



(INCORPORATING VALLEY AND HARESTONE WARDS)

**MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 12<sup>TH</sup> APRIL 2017**  
**AT SOPER HALL, HARESTONE VALLEY ROAD, CATERHAM**

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

**MINUTES**

**1. Apologies for absence to be received and accepted**

Parish Councillor Della Simpson-Shipway, County Councillor Sally Marks and District Councillor Beverley Connolly

- 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 pecuniary under the terms of the new Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question. Anyone with a pecuniary interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.  
**Parish Councillor Gaffney declared an interest in application TA/2017/488/NC and left the room when this application was discussed.**

**3. Minutes of meeting held on 14<sup>th</sup> March 2017**

The minutes of the meeting held on 14<sup>th</sup> March 2017 were received and approved by the Council and signed by the Chairman.

- 4. Public Participation** –Cllr Geoff Duck – attended the meeting and updated the Parish Council on the progress with the Neighbourhood Plan. The next Public Consultation is planning to commence on 29<sup>th</sup> April for 6-7 weeks. All support will be welcome for promotion of the plan and assistance during the consultations in the shop in Church Walk on Saturdays during the period. Cllr Duck is meeting with Sarah Thompson at TDC to check that all procedures have been adhered to prior to the consultation. The draft plan is currently being printed and will then be circulated to the Parish Councils for review. The plan can be reviewed by an examiner, however not the final examiner, prior to being submitted to TDC and then to final examiner prior to referendum. The Neighbourhood Plan has been compiled with the input of local people who all support the plan. Future work will need to be done and Parish Councils need to see what is required to go forward.

**5. Reports Part 1**

- 5.1 County Councillor's Report** – In the absence of County Councillor Marks, the Clerk passed on the Councillors thanks to the Parish Councillors for all they do on behalf of the residents of Caterham Valley and wished them well going forwards.

## 5.2 District Councillor's Report

**District Councillor Dorinda Cooper** reported that she is still chasing the date for the parking review which should have started. It has been reported by TDC that this will now start in Summer 2017 and be reviewed in December 2017.

Cllr. Dorinda Cooper is still requiring photos of the litter in the streets to pass on to the next TDC Resources Committee meeting.

**District Councillor Michael Cooper** reported that the Master Plan exhibition is on in the Valley library on Friday 21<sup>st</sup> in the afternoon and Saturday 22<sup>nd</sup> April in the morning and all are encouraged to attend. The plan will be reviewed in late May following a meeting with the Caterham Design Group.

The Rose & Young meeting has been postponed for 2 months due to the owner being in discussion with a developer regarding the commencement of work.

Cllr. Michael Cooper reported that Timberhill is not anticipated to be needed for development and this has been reported on the TDC Council agenda. District Cllr Alun Jones highlighted that there is a covenant on the site however was informed by Cllr M Cooper that covenants can be changed or removed.

Cllr Michael Cooper requested confirmation from the Parish Council if the Maybrook House application was to go to committee.

Parish Councillor Yvonne Gomes confirmed that the tree in the forecourt of Maybrook House now has a TPO allocated to it.

**District Councillor Alun Jones** reported that the application for 333 Croydon Road has been approved with conditions applied in respect of relocation of the lamp column and the tree. The tree needs to be taken down and replaced in an agreed location and the lamp column requires moving. All needs to be funded by the developer.

The Pickering lift site has the indication that it will be refused however the applicant will probably take it to appeal.

The traffic from the former Marie Curie site on Harestone Valley Road is causing a lot of mud on the road. The enforcement officer will be attending the site to ensure that wheel washing is being undertaken prior to vehicles leaving the site.

SCC are running behind with the gully clearing. There are blocked drains on Waller Lane, Church Hill and other locations in the area.

