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*Implementation Group*

**Minutes of a meeting of the Chaldon, Caterham and Whyteleafe Neighbourhood Plan Implementation Group (CCWNPIG) held on Saturday 3rd June 2023   
from 9.30am to 12 Noon in the Westway Centre, 25 Chaldon Rd, Caterham CR3 5PG**

**Members present**: Cllr *Jeremy Webster (Chair) - Caterham Valley PC, Cllr Geoff Duck - Caterham on the Hill PC, Cllr Annette Evans - Caterham Valley PC, Jenny Gaffney, Julian Palmer – Chaldon Village Council, John Moffatt – Whyteleafe VC, Deano Cline – Whyteleafe VC*

***In attendance****: Alison Eardley (AE) - NP Consultant, Mrs H Broughton (Clerk), Mrs T Waghorn (Clerical assistance) and 1 member of the public*

*Alison Eardley introduced herself as an independent planning consultant, qualified planner and someone who was involved with the CCWNPIG.*

NP 23/01 **Appointment of Co-Chairs for 2023/2024**

It was proposed and seconded that Cllrs Botten and Webster be appointed Co-Chairs for the 2023/24 Municipal Year. There being no other nominations Cllr Botten and Cllr Webster were appointed unopposed.

NP 23/02 **Governance**

1. Councils reaffirmed nominated Members to the Joint Committee as follows:  
   **Caterham on the Hill:** Cllr Chris Botten and Cllr Geoff Duck – 1 further member to be appointed  
   **Caterham Valley**: Cllr J Webster and Cllr A Evans  
   **Whyteleafe:** Cllr John Moffat, Cllr Deano Cline  
   **Chaldon:** Cllr Julian Palmer – 1 further member to be appointed
2. Co-option onto the Joint Committee for the 2023/24 Municipal Year was agreed as Jenny Gaffney and Julie Blackburn. It was agreed that members send suggestions for additional people to be co-opted to the Clerk for consideration at the next meeting.
3. It was agreed to adopt the revised Terms of Reference

NP 23/03 **Apologies for absence** were received from Cllr C Botten

NP 23/04 There were no **declarations of interest** arising from the agenda

NP 23/05 It was agreed that the **minutes** of the meeting held on 1st April 2023 be signed by the Chair as a true record.

NP 23/06 **Neighbourhood** **Plan (NP) Review and Housing Needs Assessment**:

AE gave a presentation on reviewing of the Neighbourhood Plan (Appendix 1)

* There is no requirement to review the NP however there is a benefit to amending policies so that they conform to updated national policy. For example, the NPPF has been updated and further changes are likely as a result of the levelling up bill. The Tandridge Local Plan is out of date and still to emerge. There is new national design guidance, and the environment act is now enacted which requires net biodiversity gain.
* Funding is available to review the NP.
* The NP currently has 19 policies some of which are critical and working well. Policies 1-3 appear less useful and could be amalgamated / consolidated and expanded on.   
  Policies 4-6: could review but are working and important.  
  Remaining policies are less utilised but can ensure they are quoting correct polices and national level.  
  New policies could focus on strategic overview policy, allocation of sites, spatial policy, flooding and drainage, green and blue infrastructure, heritage assets. A policy looking at housing mix was recommended to meet local housing needs.
* A local housing needs assessment has been commissioned at no cost. This takes government methodology to look at data such as population, demographics, housing stock etc and works out housing needs in terms of size of houses, tenure of housing etc. Need to try and engage TDC. Housing needs assessment would be evidence that will update evidence at a Tandridge level. Councillors and TDC officers need to be engaged with to ensure they are aware of the assessment.
* A new form of housing called First Homes considers the national definition of what affordable.

Cllr Duck suggested need to engage with landowners or land managers as if we do not allocate sites will be done for us or will become piecemeal. Relevant policies safeguard other areas.

AE said that Locality Support has been halted and suggested lobbying of the MP

There was some discussion regarding green and blue infrastructure and identifying where bio-diversity improvement can take place. The NP Group needed to urgently engage with SCC.

Cllr John Moffat left the meeting

**Next steps agreed were:**

* + - The Housing need assessment being prepared by AECOM be considered at the next meeting. AE will be present to help interpret the data.
    - The next meeting will formally agree whether to proceed with a call for sites in the NP Area and a subsequent site ass4essment process.
    - AE will provide a process map and advise on local criteria to add site assessment criteria. Note: technical assistance is available.
    - Process will involve IG identifying list of sites to be assessed for housing needs (use HEELA sites in the Local Plan) and sending letters to landowners, agents and anyone with an interest who might own land to submit their land for consideration.
    - This has to be carried out before Revised Plan goes to Agree Reg 14 consultation.
    - At the next meeting – each council to bring names of 2 people to join a task group to carry out the site identification and assessment.
    - AE will refine other policies besides planning which will be included in the New Plan.

NP 23/08 **Community Infrastructure Levy: Report (JG) and to agree action**

JG updated the committee on the current Infrastructure Levy consultation which ends on Friday 9th June.  Caterham Valley Parish Council had their planning committee meeting on Wednesday 31st May at which it was considered that the CCWNPIG would be best placed to submit a response from the 4 parishes, specifically in relation to the questions that SALC advised (see attached documents) were the ones on which to focus i.e.

* Q4, Q5 and Q6 which relate to use of funds generated by the levy.
* Q25 and Q26 which relate to the content of the proposed Infrastructure Delivery Strategies – the spending plans which have to be drawn up.
* Q34 and Q35 which relate to the neighbourhood share which would be provided to local councils.

JW, JG & AE to draft response for Parishes to agree and to be submitted by the Clerk of the CCWNPIG by Friday 9th June.

**NP 23/09 Strategic Applications: To agree action on strategic applications**

JG asked the committee to note an application **TA/2023/422** at **Avante, 71 Croydon Road, Caterham CR36EX**for the addition of 2 storeys of residential accommodation to existing residential and commercial building to provide 7 additional flats.

The committee agreed that JG should prepare a draft response for the committee to consider and agree for submission to the TDC planning department.

Caterham Hill Parish Council requested that the NP Joint Committee consider multiple telecoms mast applications (e.g. 2023/469/T) and the combined effect of housing proposals at RAF Kenley (e.g. 2023/226) on the Conservation Area and nationally important heritage assets. In both cases it was felt that a more joined up approach is needed, in conjunction with applicants and statutory consultees, rather than responding to piecemeal planning applications.

As these are strategic matters, likely to affect other Parishes, it was requested that the Neighbourhood Plan Group to consider seeking a meeting with the TDC Chief Planner to discuss them.

JD and JW have prepared a submission in response to the Surrey Hills AONB Extension Consultation. This submission requests Natural England to reconsider the AONB Boundary in relation to Chaldon. This will be circulated to Imembers in advance of the Closure date for this consultation on 13th June.

**NP 23/10** DATE OF NEXT MEETING: 22nd July 9.30 to 11.30am

Note this meeting should include a ward review – DC to lead.

The meeting finished Mid-Day