



(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING HELD  
ON WEDNESDAY 9<sup>TH</sup> MARCH 2022 AT 7PM IN THE CATERHAM VALLEY LIBRARY,  
STAFFORD ROAD, CATERHAM

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

Mrs M Gibbins – Parish Clerk & RFO

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MINUTES

1. **Apologies for absence to be received and accepted**  
Cllr Alun Jones
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 9<sup>th</sup> February 2022 to be received and signed as a true record**  
The minutes were approved and signed by the Chairman
4. **Public Participation** – County Councillor and District Councillor reports are attached as an addendum to the minutes.
5. **Planning Committee**
  - i) Planning Committee: approved the minutes of the Planning Committee meeting held on 16/02/22
  - ii) Full Council received the minutes of the Planning Committee meeting held on 16/02/22
  - iii) Approve the Joint Committee Terms of Reference. Proposed by Cllr Evans and seconded by Cllr Bradbury and approved by all. The terms relates to the

Neighbourhood Plan Implementation Group. Cllr Webster and Cllr Botten are joint Chairs. General discussion ensued regarding membership of the group.

**6. PR/Social Media**

- It was agreed that the same notes will be sent to CR3 magazine and the Tandridge Independent. Material will be issued as a press release to all publications.
- Material for the parish newsletter is awaited from Cllrs Bradbury, Jones and Emmanuel and is required by Friday 11<sup>th</sup> March. The newsletter will be issued on the parish facebook page and the parish website.

**Action: Clerk**

- Website – It was agreed a meeting will be scheduled between the Clerk and Cllrs Bradbury and Evans with Route 22.

**Action: Clerk**

**7. Bore Hole**

The Parish Council resolved to take ownership of the bore hole. Quotation received from Digital Water Ltd will be settled when a date for the works to be undertaken has been set.

**Action: Clerk**

**8. Resilience Plan – update**

A meeting was held with TDC Officer – Chris Hobbs. The Clerk is required to complete the sites list to enable the plan to be submitted. It was agreed the Clerk is the first contact and cascades to Chairman/Vice-Chairman/other councillors when the Clerk is unavailable.

**Action: Clerk**

**9. Tree planting –** The Clerk confirmed the trees from SCC have all been planted in Greenhill Avenue, Wapses Lodge, Stafford Road, Caterham School and Dome Hill forest land.

**10. Project Plan update**

The Project plan was updated and additional items highlighted.

- The bench on Godstone Road is being assessed for repair and/or replacement. The Clerk reported that there are jubilee benches available if required at a cost of circa £600 which Cllr Emmanuel suggested it may be worth a local business sponsoring.
- Annual Parish Meeting – it was agreed to invite the Curator of East Surrey Museum to speak. The Annual meeting will held on Monday 23<sup>rd</sup> May at Soper Hall. The Clerk will arrange.

**Action: Clerk**

**11. Queen’s jubilee – Saturday 4<sup>th</sup> June**

Cllr Gomes reported that Whyteleafe Grill happy to help with and sponsor something at the event. Suggestion was either the DJ or the merry go round.

**Action: Cllr Gomes**

The Clerk confirmed arrangements are progressing and she is in contact with TDC regarding the event.

Jubilee Bookmarks are being provided to every pupil at Marden Lodge School.  
£70 of book vouchers are being provided to each year group at St Johns School

## 12. Litter Operative

It was reported that Stephen James, the Litter Operative, is leaving in September. The Clerk is liaising with the local schools regarding a replacement who may be a parent wishing to work around school hours.

## 13. Finance for review

### 14.1 Payment of Accounts -the list

Clerk Salary & Office & Expenses	£1,342.68
Litter Operative Salary correction for March 2022	£ 8.20
East Surrey Dial A Ride donation	£1,000.00
Surrey Hills Society – annual subscription	£ 25.00
Surrey Playing Fields	£ 10.00
HMRC – PAYE & NI	£2,369.39
Premier Rides Ltd – 50% of fee for cancelled Christmas event	£ 315.00
Computer Solutions – printer ink	£ 73.99
CJS Plants Ltd – cancelled cheque due to non-receipt	£1,248.00
Bescot Promotions Ltd – deposit for Christmas stalls	£ 424.70
Mulberry & Co – JW attending Future of Planning course	£ 48.00
Wimbletech – hire of The Workary	£ 36.00
4lifephoto – 50% of fee for cancelled Christmas event	£ 840.00
Chapmans Baskets – planting of whips and trees	£ 60.00
Viking Direct – printer paper	£ 18.83
Route 22 – Microsoft	£ 501.34
Vitaltone Ltd – supplies for Ukraine	£ 500.00
Gifts2Impress Ltd – jubilee bookmarks	£ 509.40
Podds Print & Singage – Parish logo	£ 240.00

\*\* Litter Operative Salary £ 675.34

\*\* This was actioned twice by the bank in February although there is an additional sum of £8.20 due according to the March payslip.