## 6. Planning

### 6.1 Current Planning

#### **Applications acknowledged as valid Monday 27<sup>th</sup> February - Friday 3<sup>rd</sup> March 2017**

TA/2017/174                      The Stables, 125 Tupwood Lane                      *Case Officer: Holly Burton*

Erection of gates and provision of parking area. (Retrospective)

**The Parish Councillors leave to TDC Officers and neighbours**

#### **Applications acknowledged as valid Monday 6<sup>th</sup> March - Friday 10<sup>th</sup> March 2017**

TA/2017/454                      154 Harestone Valley Road                      *Case Officer: Adem Mehmet*

Erection of single storey infill extension to front porch and first floor extension over existing garage incorporating dormer window to south elevation. Alterations to fenestration incorporating first floor window to north elevation and re-tiled roof.

**The Parish Councillors leave to TDC Officers and neighbours**

TA/2016/1305/Cond1              The Gardens, Church Hill                      *Case Officer: Julie Lunn*

Details pursuant to condition 3, 5, 11, 15, 16

**Caterham Valley Parish Council would make the following comments to the application regarding schedule 15.**

- **The Parish Council would request that there be adequate wheel wash facilities for the lorries leaving the development.**

- It is essential that there is damping down and wheel cleaning so that a dust problem is not created for the houses below.
- Without the wheel washing facility, this would lead to the blockage of the drain at the bottom of Church Hill leading to possible flooding in heavy rain.
- The Parish Councillors would suggest that the developer fund additional drain cleaning on Church Hill for the duration of the development.
- The developer should be responsible for material left on the highway and accountable for clearing it up for the duration of the development.

TA/2017/488/NC Maybrook Hse, 57 Godstone Rd *Case Officer: Christopher Hall*  
 Change of use from Class B1(a) (office) to Class C3 (dwelling). (Prior Approval Schedule 2, Part 3, Class O)

· This will result in the loss of yet more businesses and employment opportunities in Caterham. Caterham needs to be attracting businesses to provide local employment for the rapidly expanding population, not pursuing a policy of getting rid of existing ones. Tandridge District Council states in the Local Plan, Preferred Strategy of March 2017 in Employment, point 4.13

'The land requirements for employment needs in the district are significantly less than those for housing but are an important part of the overall Plan as well as an important element of sustainable development and supporting the local economy.

The evidence set out in the Economic Needs Assessment (ENA) (2015) identifies that, for the plan period, the district is likely to have a surplus of B2/B8 land uses for warehousing and industry, but will need to provide additional employment space for B1 office use. Permitted development of this site to residential will exacerbate this problem. Surrey Highways authority says 'with regard to the shortfall in parking spaces (short 14 spaces) as pointed out but the applicant within the Cover Letter, the CHA considers that Godstone Road is subject to traffic regulation orders (in the form of double yellow and wig wags) which will limit the amount of on-street parking which can take place in the immediate vicinity.

The current use as an office block provides 41 car parking spaces. With the proposed 37 units there should be an allocation of 1 ½ parking spaces per unit to meet TDC's own parking standards. The nearby 19 units at the Old Drill Hall site have 26 parking spaces which is an average of 1.368 spaces per unit. Maybrook House is further out of the town so we would expect this development to have the TDC minimum of one and a half spaces unallocated or 2 spaces allocated per unit and for TDC to enforce their own parking standards. The parking situation in Caterham just gets worse with every new development so a ratio of 1:1 parking space is ridiculous. The main Godstone Road is not an option for overflow parking as parking is restricted to one hour.

The application talks about the transport links in Caterham – buses and trains. The 6.35 train into London is the 6 busiest in the country. Trains, only go north towards London on a direct route. For transport south, you have to go into Purley or East Croydon and change. For East or West services, you have to go into London to change trains. Buses run frequently during the day but much less frequently later on and it is difficult to get to East Surrey Hospital by public transport in the evenings. For the majority of people living in the area, a car is an essential mode of transport. Continued expansion, without the infrastructure to deal with it, will be further detrimental to Caterham.

