



(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 14<sup>th</sup> JULY 2021  
AT CATERHAM BAPTIST CHURCH, BEECHWOOD ROAD, CATERHAM

**Attendees:** Cllr Jeremy Webster – Chairman  
Cllr Sakina Bradbury  
Cllr Victor Emmanuel  
Cllr Yvonne Gomes  
Cllr Alun Jones  
Cllr Annette Evans

Mrs M Gibbins – Parish Clerk

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**MINUTES**

- 1. Apologies for absence to be received and accepted**  
There was none received.
- 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. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question. Anyone with a prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.*  
There was none declared.
- 3. Minutes of meeting held on 19<sup>th</sup> May and 14<sup>th</sup> June 2021 to be received and signed as a true record**  
The minutes of the meetings held on 19<sup>th</sup> May and 14<sup>th</sup> June were approved and signed by the Chairman of the meeting.
- 4. Public Participation** - There was one member of the public in attendance who updated the council on the history of the Rotary Clock which is on the roundabout in Caterham Valley. The remounting and replacement of parts to the clock have been estimated at £6,500 including VAT. It was agreed the member of the public will liaise with Caterham Rotary and the Parish Council will consider at the September Council meeting. The Chairman thanked the member of public for attending the meeting.  
**County Cllr Jeffrey Gray** provided a report on actions in progress (see addendum 1). Cllrs Jones and Bradbury will undertake a walk around with Cllr Gray in the days leading up to 22<sup>nd</sup> July  
**District Cllr Connolly** - provided a report on actions in progress (see addendum 2)

## 5. **Planning Committee**

- i) Planning Committee: approved the minutes of the Planning Committee meetings held on 10/03/21, 31/3/21, 28/04/21, 19/05/21, 02/06/21 and 23/06/21.
- ii) Full Council received the minutes of the Planning Committee meetings held on 10/03/21, 31/3/21, 28/04/21, 19/05/21, 02/06/21 and 23/06/21.
- iii) Cllr Evans requested that the minutes be uploaded to the website prior to the council meeting approving them. It was highlighted that the comments are on the TDC website within a couple of days of the planning meeting which is available to the public. The Clerk confirmed that with the Parish having monthly council meetings the uploading to the website would not be so delayed.
- iv) Neighbourhood Plan Reviewing and Monitoring Body – The Hill Parish Council are proposing to remain as lead body and this needs clarification. It was agreed that Cllr Webster will present a paper to the September Council meeting.  
**Action: Cllr Webster**
- v) Monitoring and Review budget requirements. Cllr Webster reported that funds are going to be required going forwards to finance a consultant.
- vi) Following discussion it was proposed and agreed that the costs for the referendum will be split between the 4 neighbourhood plan parish/village councils according to the electoral numbers.  
**Action: Clerk to liaise with the Clerks of the respective NP Area Councils**

## 6. **CIL Projects – works in progress schedule to be produced**

- i) Clareville Road/Godstone Road update – Cllr Jones updated the council following the meeting he attended with SCC. The documents which had been previously circulated were briefly discussed. It was agreed the council wishes to proceed with the project which is to install a crossing on Godstone Road.  
**Action: Clerk to liaise with SCC**
- ii) Croydon Road Regeneration – Levelling up Bid. The application has been submitted although the Parish Council was disappointed at the lukewarm support from the MP.

## 7. **Emergency Planning** – Tandridge District Council are keen for all parishes to formulate an emergency plan. It was agreed the Clerk will liaise with the Clerks in the Neighbourhood Plan area and report to the September Council meeting.

**Action: Clerk**

## 8. **Litter Operative** – it was reported that two applications have been received. The deadline for applications is 15<sup>th</sup> July; the Chairman and Clerk will interview the candidates on 20<sup>th</sup> July.

The meeting of the Staffing Committee was raised and it was agreed this will be organised during August.

## 9. **Business Plan/Visioning update** – A project plan is appended to the minutes. A review meeting will take place in 4 months.

Long Term	Assigned Coun	Current Actions	Actions Complete	Project Complete	Medium Term	Assigned Coun	Current Actions	Actions Complete	Project Complete	Short Term	Assigned Coun	Current Actions	Actions Complete	Project Complete
Design Code for Shops					Roundabout in Valley					Street Cleaner	Cllr Webster	Interviews completed		
Litter Bins	Clerk & TDC	Clerk is liaising with TDC			Christmas Lights - 27th November 2021	Clerk/Cllrs Bradbury/Gomes	All stalls booked			CCTV	Cllrs Webster/Jones			
Campaigning					Picnic in the Park					Roundabout Planting				
Drain Cleaning	Cllr Alun Jones				Parish Newsletter	Clerk & Councillors				Christmas - 27th November 2021	Cllrs Bradbury/Gomes	Rota for volunteers to be drafted		
Godstone Road cross. SCC/Cllr Jones/Webs SCC		number provided, invoice awaited from			Website					Website				
					CL					CL				
					Grass Verges					Treescape	Cllr Evans			
					Flyposting					CR3 Magazine	Cllr Webster &			
					Community Access					Emergency Plan	NP Area Clerks			
					Councillors' Surgery									
					Grit Bins									
					Litter Angels									
					Bore Hole									
					BID to take over									
					Christmas Lights	Clerk/Cllr Webster								

10. **CR3 Magazine** - require copy, which is 350 words, by 10<sup>th</sup> of each month preceding the issue. Cllr Webster has completed 2 pieces. Going forward the Chair would appreciate contributions from fellow Councillors by 10<sup>th</sup> of each month.

