MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 11TH OCTOBER 2017
AT CATERHAM VALLEY LIBRARY, STAFFORD ROAD, CATERHAM

Attendees: Cllr. C Callender – Chairman
            County Cllr. D Lee
            Cllr. J Gaffney
            District Cllr. D Cooper
            Cllr P Roberts
            Cllr. Yvonne Gomes
            Cllr. A Jones
            Mrs M Gibbins – Clerk

MINUTES

1. Apologies for absence were received and accepted
   District Cllr Michael Cooper

2. Declarations of Disclosable Pecuniary Interest: To receive any disclosure by members of personal
   interests in matters on the agenda, the nature of any interests, and whether the member regards the
   interest to be prejudicial under the terms of the new Code of Conduct. Anyone with a prejudicial interest
   must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.
   Cllr Jenny Gaffney declared an interest in the Croudace presentation however she did not contribute to
   any discussions.
   Cllr Peter Roberts declared an interest in planning application TA/2017/1816 as the applicant is a friend

3. Minutes of meeting held on 5th September 2017 to be agreed and signed as a true record
   The minutes of the meeting held on 5th September were received by the Council and signed by the
   Chairman

4. Public Participation – there was 6 members of the public present plus District Councillor Geoff Duck.
   Cllr Duck reported to the meeting that the draft neighbourhood plan had been submitted to a retired
   planning consultant who has not responded with any unexpected comments. The next stage is inspection
   by TDC followed by the referendum. The next Steering Group meeting is scheduled for 16th October when
   it will be agreed for professionals to complete the work.
   Two representatives from Croudace Homes attended the meeting and gave a brief presentation regarding
   the proposal for Maybrook House. The building will be 5 storeys high although the roof line will be lower
   than the current building; there will be 2 parking spaces per 2 bedroom flats and 1 parking space per one
   bedroom flat. All parking spaces will be allocated and there is no scope for affordable housing on the site.
   Cllr A Jones requested confirmation of the parking allocation to the development on the former drill hall
   site which will be confirmed once clarified.

5. Reports Part 1
   5.1 County Councillor's Report - County Councillor David Lee confirmed that Local Area
       Committee are undergoing a parking review and responses are awaited. County Cllr Lee
       expressed his concern regarding Commonwealth Road proposal and Croydon Road opposite
       Tandridge Court. Cllr Lee encouraged all to submit their comments. The state of the SCC budget
       is worrying and it cannot operate with a deficit and there does not appear to be a coherent long-
       term plan. A £400,000 has been donated to an art gallery in Guildford and concern was expressed
       as to where this money has come from and could it not have been used more beneficially
       elsewhere. General discussion followed regarding the funding issues and a Unitary Council.

   5.2 District Councillor's Report – District Councillor Mrs Dorinda Cooper reported that TDC
       Chief Community Services Officer Paul Barton will be monitoring the street cleaning in Caterham.
       Cllr Mrs Cooper also reported there is a tree on Godstone Road which is being reviewed and
       possibly considered for removal as it is causing an obstruction.

       District Councillor Alun Jones reported that there is a meeting of the Caterham Town Centre
       Working Group at 6pm on Wednesday 1st November at Soper Hall. Rose and Young site sale has
       gone through and there are a number of factors being worked through. Changes are wanted to
       the original planning application; the Resources Committee requires an update and if the current
       plan does not go through TDC will reconsider the CPO. The Garden Village consultation has
       closed and members of the Planning Policy Committee will be looking at garden villages in other
districts and boroughs. Cllr Jones has emailed the Project Manager of the Caterham BID as traders have commented that they have not received any information since the launch in May. The Stafford Road bridge has been completed however additional funding is not available from Network Rail for the reinstatement of the footpath.

6. Planning

6.1 Current Planning

Applications acknowledged as valid Monday 28th August - Friday 1st September 2017

TA/2017/1770 Flat 57 Tupwood Lane  Cas Officer: Christopher Hall

Demolition of existing building and erection of 18 flats with associated access. (Outline) All other matters reserved.