The emerging CR3 Forum Neighbourhood Plan states that 'applications for development of Edge-of-Town sites for residential and non-employment uses must demonstrate that an adequate supply of potential business spaces is available within the CR3 area, consistent with the overall NPPF guidance on maintaining a sustainable economy and local employment'.



## 7. Reports part 2

### 7.1 Clerk's Report - Part 1 for action

- i) Caterham Valley Roundabout - The update will follow after the meeting with SCC Highways being held at 10:30am on Friday 21<sup>st</sup> April in the upstairs meeting room at Soper Hall. Councillor Jones will provide an outline of what is required from SCC. **Action: AJ**
- ii) Asprey Fountain - The cleaning is due to be completed by the end of April. All were requested to check the condition and report to the Clerk. **Action: ALL**
- iii) Stafford Recreation park - The Clerk is awaiting confirmation from Skanska regarding the supply of power. The design of the park is awaited from TDC.
- iv) Newsletter - Councillor Jones has received 2 comments from local residents regarding content and quality of the newsletter. Clerk to circulate the criteria for Quality Council status to the Councillors. **Action: Clerk**
- v) Christmas lights contract - Following circulation of the 3 quotes it was agreed the Clerk should follow up with Aylesford in conjunction with having a meeting with the leader of the BID regarding the way forward. A final decision must be made at the May Parish Council meeting. **Action: Clerk**
- vi) Business Planning - All were requested to submit comments to Councillor Jones to enable the launch of the Business Plan to be undertaken at the Annual Parish Meeting on 31<sup>st</sup> May. Clerk to arrange the printing of the Business Plan prior to the launch. **Action: ALL/Clerk**
- vii) Caterham Festival - it was agreed Councillor Callender and the Clerk will meet on 20<sup>th</sup> April to commence arrangements. **Action: CC/Clerk**
- viii) Parish website - following discussion it was agreed Councillor Roberts will investigate websites and the functionality of Wordpress and report back at May Parish Council meeting. **Action: PR**
- ix) Caterham Masterplan - It was agreed all will review the Masterplan and submit comments to all Parish Councillors. An additional Parish Council meeting will be held on Tuesday 25<sup>th</sup> April at 6pm to enable the comments to be ratified by the Parish Council prior to submission by the Clerk.
- x) Planters & Hanging Baskets Quotation - The Clerk tabled the quotation received from CJS Plants. It was agreed to accept the quotation however the Clerk to discuss with the leader of the BID regarding a contribution towards the contract. **Action: Clerk**
- xi) Funding request from St John the Evangelist -The Parish Council agreed to make a donation of £500 under S137 to St Johns. The cheque will be presented at the meeting on 31<sup>st</sup> May. **Action: Clerk**
- xii) Funding for Town Centre Design Statement - Following discussion it was agreed to contribute £1,000 to the Design Statement with the condition that requests are made in advance of a project in the future. The Clerk to submit the CVPC logo to the compiler of the publication. **Action: Clerk**
- xiii) Funding request from The Breck Foundation - The Parish Council agreed to make a donation of £500 under S137 to The Breck Foundation. The cheque will be presented at the meeting on 31<sup>st</sup> May. **Action: Clerk**
- xiv) Funding request from Kent Surrey & Sussex Air Ambulance - The Parish Council agreed to make a donation of £250 under S137 to KSS Air Ambulance. **Action: Clerk**
- xv) Christmas market - the Clerk has had initial discussions with Theme Events. Further meeting to be held to progress possible arrangements. **Action: Clerk**
- xvi) Biggin Hill Consultation - following discussion it was agreed that Councillors Jones and Roberts will review the document and circulate comments to all Parish Councillors prior to submission by the Clerk. **Action: AJ/PR/Clerk**

- xvii) Neighbourhood Plan Consultation – as reported earlier in the meeting, the consultation is scheduled to commence on 29<sup>th</sup> April 2017.