**Action: All Councillors**

**Parish Newsletter** - The Parish newsletter will be drafted with input from all councillors. The Clerk will remind Councillors mid-August. Contributions to be with the Clerk by 30<sup>th</sup> August.

**Action: All Councillors**

Distribution of the newsletter will be via the Caterham & District Independent.

**Action: Clerk to liaise with Caterham & District Independent.**

11. **Treescape Fund** - suggestions for sites for the planting of trees is invited from all Councillors. Cllr Jones suggested Wapses Lodge roundabout. Cllr Evans to coordinate.

**Action: Cllr Evans/All Councillors**

12. **Garden at St Johns Church** - Cllr Jones raised the issue of the fenced area opposite the church. The Clerk confirmed there is a group of youngsters who maintain the area however this has not been possible during the restrictions. Cllr Jones and Cllr Bradbury offered to weed the area if there is going to be a long delay before the youngsters can get involved again.

**Action: Clerk to follow up**

13. **Christmas Market - 27th November 2021** - The Clerk confirmed that the go ahead has been given by TDC. The Clerk confirmed the stall structures are booked and the majority of the stalls have been allocated. Cllrs Gomes and Bradbury agreed to be part of the working group.

**Action: Clerk to confirm a meeting date.**

14. **Queen's 70th Jubilee** - an email had been received from a resident. It was agreed the Clerk will follow up.

**Action: Clerk**

15. **CCTV** - Cllrs Webster and Jones together with the Clerk will follow up. See project plan.

**Action: Cllrs Webster/Jones and Clerk**

**16. Finance & Annual Document for review**

16.1 Payment of Accounts & Review of Expenditure was circulated. The following expenses have been approved and paid in between meetings

Clerk Expenses	£ 28.27
Caterham on the Hill PC – new councillor training x 3	£ 34.00
CJS plants – planting & maintaining 16 hanging baskets	£ 1,248.00
TDC – repayment of duplicated CIL payment	£36,804.95
Mulberry & Co – finance training – Cllr Emmanuel	£ 42.00
Route 22 Ltd – New Cllr email setup, and sharepoint	£ 84.00
HMRC – 1/4ly PAYE & NI payment	£ 1,908.63
Peter Frost – internal auditor	£ 113.75
Clerk Expenses	£ 17.79
Clerk Salary & Office	£ 1,270.44
Mulberry & Co – planning training course for Cllrs Evans & Emmanuel	£ 96.00
Caterham Computing – computer support	£ 50.00

The issues with the parish bank account to be resolved and Cllr Jones to be included with on-line access.

**Action: Clerk**

16.2 Agree donation to Caterham Baptist Church – the Councillors resolved to make a donation of £100 to Caterham Baptist Church for the recent use of the facilities.

**Action: Clerk**

16.3 Review of Standing Orders and Financial Regulations – The Standing Orders were approved without amendment. The Financial Regulations 2.2 were updated to state that Cllr Emmanuel will verify the bank reconciliations and bank statements on a quarterly basis.

**Action: Clerk**

16.4 CCLA Account –(CCLA for Churches, Charities and Local Authorities and is an organisation that invests funds on behalf of the three sectors). In view of the level of balance in the parish bank accounts, it was agreed to invited the representative from CCLA to attend the September Parish Council meeting to advise the benefits of the CCLA account.

