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*Implementation Group*

**Minutes of a meeting of the Chaldon, Caterham and Whyteleafe Neighbourhood Plan Implementation Group held on Saturday 30th September 2023 from 9.30am to 11.00am in the Westway Centre, 25 Chaldon Rd, Caterham CR3 5PG**

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| **Present** (members)  Chris Botten – Caterham on the Hill PC (CB)  Jeremy Webster – Caterham Valley PC (JW)  Annette Evans - Caterham Valley PC (AEV) Julian Palmer – Chaldon Village Council (JP)  **Present** (co-opted)  Jenny Gaffney –District Councillor (JG)  Julie Blackburn –Flood Action Group (JB)  **In attendance:**Mrs H Broughton (Clerk) Caroline Hollins (CH)  2 members of the public |  |

1. **Apologies for absence** were received from John Moffat and Terry Waghorn and Geoff Duck.
2. There were no **declarations of interest arising from the agenda.**
3. **Minutes**Minutes of the meeting held on 24th July 2023 would be approved at the next meeting.
4. **Budget**  
   It was noted that a locality grant bid of £10,000 had been successful.   
   It was agreed that the following 2024/25 budget be recommended to individual councils, accompanied by a request for a contingency fund of an equal amount to be allocated if needed.

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|  | **2023/24** |  | **2024/25** |
| **RECEIPTS** |  |  |  |
| Chaldon | 687 |  | 687 |
| Whyteleafe | 1576 |  | 1576 |
| Caterham Valley | 3100 |  | 3100 |
| Caterham on the Hill | 4737 |  | 4737 |
| Locality / grants |  |  | 10000 |
| **TOTAL** | **10100** |  | **20100** |
|  |  |  |  |
| **EXPENDITURE** |  |  |  |
| Planning consultancy | 5000 |  | 5000 |
| Clerking and project admin costs | 3000 |  | 3000 |
| Website | 2000 |  | 2000 |
| Meeting room hire | 100 |  | 100 |
| Contingency |  |  | 10000 |
| **TOTAL** | **10100** |  | **20100** |

1. Revised **Terms of Reference** had been circulated.   
   Continuity was a matter of concern, as some councillors may not be standing for re-election in 2024. The suggested amendment to the terms of reference was to allow parishes to designate a representative to speak on their behalf. It was unanimously agreed to recommend the revised terms of reference to individual parishes for their approval.
2. **Publicity**  
   It was decided that weekly articles, each consisting of no more than 80 words, should be promoted through various social and other media channels, directing readers to the Neighbourhood Plan website. Councillor Webster had already circulated draft articles and emphasised the need for assistance from other members for future articles and stories. It was suggested that someone should be responsible for responding to comments made on social media in response to these article and AEV and JG volunteered to do so. It was agreed that the Clerk should draft a procedure for this.
3. **Strategic Applications**:

CH introduced herself and mentioned that she had prepared comments for an application concerning 9 houses on Willey Lane, which had subsequently been reused. She had also been requested to assist with other strategic applications on behalf of the Neighbourhood Plan.

Regarding application 2023/878 for Kenley Aerodrome on Victor Beamish, comprising 87 homes, it was noted that this application was located within a conservation area and green belt and that there were concerns about increased flood risk in other areas should it proceed. It was agreed that the Neighbourhood Plan Joint Committee would submit a strategic comment, which CH would draft and circulate for input.

Jenny Gaffney then provided an update on the following applications in Caterham Valley:

* 60 Croydon Road: Awaiting determination.
* Additional 7 units at Avanti, Croydon Road: This proposal lacked additional parking and appeared cramped.
* 51 Stafford Road: This application had been taken to appeal due to non-determination.

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1. **Updates**
2. **Policy Review Status**

Locality is currently in the process of reviewing existing policies and proposing new policies. JW is collaborating with AE and will circulate a summary and full report.

1. **Local Plan**

Tandridge District Council (TDC) is awaiting a report from the inspector explaining the reasons for the failure of the Local Plan. TDC considers that the Local Plan should have failed four years ago when a bid to upgrade junction 6 of the M25 was unsuccessful. Consequently, the council is depending on existing policies, particularly green belt policies.

1. **Flooding SPD**

TDC is actively revising the Flooding Supplementary Planning Document (SPD) to enhance its strength and effectiveness.

1. **Neighbourhood Plan referendum**

JW and AE were to progress a meeting with the new District Council Chief Planning Officer. She would be touring Caterham on the Hill in the first week of November with CB and JW would join them.

The plan is to organize five consultation events before April 2024, followed by the Reg 14 consultation phase. Subsequently, TDC will need to conduct a Reg 16 consultation before proceeding to a referendum. JW will ensure that TDC is informed of this process as they will need to budget for associated costs.

1. To agree the date of the next meeting: **18th November 2023**