14.2 Review of Expenditure – this had been previously circulated.

## 14. Correspondence – circulated to all on receipt

Meeting closed at 2005

### Dates for information

#### Council Meetings

13<sup>th</sup> April 2022 – 7:00pm

11<sup>th</sup> May 2022 – 6:00pm

#### Planning Committee meetings

30<sup>th</sup> March 2022 – 6:30pm

20<sup>th</sup> April 2022 – 6:30pm

11<sup>th</sup> May 2022 – 7:30pm

1<sup>st</sup> June 2022 – 6:30pm

8<sup>th</sup> June 2022 – 7:00pm

13<sup>th</sup> July 2022 – 7:00pm

14<sup>th</sup> September 2022 – 7:00pm

12<sup>th</sup> October 2022 – 7:00pm

9<sup>th</sup> November 2022 – 7:00pm

11<sup>th</sup> January 2023 – 7:00pm

8<sup>th</sup> February 2023 – 7:00pm

8<sup>th</sup> March 2023 – 7:00pm

12<sup>th</sup> April 2023 – 7:00pm

22<sup>nd</sup> June 2022 – 6:30pm

13<sup>th</sup> July 2022 – **6:00pm**

3<sup>rd</sup> August 2022 – 6:30pm

24<sup>th</sup> August 2022 – 6:30pm

14<sup>th</sup> September 2022 – **6:00pm**

5<sup>th</sup> October 2022 – 6:30pm

26<sup>th</sup> October 2022 – 6:30pm

16<sup>th</sup> November 2022 – 6:30pm

7<sup>th</sup> December 2022 – 6:30pm

4<sup>th</sup> January 2023 – 6:30pm

25<sup>th</sup> January 2023 – 6:30pm

15<sup>th</sup> February 2023 – 6:30pm

8<sup>th</sup> March 2023 – **6:00pm**

29<sup>th</sup> March 2023 – 6:30pm

19<sup>th</sup> April 2023 – 6:30pm

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

### **Addendum A**

**County Cllr Jeffrey Gray reports:** One thing that might be worth reporting tonight, and that others may not know about, is that I submitted a report about the surface of the road at the Station Approach/Church Hill/Stafford Road/Harestone Valley Road junction. I did this specifically under the emergency safety mechanism. The response I got was:

*“The location has been attended by our highways inspectors and all safety defects that meet the matrix have been raised for repair. This work will be carried out soon.”*

Because it’s an emergency safety thing, this won’t be the total surface reconstruction that is really needed here, but it will hopefully be an improvement. Longer term, I will keep pressing for this junction to be promoted up the Horizon list.

### **Addendum B**

**District Cllr Jenny Gaffney reported as follows:** I was privileged to have the opportunity to have a guided tour of **East Surrey Museum** in February. As part of the tour I was given a behind the scenes look at some of the items stored, but not currently in public view. It was a thoroughly enjoyable and informative tour of the museum which has an amazing

archive of items and currently has an exhibition on the Guards Barracks on the Hill. We are exceptionally lucky to have such a treasure on our doorstep. The museum is run by volunteers and I would encourage Parish Councillors to have a look for themselves to see the treasure trove of items on display as there are many fascinating pieces with interesting stories to tell.

Although this happened before the February Parish Council meeting I also was invited to attend the official opening of the Workary in Quadrant House on the Croydon Road, a local affordable space for those who need office space rather than working from home. Their website describes the space as 'provide of affordable, flexible desk space for a range of startups + coworkers, offer a home for member + community events plus an Innovation Hub for the local Council / Community.' The advantage for single or small business is that there is no contract that ties someone to a fixed period of time; it's a very flexible arrangement and the space is light and airy - an excellent opportunity for small start-ups.

There has also been some discussion at a recent Community Services meeting about the provision of **public toilets** locally and their upkeep and ongoing maintenance. Two public toilets locally that need to be renovated are the one at Queen's Park which I understand is due for renovation as part of the upcoming works to the Park. The other at the Westway park also needs to be renovated but is vitally important that we keep the facility with all the events that take place there. Councillors will have input and there will be an update at a future Community Services meeting.

I was very privileged to be a part of the **Caterham, Chaldon and Whyteleafe Neighbourhood Plan** (CCWNP) Steering Group as a member of Caterham Valley Parish Council and was extremely pleased, after a lot of hard work, to see it passed at referendum in May 2021. I have now been asked to contribute to the Monitoring Group as a co-opted member and look forward to working with members of the four Parish Councils going forward.