**Action: Clerk**

**17. Correspondence – circulated to all on receipt**

**The meeting closed at 2040**

**Dates for information**

**Council Meetings**

7<sup>th</sup> September 2021 – 7:00pm

13<sup>th</sup> October 2021 – 7:00pm

10<sup>th</sup> November 2021 – 7:00pm

**Planning Committee meetings**

4<sup>th</sup> August 2021 – 6:00pm

25<sup>th</sup> August 2021 – 6:00pm

15<sup>th</sup> September 2021 – 6:00pm

6<sup>th</sup> October 2021 – 6:00pm

27<sup>th</sup> October 2021 – 6:00pm

17<sup>th</sup> November 2021 – 6:00pm

8<sup>th</sup> December 2021 – 6:00pm

5<sup>th</sup> January 2022 – 6:00pm

26<sup>th</sup> January 2022 – 6:00pm

16<sup>th</sup> February 2022 – 6:00pm

9<sup>th</sup> March 2022 – 6:00pm

30<sup>th</sup> March 2022 – 6:00pm

20<sup>th</sup> April 2022 – 6:00pm

12<sup>th</sup> January 2022 – 7:00pm

9<sup>th</sup> February 2022 – 7:00pm

9<sup>th</sup> March 2022 – 7:00pm

13<sup>th</sup> April 2022 – 7:00pm

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

## **Addendum 1**

### **Report from County Cllr Jeffrey Gray**

#### **Divisional Visit/22<sup>nd</sup> July**

I am hosting a Divisional Visit from a senior SCC Officer on 22<sup>nd</sup>. I have indicated that amongst the priorities I want to discuss are:

- How County can support the Caterham Regeneration process outlined by the BID
- Significant upgrading of the A22 in South Whyteleafe

The first is obviously of more concern to you. Congratulations on everything that has been achieved with this so far. Getting the MP's support for the Levelling Up application was obviously a good thing. I wrote to her in advance of this and I know lots of others did. I have my eye particularly on the 407 bus service (to become the 443); making sure we gain not lose from any changes that become necessary. I am taking up getting SCC to collaborate with TfL to fund an enhancement of this service to provide a better link with The Hill. This would fit in with ambitions outlined in the draft Transport Plan (which is out to consultation by the way – you may wish to check it out) and with the County administration's stated aim of enhancing public transport options in the 'build back'.

I have consulted the Horizon Plan (available on the website) to see what is in the pipeline for Caterham town centre, to be sure that any already-envisaged enhancements are factored in. You can too. There's nothing either in the 2021 programme or in the 'future plans' for that part of Croydon Road.

Let me know of any priorities that you want to moot. And not just in Highways. How do you feel the changes in Children Centre provision are impacting Caterham? Is there anything else in Children's services, Adult Social care or in any other area?

#### **Other Highways issues**

- Following a recent accident on the bypass, I encouraged residents to ask a question at the LAC. In the event, the formal meeting was cancelled. The question was submitted to highways officers anyway and I sent in a commentary too. Basically, a blocked drain causes the road to be inundated frequently just after the bend on the northbound carriageway. The demand is for more frequent drain unblocking, more vigorous speed limit enforcement, signage cautioning a slippery surface after the bend and a length of barrier to stop cars that do lose control on the slippery surface from plunging down the bank.
- The Caterham School pick up arrangements are provoking heated exchanges between SCC Staff and Caterham School staff at present and I have been sucked in. Basically, SCC and the police are not happy with Caterham School staff directing traffic on the public highway to ease its passage past the daily long queue of parents waiting in Harestone Valley Road. The school, on the other hand, is pouring scorn on the County's proposed solution of the school's asking parents to park in the Sports Hall car park and in 'local streets' and requiring children to walk to the parked cars. Does the PC have a view?
- There is a road safety issue up at the Viewpoint that I have to look into with concerned parties. I will do so.

- Think about priorities for the annual capital highways sum (about £40,000) allocated to the division.
- Lobby me on ideas for the £7,500 member allocation on highways, as I'm sure Whyteleafe will. I guess the idea is to try not to spend it on things we can get anyway, but to locate the most important projects in that sort of price range that we can't get funded in other ways.

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### **Other Transport Matters**

- In response to a request from a resident I have asked GTR about rail safety talks in schools. They have responded positively and I have taken an offer to engage from them to Marden Lodge (as well as Whyteleafe School).
- Cllr Jones asked me to check on when the direct service from Caterham to Victoria would be re-introduced. It is possible that I will have an update on Wednesday following the ESTC meeting.
- I have spoken to Southdown about various aspects of the service they provide. I'm happy to expand verbally at the meeting if people are interested.

### **Other Matters**

- I have taken the Clerk's question about the pole in the roundabout and the associated provision of electricity to the clock that you want to remove. I have forwarded to the Clerk a reply offering a site visit from Surrey Lighting Services to 'look into this'.
- I have requested that all the overgrown paths leading to Wapses Lodge be cleared, both from the Caterham and Whyteleafe sides. Hopefully I shall be able to report on Wednesday that this has been done.
- I note Cllr Jones' tireless reporting on drains and grit bins.

### **Community Allocation**

- Refer to me any properly constituted worthy community groups that may benefit from receiving support for any specific projects they may have. They may be eligible for a share of the £5000 that I am allocated annually.

## **Addendum 2**

### **Report from District Cllr Beverley Connolly**

Currently Cllr Michael Cooper and I are working on issues around planning in Barnfield, the ex-Marie-Curie site and 130 HVR which are all proving extremely problematic. Cllr Michael Cooper is also working with highways/SCC on the crossing on Godstone Road.

We are continuing to work very closely with the Soper Hall and the East Surrey Museum and there are various issues ongoing there.