Logo, company name

Description automatically generated

**Minutes of a meeting of the Chaldon, Caterham and Whyteleafe Neighbourhood Plan**

**Joint Committee Implementation Group held on Saturday 8th June. 9.30am.**

**At the Townend Social Club, 15 Townend, Caterham CR3 5UJ**

**Present:**

Cllr Charles Lawrence-Browne (CL),

Cllr Robin Clements (RC),

Cllr Annette Evans (AE),

Cllr Jenny Gaffney (JG),

Cllr Josy Goldsmith (JGO),

Cllr Ben Horne (BH),

Cllr Julian Palmer (JP),

Cllr Jeremy Webster (JW)

**In attendance:**

Mrs T Waghorn (Clerking the meeting)

Mrs Alison Eardley (AEA) (Consultant)

Minute number: NP/1/

1. **Appointment of Chair and Vice Chair for 2024/2025**  
   JG nominated JW for Chair, seconded by AE. There being no other nominations he was elected unopposed.

JW nominated JG for vice chair, seconded by BH. There being no other nominations she was appointed unopposed.

1. Confirmation of nominated Members to the joint Committee as follows:

Caterham on the Hill: Cllr Jeremy Webster, Cllr Robin Clements, Cllr Ben Horne

Caterham Valley: Cllr Jenny Gaffney, Cllr Annette Evans

Whyteleafe: Cllr Josy Goldsmith, Cllr Charles Lawrence-Browne

Chaldon: Cllr Julian Palmer, Cllr David Harper

1. Apologies for absence: David Harper
2. There were no declarations of interest arising from the agenda
3. **Review of Neighbourhood Planning – presented by AEA**

AEA gave a brief overview of the need for and the status of the joint Neighbourhood Plan

1. Review draft changes to existing policies/review of proposed new policies

AEA reviewed changes to the existing policy

As there is no local plan for Tandridge, there is not enough 5 year housing land supply.

The meeting discussed the merits of putting forward land stock for housing versus waiting for TDC to nominate sites. Very mixed responses, as it was agreed that TDC could accept the housing sites forwarded by the Parishes and then still dictate new sites for housing. With the General Election in a month’s time there is also concern about the winning party’s planning policies and how this will affect the Neighbourhood Plan parishes.

A revised Local Plan does not exist.

It was noted that the Head of Planning: Helen Murch has now left TDC causing further uncertainty in the planning department.

AEA reviewed the status of the Neighbourhood Plan:

2021 – Neighbourhood Plan was adopted for Caterham Chaldon and Whyteleafe. 19 policies were eventually with the examiner removing some policies including Flooding.

The policies that were removed back then are drafted as new policies going forward.

Housing: NPPF states that in an area with no up to date housing plan or 5 year housing land supply – speculative development becomes more likely particularly as the current economic and political will is for more housing.

Neighbourhood Plans can allocate sites: Lingfield – is an example of conflict between those wanting to offer sites versus not. It divided the village and caused major upset. However, AEA gave the statistic that in 40% of neighbourhood plans – housing sites are allocated. Previously the CCWNPIG felt there was not an appetite for sites to be allocated in the current plan.

However, we are proposing a new policy: Location of Development within the plan, which will give the NP the power to direct housing to where it is most needed or can be accommodated.

Housing requirement policy is no longer needed

The CCW Neighbourhood Plan must be amended to ensure that the Design Guide is an integral part of the plan and used to underpin planning decisions and not just a guidance mechanic. The status of the Design Guide had been reduced by the examiner in 2021 and this has to be amended in the new NP.

Regarding other existing policies:

* Character and Design can be merged.
* Policy CCW11 – safeguarding against inappropriate development. Currently we have 22 sites nominated on the list, but should we want to put more on the list, this would need to be done before the first review of the Neighbourhood Plan. The sites must be small, close to community and demonstrably significant: recreation, tranquillity, wildlife, historic. Will we put forward any further sites? Who will choose to do this?

AEA went through the list of NEW POLICIES

* New policy 4/5 may be merged as Green/Blue and environmental impact.
* New policy 6 – Managing the flood risk
* New policy 7 – Promoting active travel – e.g. 20 minute neighbourhoods. (Fay and Richard Pearce are working on this.)
* New policy 8 – further encourage and support the vitality of the town centre.

**NEXT ACTIONS:**

AEA will produce a draft to be available in 2/3 weeks. Group need to review the scope of the plan. Once this is finalised TDC screen the plan.

We need TDC to screen this without delay. AEA informed meeting that Dormansland and Godstone are still waiting for the screening as TDC has resourcing issues.  JG to enquire within TDC.

Regulation 14 consultation can take up to 6 weeks– AEA felt it would be more appropriate to accept TDC comments and all those wishing to comment at this stage.

TDC do a Reg 16 consultation on the final plan.

1. STRATEGIC APPLICATIONS

JP asked how do we define what is a strategic application and when should it be referred to the CCWCNPIG for comment to TDC?

The process is that the local Parish Council, as a Statutory Consultee, submit comments based on planning policies. TDC review the application versus the current planning policies. The officers report will explain the thinking. If it is felt to be contentious or concerning, the Parish can bring the Application to the CCWNPIG and ask for an additional response to be made and this is submitted to TDC by the Clerk to the CCWNPIG.

It was agreed that the more detail in the objection referring to the NP the better as TDC don’t have capacity to go through everything in detail.

The meeting noted that the support of District Councillors within the CCWNP area is very important in the planning applications process. This already happens in most parishes.

1. Agree co-option to the committee?

JW nominated those below to be co-opted:

* Julie Blackburn – Head of the Flood Action group
* Fay and Richard Pearce – active walking group
* George Dennis – planning expert
* Geoff Duck - strategic planner

These were agreed by the committee. Clerk to write to the co-optees to confirm their nomination.

Other local representatives can attend the meeting as sessions are “in public” but the Chair will ensure the nature and limits of their participation is made clear.

1. Constitution and Terms of Reference – approved, with a number of slight amendments and changes were agreed.

Group approved the thinking behind getting government money to help support the Neighbourhood Plan. JW will consider an application to Locality for a Facilitation Grant which will assist us in managing the relationship with TDC.

1. Date of next meeting:

July 20th – 9.30. Venue tbc.