Caterham Valley Parish Council objects to this application for the following reasons:

- Car parking should be 1.5 spaces allocated or 2 spaces unallocated so 18 parking spaces does not meet the TDC policy guidelines. Surrey County Council requirements of 1 space per unit came into force in January 2012. TDC’s are applicable from September 2012. The allocation of parking spaces required should be dictated by the more recent TDC parking standards which will contain more recent information and therefore these should be enforced.

- The transport statement says that it is an 800m walk to Caterham Town centre. This is inaccurate as Google maps states it is 0.6 mile which equates to 960meters thereby exceeding the suggested acceptable walking distance to town centres and retail which has the preferred maximum of 800m.

- It is not in keeping with the development on that side of the road as there are no larger flatted development in proximity to the current site. Therefore this potential development is not in keeping with DP7, the character of the area, which comprises of houses rather than flats. The built form and mass is in contrast to the rest of this area of the road with the buildings dominating the site.

- There is no clear pedestrian access onto Tupwood Lane.

- There is no pavement running the length of that side of the road. The application suggests that because of the proximity of the potential development to the town, more people will walk. However, we would highlight that this is a dangerous crossing point with poor visibility putting pedestrians at risk.

- There is no consideration of the cumulative effect of new developments on sewers without an increase in capacity of sewers and drains.

- The height of the prospective new blocks is a storey above that which is currently there. Because of the topography of the site, this potential development will overlook the existing properties and detrimentally affect the amenity value of those properties.

- There is no affordable housing allocation which is unacceptable.

- There is no high level landscaping assumptions will have a material impact on the character of the area removing a significant amount of tree cover.

Caterham Valley Parish Council requests that this application is refused.

TA/2017/1764 12 Windrushes  Case Officer: Paige Barlow

Erection of rear dormer in association with conversion of loft space to habitable accommodation.

The Parish Councillors leave to neighbours and TDC Officers
TA/2017/1735  91 Commonwealth Road  Case Officer: Paige Barlow
Formation of balcony to rear elevation. (Certificate of Lawfulness for a Proposed Use or Development)
Noting the height difference, the Parish Councillors would defer to the neighbours who would be overlooked. The Parish Councillors leave this to neighbours and TDC Officers.

TA/2017/1829/TPO  Rosheneath Court, Greenwood Gardens  Case Officer: Steve Hearn
The Parish Councillors leave to the Arboriculturist.

TA/2017/1870/NH  231 Stafford Road  Case Officer: Natalie Rowland
Erection of single storey rear extension measuring 5 metres deep with a maximum height of 2.9 metres and an eaves height of 2.9 metres. (Notification of a Larger Home Extension)
The Parish Councillors leave to neighbours and TDC Officers

TA/2017/1872  231 Stafford Road  Case Officer: Natalie Rowland
Erection of hip to gable roof extensions to side elevations and dormer to rear elevation in association with conversion of additional loft space to habitable accommodation. Installation of loft lights to front roof slope. Formation of driveway and external steps to front
The Parish Councillors leave to neighbours and TDC Officers

TA/2017/1816  241 Croydon Road  Case Officer: Paige Barlow
Erection of hard standing to driveway and vehicular crossover
The Parish Councillors leave to TDC Officers

Applications acknowledged as valid Monday 11th September – Friday 15th September 2017
TA/2017/1630  74 Croydon Road  Case Officer: Christopher Hall
Erection of Self-contained Studio Ground Floor Flat and Garden at the rear of 74 Croydon Road.

Caterham Valley Parish Council objects to this application for the following reasons:

- CSP 19 states a residential density of 75 units per hectare in town centres. This site is .025 hectare which equates to a maximum of 2 units. There are already 5 residential units on the site and this application for a further 1 bedroom (2 person studio ) ground floor flat with a small yard on what is currently part of the garage parking for the existing units on this site is gross overdevelopment of the site.

