Coppards site next to St Michaels and All Angels Church.</p> <p>Tony Fullwood asked for the word ‘vehicle’ to be added to the report on site 1. thus reading ‘safe vehicle access’.</p> <p>Tony Fullwood reminded the group that WDC identified a need for 1000 sq. m of convenience retail and 7500 sq. m. of comparison retail.</p> <p>Site 1. Was large enough to accommodate a small unit. Tony Fulwood stated that there is currently 800 sq.m of unused retail space in the Ferndale Centre which could be used as part of the mix when highlighting capacity. The group discussed the need to look elsewhere to retain retail capacity as the need cannot be fully accommodated in the town centre.</p> <p>Site 2. It was agreed by the group that this site could be recommended to the steering group as a possible site for additional car parking spaces subject to no wholesale destruction of the trees on the site.</p> <p>Site 3. It was agreed that an ecological survey should be carried out on the site to establish the possibility of car parking spaces. Chantal Wilson agreed to ascertain whether a survey has been carried out by ESCC If this was not the case the Commercial Group will ask the Steering Group for funds to carry out a survey.</p> <p>Site 4. This site is for sale.</p> <p>Sites 5. 6. & 7. Would be possible sites. The group agreed that 7. Would require an engineering report carried out by Highways and a proposal should</p>	<p>M.C to alter report on site 1.</p> <p>C. W. to contact E.S.C.C. C.W. to contact Barry Kemp to obtain an estimate for an ecological survey.</p>

<p>be made to the Steering Group for further investigation. Mike Cooke volunteered to investigate potential car parking spaces at Farningham Road by visiting the site. Chantal Wilson agreed to contact the Chamber of Commerce to establish whether an investigation into additional car parking space on Farningham Road had been proposed and if so estimates of the cost of a report.</p> <p>It was agreed by the group that estimates for the surveys to be carried out would be submitted to the steering group by the 9th October.</p>	<p>C.W. to contact the chamber of Commerce.</p>
<p>8. Requirements for registering Assets of Community Value. Greg Rose handed out written information on how to register an asset of community value. The group agreed to recommended Windlesham Manor and the Crowborough Cross to the Steering Group as part of the Neighbourhood Plan.</p>	<p>G.R. to nominate Windlesham Manor and the Crowborough Cross to the Steering Group.</p>
<p>9. Change to the Terms of Reference. The group agreed to delete item 1. from the detailed objectives and to make an alteration to item 7. to read : Maintaining the Pine Grove office building and associated car park for commercial and community use.</p>	
<p>10. The report by Chris Lawson. It was agreed that the report made by Chris Lawson had been imbedded in the minutes of the meeting of 29th July.</p>	
<p>11. Recommendations by Tony Fullwood The recommendations by Tony Fullwood were reiterated to the group. Town Centre: Define a draft boundary of the town centre. Determine the town centre primary shopping area. Identify retail opportunity sites within the town centre. Neighbourhood Shopping areas: Define a draft boundary for neighbourhood shopping areas. Business Areas: Define a draft boundary for existing business areas. The group should canvass local agents views regarding existing units and the type of units in demand. Car Parks: Access the site options for additional town centre and rail station car parking using appropriate criteria.</p>	

The meeting closed at 9.35pm.