Part 2 for information

<b>10<sup>th</sup> May</b>	<b>Annual Council Meeting – Soper Hall</b>	<b>ALL</b>
<b>31<sup>st</sup> May</b>	<b>Annual Parish Meeting – Soper Hall</b>	<b>ALL</b>
<b>14<sup>th</sup> June</b>	<b>Parish Council Meeting – Soper Hall</b>	<b>ALL</b>
<b>12<sup>th</sup> July</b>	<b>Parish Council Meeting – Soper Hall</b>	<b>ALL</b>
<b>9<sup>th</sup> August</b>	<b>Parish Council Meeting – Soper Hall</b>	<b>ALL</b>
<b>13<sup>th</sup> September</b>	<b>Parish Council Meeting – Soper Hall</b>	<b>ALL</b>
<b>11<sup>th</sup> October</b>	<b>Parish Council Meeting – Soper Hall</b>	<b>ALL</b>
<b>8<sup>th</sup> November</b>	<b>Parish Council Meeting – Soper Hall</b>	<b>ALL</b>
<b>25<sup>th</sup> November</b>	<b>Christmas lights switch on</b>	<b>ALL</b>
<b>13<sup>th</sup> December</b>	<b>Parish Council Meeting – Soper Hall</b>	<b>ALL</b>

## 7.2 Chairman’s Report

The Chairman drafted the parish newsletter; attended 2 Steering Group meetings.

The Chairman reported that she has received notification regarding a possible outlet for the old post office in Caterham to which the Parish Councillors were supportive.

## 7.3 Parish Councillors’ Reports

**Parish Councillor Gomes** met with one of the Christmas lights companies and attended the Resources and Community Services meeting at TDC.

**Parish Councillor Roberts** reported the success on having parking officers present in Caterham. Councillor Roberts reported on the works which will be undertaken on the bridge by Boswell Row by Network Rail.

**Parish Councillor Callender** - Attended the opening of the new CAB offices on the 9<sup>th</sup> March; attended Steering Group meeting 20<sup>th</sup> March and attended the Resources and Community Services meeting at TDC. Councillor Callender suggested that the Parish Council could present County Councillor Marks with some flowers as she retires from the role as County Councillor and Chairman of SCC.

**Action: Clerk**

## 8. Finance

### 8.1 Payment of Accounts

The following cheques were approved and signed at the meeting

Computer Solutions	Ink cartridges	£ 75.07
Caterham Publishing	Fee for circulation of larger newsletter	£ 55.50
Soper Hall Community Ctre	Hall Hire x 2	£ 40.00
SSALC Ltd	SSALC & NALC Subscription	£2,082.34
Newink Printing	Printing newsletter	£ 868.00
Scanguard Ltd	Instalment for CCTV	£3,982.80
Surrey Playing Fields	Annual Subscription	£ 10.00
Caterham Horticultural Soc	Annual prizes x 3	£ 25.00
Cardiac Science	Battery & Electrodes	£ 257.40
Diane Malley	Payroll Clerk	£ 73.00
M B Gibbins	Salary & Office	£ 781.12
M B Gibbins	Expenses	£ 102.85
KSS Air Ambulance	Donation	£ 250.00
Shaw & Sons	Minute book	£ 91.19

- 8.3 Review of Expenditure (**March 2017**) to follow
9. **Correspondence** - circulated to all on receipt
10. **Topics for future meetings**  
CIL Projects - Councillor Jones suggested that a box junction at Clareville Road.  
**Action: Clerk to contact SCC Highways.**

**Meeting closed at 9:30pm**

**MINUTES FROM PREVIOUS MEETINGS CAN BE VIEWED ON THE CATERHAM VALLEY  
PARISH COUNCIL WEBSITE. [WWW.CATERHAMVALLEYPC.ORG.UK](http://WWW.CATERHAMVALLEYPC.ORG.UK)**