- There are currently 3 parking spaces, as were approved in the original planning application, for the existing residents and the developer is removing these and the bin storage area for the existing units to allow for the extra residential unit. The development states that there is available parking provision in the area to allow for the removal of the parking spaces. We would strongly disagree with this statement. Local roads are already saturated with resident parking and more overflow parking into these roads will exacerbate already existing parking problems. The inspector at appeal agreed with this fact and dismissed an earlier application.

- There is little or no amenity space for the current residents and the view from the car park looks out onto a high wall. There will be little natural light in the potential new unit.

- Whilst the parking assessment included in the application attempts to show that parking is available, the methodology is deeply flawed. This was supported by the planning appeal.

- The body of the paper suggests that all of the parking highlighted on the Croydon Road is unrestricted, with the detail hidden in the appendices that it is in fact limited to only 1 hour Monday to Friday from 8.30 - 18.00.

- The summary claims overnight parking stress in the area of 70.7% and the daytime parking stress figure at 86.4%. However, this is not accurate as it does not consider restrictions on bays and addition of an increase of Double Yellow Lines in Farningham Road and Colin Road by Surrey County Council.

- 3.4 in the Tandridge Parking Standards - Supplementary Planning document does note that “Town centres have small controlled parking zones and therefore town centre residential schemes with inadequate parking are likely to result in overspill parking occurring on nearby residential roads.

- 3.5 states that the availability and opportunities for public transport should be taken into account. Whilst the urban areas are relatively well served by rail, these are mostly radial lines from London, and do not provide easy opportunities to travel east-west or travel south from Caterham. Working in London is not a factor that significantly reduces car ownership.

- The assumption that the loss of the 3 spaces and the addition of 1 car would increase demand by 4 spaces is also incorrect. The block at 74 Croydon Road had 2 x 1 bed flats and 3 x 2 bed flats within it. all of which were unoccupied during this survey. The current Tandridge requirement for this building if requesting permission today would be 7.5 spaces, and with
the additional flat that permission should now be 9 spaces. Whilst the application does allow for one parking space, the development as a whole would be grossly under provisioned.

- The space shown for the studio flat – the vehicle tracking indicates a clash with a number of walls. The owner of the property has not allowed the current residents of the rented accommodation to utilise the available 3 parking spaces so we would question the future availability of this space too.

- The table 3.1 suggests that 24 spaces are available overnight on Wednesday 18th May. The document says they exclude single yellow lines. This has been done, however 1 hour restricted bays have been included. This would assume that all 9 cars would leave their property by 8.30am in the morning and return by 6pm. This is clearly not the case. Excluding the 23 bays that are available on Croydon Road (all of which are in 1 hour restricted time, Mon-Fri, 8.30-18.00), the available parking is only 1 space. If you assume there will be 4 additional cars requiring space on the road, this results in a parking stress of 107% and not the 70.7% figure stated.

- Table 3.2 looking at the daytime demand shows both Colin Road and Farningham Road at 100%. Again, assuming as per the methodology in the submission that there are only 4 cars displaced, there would be a parking stress of 110% when excluding time restricted bays. If you assume parking stress based on the Tandridge requirement for this type of development of 9 spaces, the parking stress would be 124%.

- Table 3.3 again, based on cars parking in unrestricted bays, the parking stress on the developers methodology of 4 on street spaces required would be 105% and on the Tandridge requirement for that block would be 119%.

- What also must be noted is the measurements for Farningham Road vary between tables 3.1, 3.2 and 3.3 with 36 spaces notes in table 3.1 for Farningham Road, with only 34 noted in table 3.2 and 3.3 leading us to question the quality of the survey.

Caterham Valley Parish Council requests that this application is refused and have requested via the District Councillor that this application goes to Committee.

TA/2017/921 28 Church Walk Case Officer: Adem Mehmet
Display of 4 x illuminated fascia signs 3 to the north elevation of the supermarket and one over the entrance to Church Walk shopping centre.

The Parish Councillors leave to TDC Officers, however the Councillors have been unable to view plans as the website has continued to give an error message.

Applications acknowledged as valid Monday 18th September – Friday 22nd September 2017

TA/2017/1961 20 Underwood Road Case Officer: Natalie Rowland
Demolition of existing rear conservatory. Erection of single storey rear extension incorporating roof terrace. Alterations to fenestration.

The Parish Councillors leave to neighbours and TDC Officers

Applications acknowledged as valid Monday 25th September – Friday 29th September 2017

TA/2017/2019 7 Weald Way Case Officer: Adem Mehmet
Siting of caravan for 18 months to provide ancillary accommodation. (Certificate of Lawfulness for a Proposed Use or Development)

The Parish Councillors leave to TDC Officers, however request that a clear time limit is stipulated for the removal of the caravan.

TA/2017/1987 91 Commonwealth Road Case Officer: Paige Barlow
Formation of balcony to rear elevation.

Noting the height difference, the Parish Councillors would defer to the neighbours who would be overlooked. Therefore the Parish Councillors leave this to neighbours and TDC Officers.

TA/2017/1972 25 Weald Way Case Officer: Jessica Hampson
Demolition of existing garage. Erection of detached garage and car port.

The Parish Councillors leave to TDC Officers

TA/2017/1967 Clearway Court, 139 – 141 Croydon Road Case Officer: Robin Evans
Erection of new building containing 12 flats together with associated car parking.

Caterham Valley Parish Council objects to this application for the following reasons:

This application contravenes TDC Policy DP7 for Character and Layout - The block does not contribute to the character and layout of the local area. It is monolithic and located at the back end of a former office block overlooking a railway on one side and a builder's yard on the other.

Built Form - The building is located in the car park of the existing office block. It could be described as over development of the site due to the restricted site size. The proportions of the building are not appropriate for the site on which it is located.
Parking - The proposal includes parking for 12 cars, which is 6 spaces lower than the level required by the Tandridge Parking Standards. As the Tandridge Standards are the most recent to be published, it is these that should be adhered to. We draw attention to planning application 2016/1493 where the planning inspector dismissed an appeal finding that the development (located c.150m) "would provide a modest benefit to local housing supply, this is outweighed by the unacceptable harm it would cause to the amenity of future and surrounding occupiers, which is in clear conflict with the policies of the development plan."

Amenity - Surrey County Council are currently reviewing the need for additional double yellow lines on Croydon Road due to the flow of traffic, and we request that they carry out a traffic assessment on the impact of these additional properties. Whilst 12 flats would not suggest a significant increase in traffic, this would be in addition to other significant developments along Croydon Road and the cumulative impact of this has put the road under significant strain. As such the development would have a detrimental impact on the existing residents of Croydon Road.

Privacy - The block is less than 20m from the Clearwater Court development which has recently been granted permitted development to flats. The sloping nature of the site would mean that the proposed new block would be significantly overlooked by the existing block on the eastern side, significantly impacting the amenity and privacy of the future residents.

Environment - The plan doesn’t have a single blade of grass planned for the site. It is essentially a block of flats in a car park. This will have an impact on the health and wellbeing of the residents, with no space provided for children to play.

Facilities - There has been no landscaping plan submitted, and whilst not yet approved, consideration should be given to the landscaping policy updated that are currently in the process of being enacted via the Planning Policy Committee. The policy required gardens proportionate to the development. There is no garden!

The application should be considered in line with the Clearway Court application 2017/1399/NC and provision should be made for affordable housing.

Caterham Valley Parish Council requests that this application is refused.

TA/2017/1602/TPO 51 Beechwood Road Case Officer: Alastair Durkin
T1 Lime - Reduce Crown back 50mm beyond secondary reduction points.

The Parish Councillors leave to Arboriculturist

TA/2017/1506 Mallard, 25 Loxford Road Case Officer: Jessica Hampson
Erection of single storey front and rear extensions to existing garage in association with conversion of garage to habitable accommodation. Installation of window to side elevation. (Retrospective)

The Parish Councillors leave to neighbours and TDC Officers

TA/2017/2000 34 Croydon Road Case Officer: Jessica Hampson
Remove and replace shop frontage. Change of use from Bank at ground level with offices on 1st and 2nd floors; to Accountant's offices at ground level with office accommodation at 1st and 2nd floors.

As there is no landscape plan submitted, the Parish Councillors request confirmation that there will be no changes for removal of the trees located to the rear of the property adjacent to the service road.

TA/2017/1282 64 & 66 Beechwood Road Case Officer: Robin Evans
Demolition of existing dwelling and outbuilding. Erection of two semi-detached dwellings and a block of 3 flats with associated parking. (Amended plans and description)

Caterham Valley Parish Council objects to this application for the following reasons:

- There are no flats along this stretch of Beechwood Road. The old Adult Education Centre building should not be used as a precedent as the old school building was retained and the only practical way to convert this was to convert it to flats. The other block is not close to the pavement. Apartments are therefore totally out of character with the surrounding dwellings.
- The property is not in keeping with the local streetscape. In an attempt to cram as many properties onto the site and adhere to the parking standards, the properties will have a frontage dominated by parking. It will create the effect of a car park which is not in keeping with this residential street.
- The Vehicle Crossover Guidance Notes from Surrey County Council state that a widened vehicle crossover may be refused if there is a very high demand for on street parking and the impact of the widened crossover would be severe. This could apply in the case of the
development. The Surrey Highways report dated the 28th July does not address this concern and we would request an assessment against this concern.

- Currently the frontage of 66 - 68 provides parking for approx. 5-6 cars. Under the proposals all of this will disappear and be replaced by parking spaces for the houses/flats. It is also likely that some of the new occupants will have work vans etc which will end up parked on the road. Beechwood Road is already saturated as many of the houses do not have off road parking. Whilst Surrey Highways have highlighted this as something that doesn’t impact on road safety, we request clarity from the local planning authority of their assessment of the impact on the amenity of existing Beechwood Road residents. We believe the visitor parking associated with this development would have a detrimental impact.

- Whilst the proposal delivers the number of parking spaces it does not give any dimensions so we are not clear that it adheres to the Tandridge Parking Standards. As it is also standard parking bays, this will result in vehicles having to reverse out into the highway, leading in safety issues.

- Parking stress on the road regularly exceeds 100%. There are also parking safety issues on Beechwood Road as highlighted by the recent Surrey County Council parking consultation which recommended double yellow lines by the Adult Education Centre development.

- The addition of 5 dwellings will have a material impact on traffic flows on the road. This development could add in excess of 24 vehicle movement per day, based on current usage patterns, into a road that is typically double parked with limited parking space. Therefore Surrey Highways much carry out a road safety assessment.

- Should this application be approved, we request that a caveat is included that the parking spaces remain unallocated. So often the parking allocation is changed when planning has been granted (allowing the developer to provide the least possible parking spaces – 1.5 per unit unallocated instead of 2 spaces allocated) and this would be completely unacceptable on Beechwood Road where parking is at a premium and residents lives are already blighted by the overflow of parking from the new properties at the Adult Education Centre development which had an allocation of 2 parking spaces per unit.

Amenity

- Due to the nature of the sloping site and, as 62 Beechwood Road is stepped back from the road, the relative location and relative size of the semi detached houses as compared to what is currently on site will result in an impact on light and amenity for number 62. This should be considered for the current and any future owner of 62. It will also add significant traffic to Beechwood Road affecting all residents.

Privacy

- The rear of the semi-detached properties will overlook the garden of number 62 which will affect the privacy of current and future owners.

Bin Storage

- Bin storage is to the front of the property which is not in keeping with the prevailing nature of the street scene.

Sewers

- In additional to the properties on the AEC site, this will have a material impact on the sewer to cope at peak times. The assessment should not just look at the impact of the one property but should consider the aggregate impact of all extensions and developments in the last 5 years.

Renewal energy and energy conservation

- The application has no reference to renewal energy and energy conservation as set out in the TDC design and access statement guidance notes. The application should state what percentage saving in CO2 would be delivered through the incorporation of onsite renewable energy.

- The previous owner has also mentioned to one of the residents close to the development that there are bats on the site. We are unclear as to why there is no mention of bat habitation on the site by the ecological report.

Caterham Valley Parish Council requests that this application is refused.

The comments, all of which had been reviewed by the Parish Councillors were highlighted by the Chairman and ratified by the Full Council.

All planning applications including supporting documents and plans can be viewed at the Caterham Valley Library and on the Tandridge Planning website on: http://e-access.tandridge.gov.uk/planning/aup.asp. Just log on and follow the instructions

6.2 Planning Appeals

TA/2016/941 8 Harestone Lane, Caterham CR3 6BD
TA/2016/1149 61 & 63 Markfield Road, Caterham CR3 6RQ
TA/2016/1418 409 – 411 Croydon Road, Caterham CR3 6PP
7. Reports part 2
7.1 Clerk’s Report – Part 1 for action

7.1.1 Review of applicants and co-option of new councillor – The Chairman explained the procedure which had been followed for the interviewing of the 4 candidates. The decision for recommendation was difficult as they were 4 strong candidates with different strengths and skills. Councillors Jenny Gaffney and Yvonne Gomes did not consider that sufficient comments were circulated to make an informed decision. The interviewing panel remained with their recommendations and Nicole Morrigan was co-opted. The Clerk will have an induction session with Nicole Morrigan and ensure all relevant paperwork is completed.

Action: Clerk/NM

7.1.2 Parish website – The Clerk has now received 3 quotes which will be circulated however CTM Enterprises appeared to be the preferred option.

Action: Clerk

7.1.3 Parish Facebook page – the facebook page is now available and the Clerk has been populating it with news items. The Social Media Policy requires adopting at the November Parish Council meeting.

7.1.4 Armistice 2018 – The Clerk received an email from a member of Rotary regarding Armistice Day on Sunday 11th November 2018. It was agreed the Parish Council would wish to be included in any arrangements and parades etc. on the day.

Action: Clerk to respond to email

7.1.5 2017 Remembrance Day – Cllr Callender will lay the wreath at St Marys and Cllrs Jones and Morrigan will lay the wreaths at St Johns

Action: Clerk to collect wreaths

7.1.6 Highway maintenance – TDC Chief Community Services Officer Paul Barton emailed all Parish Councils regarding the funding issues with SCC and the Highways Maintenance Contract. It was requested if all Parish Councils could fund £2,000 then the current service levels could be maintained. It was agreed that the consideration of allocation should be reviewed as Caterham Valley has very few areas which are looked after by SCC. It was suggested that the street lights issue should be considered first.

Action: Clerk to respond

7.1.7 Christmas market – The Clerk reported that all actions for the Christmas market are in hand. There are 27 stalls booked to date however more enquiries are being received daily. Cllr Peter Roberts is doing the signs for the bus stops, 4 large corex signs are being made to publicise the road closure and diversion signs have been ordered. The lantern repair workshop is being held on Saturday 28th October at Soper Hall from 10 until 12.

7.1.8 Silent Soldier Campaign – The Clerk reported on the Royal British Legion initiative to commemorate Armistice 2018. A Silent Soldier which is a figure of a soldier and to be sited on roundabouts, green areas, churches, fields. It was agreed that this will be discussed at the next Parish Council meeting once Councillors have considered a possible site for the figure.

Action: All

7.1.9 Downlands Trust AGM – The Clerk has received an invitation to the Downlands Trust AGM. No one is available to attend.

7.1.10 Local Heroes Award - The Clerk reported that the Parish Council had been nominated for the Team Award and although not selected as the outright winner were presented with a certificate.

7.1.11 CR3 Forum funding request – The funding requested by Cllr Geoff Duck on behalf of the NP steering group was agreed.

7.1.12 Christmas Tree Festival – It was agreed that the Parish Council will not take part in this initiative this year.

Action: Clerk to respond

7.1.13 Parish Newsletter – Cllr Jenny Gaffney tabled the final copy of the Parish Newsletter. It was agreed the details pertaining to the new councillor should be included. The Clerk and Cllr Gaffney will do a final read through on Thursday 12th October prior to the Clerk submitting the copy to the printer.

Action: Clerk/JG

Part 2 for information

8th November Parish Council Meeting – Caterham Valley Library
25th November CHRISTMAS MARKET AND LIGHTS SWITCH ON
13th December Parish Council Meeting – Caterham Valley Library

7.2 Chairman’s Report

The Chairman attended 18th Sept - Steering Group meeting; 20th Sept – Interviewed 1 Candidate; 25th Sept - Interview 3 Candidates; 27th Sept - TDC Parish Council Assembly updates; 28th Sept - Chairman’s Networking Day and 29th Sept - Meeting with Cllr Jones re Parish Clerks assessment.
7.3 Parish Councillors' Reports

**Cllr Jenny Gaffney** - Friday 8th September – attended the Soper Hall AGM and the opening of the Garland Hall. It was a very positive AGM as the Directors and volunteers have been working very hard and Soper Hall is now a well used venue and in an improved financial situation. David Gold was the guest speaker. Gwyneth Foulkes was the guest speaker for the opening of the hall and gave a synopsis of Garland Soper's life. Saturday 9th September – attended the TDC Local Heroes Awards in Oxted. The Tandridge Volunteer Service Council had over 50 nominees in various volunteer categories and I was honoured to have been a nominee in such illustrious company. It is very positive to see so many people who give up their time to volunteer in the local area however, more volunteers are always needed. Wednesday 27th September – attended the Parish Assembly meeting at Oxted where we were given an update on the financial challenges that TDC faces with Government cuts to their budget and the impact this has on local services. There was also an update on the changes to the provision of parking enforcement supplier from Reigate and Banstead to Sevenoaks. Cllr Gaffney worked on and finalised the Parish newsletter.

**Cllr Peter Roberts** – attended the interview panel for the parish vacancy; he addressed issues with the parking on Croydon Road and liaised with Network Rail regarding the Stafford Road bridge.

**Cllr Yvonne Gomes** – attended the Soper Hall AGM and opening of the Garland Hall; attended the TDC Local Heroes Awards in Oxted on 9th September.

**Cllr Alun Jones** - attended the interviews for the new councillors; reported fly tipping incidents and the broken fence on Stafford Recreation area.

8. **Finance**

8.1 Payment of Accounts

The following cheques were approved and signed at the meeting:

- **Hilary Hopkinson** – Christmas flyers payment £140.00
- **Paul Gregory** – Installation of plaque at Soper Hall £10.00
- **Surrey Fire & Rescue Service** – Safe Drive Stay Alive donation £500.00
- **Computer Solutions** – Printer ink £49.98
- **SSALC** – Chairman networking Day £78.00
- **SSALC** – Leadership course – 50% of fee £240.00
- **Soper Hall Community Ctre** – Meeting room for interviews £21.00
- **M Gibbins** – Clerk Salary & Office £774.81
- **M Gibbins** – Clerks expenses £104.49
- **SCC** – Roundabout Feasibility design £3,000.00
- **CJS Plants** – Hanging Baskets £1,248.00
- **The Themed Events Company** – Stall hire and liaison £2,970.00

8.2 Review of Expenditure (September 2017)

The public meeting closed at 20:15

Part 2 item – closed to the public and press

Clerk’s annual review

MINUTES FROM PREVIOUS MEETINGS CAN BE VIEWED ON THE CATERHAM VALLEY PARISH COUNCIL WEBSITE. WWW.CATERHAMVALLEYPC.ORG.UK