



(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 13<sup>TH</sup> JULY 2022 AT 7PM IN CATERHAM VALLEY LIBRARY

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

County Councillor Jeffrey Gray

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 8<sup>th</sup> June 2022 to be received and signed as a true record**  
The minutes of the meeting held on 8<sup>th</sup> June were approved and signed by the Chairman.
- 4. Public Participation** - There were two members of the public in attendance, one to observe and one in relation to the Rotary Clock.  
**County Cllr Gray's report is addendum 1**  
**District Cllr Evans' report is addendum 2**

The resident attending with regards updated the Parish Council on the current position. Additional wording will be added to the lower circular disc to identify that the clock is maintained and funded by the Parish Council.

Rotary Clock - an estimate from Gillet & Johnston -Parish has agreed to the refurbishment of the clock as it was. Wanted its identity significantly visible to the community - enhance the appearance. Additional disc for Caterham Valley Parish Council - additional wording to be agreed. RAL colour defines, lettering in gold

gilding – pole in matching colour. Clock is maintained and funded by the Parish Council.

**5. Planning Committee**

- i) Planning Committee approved the minutes of the Planning Committee meeting held on 22/06/22.
- ii) Full Council received the minutes of the Planning Committee meeting held on 22/06/22

**6. Ukraine Linked Initiatives – Cllr Evans updated the councillors on the arrangements which are in place for the Ukraine visitors:**

- fortnightly pizza evening at The Arc,
- East Surrey Rural Transport providing the transport;
- English lessons at Oakhall Church;
- Centre in Redhill looking at starting lessons,
- weekly coffee morning at Soper Hall.
- Main problem is lots of donations are being received however a drop-in location is required.

**7. CCWNP Budget – Cllr Webster reported the CCWNP Implementation Group is now meeting which is jointly chaired by Cllr Webster and Cllr Botten. The group consists of many experienced individuals. The budget which had been previously circulated was tabled and the Parish Council resolved unanimously to accept the budget and its allocation of £3,100.**

**8. Levelling up support letter – Cllr Webster reported a request has been received from TDC Officer Kate Haacke for a letter of support, without financial commitment, for the levelling up application. It was unanimously resolved to support and the Clerk will draft the letter for approval by council.**

**Action: Clerk**

**9. St John's Project proposals – phase 1.** It was resolved that the overall budget for the project is £40k. Clerk has delegated authority for expenditure on the project under £1k and all expenditure over £1k will be submitted to full council for approval. The project will be funded from CIL and reserves. County Cllr Gray has confirmed that the pavement will be resurfaced whereby Cllr Bradbury requested that the works not be undertaken until the landscape drawings have been received and further requested that SCC be asked to renew the surface in a different colour.

**10. Handrail for Tillingdown Hill – County Councillor Gray agreed to look into funding this request.**

**11. Rotary Clock – Cllr Gomes reported on the estimate received from Gillett & Johnston for the additional works to the Rotary Clock. The council resolved to fund the addition £5,498.40. The Clerk will confirm with Gillett & Johnston.**

**Action: Clerk**

**12. Pitch Marking at Stafford Rec – It was confirmed that it will cost in the region of £50. The Clerk will follow up with TDC.**

**13. Litter Operative rota and feedback**

i) New Litter Operative is working well however must be more visible viz high vis jacket. It was agreed a follow up meeting is required to ensure support is provide for the Operative.

**Action: Clerk**

ii) Review the purchase of a Glutton - It was agreed that Cllr Webster and the Clerk will draw up a service level agreement for the purchase of a Glutton to supplement the street cleaning services. The equipment would be purchased by Caterham Valley and Caterham on the Hill PC and hired out to other parish councils as required. A meeting is scheduled with TDC Officers Lee Jenner and Jim Lewthwaite 21<sup>st</sup> July.

iii) Cllr Gomes reported she has received a complaint regarding the lack of refuse collection from their property. It was confirmed that Biffa and TDC are aware of the situation.

**14. Project Plan update** - the project plan was updated and will be redrafted for clarity. Cllr Webster has had an issue raised with him regarding the lack of seating within the play areas. The Clerk will address with TDC.

**Action: Clerk**

**15. Finance for review**

15.1 Application for funding from Rubens Fund for £2500 was considered and it was resolved that it is not an appropriate project for the parish council and no funding would be provided. The Clerk will advise

**Action: Clerk**

15.2 Payment of Accounts as listed were approved.

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|--|-----------|
| TVA - Befriending donation agreed for 3 years                  | £ 850.00  |
| Paul Gregory - Station bench repair                            | £ 85.00   |
| Earth Anchors - dog poo bins                                   | £ 477.60  |
| Litter Operative salary  | £1,229.41 |
| Clerk Salary & Office  | £1,317.50 |
| Cllr Webster - contribution to fuel for S James & S James gift | £ 50.00   |
| East Surrey Transport Committee - annual fee                   | £ 10.00   |
| JEM Home Services - Godstone Road Bench repair                 | £ 205.00  |
| Clerk Expenses   | £ 46.45   |

15.3 Review of Expenditure was approved.

15.4 The Council resolved to delegate authority for payments to be made to the Clerk for the month of August.

**16. Correspondence** - circulated to all on receipt

**Dates for information**

**Council Meetings**

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

12<sup>th</sup> October 2022 - 7:00pm

**Planning Committee meetings**

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

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

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)**

**Meeting closed at 20:05**

## ADDENDUM 1 - County Councillor Gray's Report

The main things I want to draw attention to are:

- What is on offer regarding pavement improvements around Markfield Road, plus news on the safety signage at Viewpoint. I don't want to get into further email correspondence about this, so I will give a verbal report on Wednesday.
- My meeting with Marta on 18<sup>th</sup> July. See the email I sent you on 6<sup>th</sup> and feel free to prepare the Parish Councillors to comment on this on Wednesday.
- A further meeting I am to have with Ben Skipp prior to the Caterham Crew meeting at the end of this month. That is to talk through improvements to the Public Realm being coordinated by the Caterham Crew initiative. I can talk to this on Wednesday.
- aware of highways allocation - safety signage at viewpoint is happening.
- Pavements should be a priority - around St John's school, pavements on both sides up to second entrance. To number 31. Around into Godstone road. Barrier in Markfield Road not currently on offer.
- Extra items can also be funded.
- Railing on Tillingdown
- Sign on bypass will be looked into
- SB confirmed that the landscape designer is preparing the draft.
- Meeting with Community Link Person - Marta
- Meeting Ben Skipp - SCC - improvement to the public realm in Caterham
- Caterham Crew meet and - £10million bid is critical for Caterham.

## ADDENDUM 2 - District Councillor Evan's Report

### Planning Matters

TA/ 2022/404.

83 Harestone Hill: erection of detached house with parking and turning area accessed off Harestone Hill. I'm pleased to report that this application has been refused.

TA/ 2022/561

Caterham school road widening.

This application has been withdrawn by the school, as it became apparent that the planning department and the school were not able to resolve the queries outstanding before the end of term, so would not be able to start work on this during the summer recess.

The school is however able to process the earlier application to improve the road this summer to alleviate some of the traffic problems. Hopefully this will help alleviate the traffic congestion next term.

TA/2022/98 and TA/2022/295.

Two more detached houses on the Marie Curie hospice site.

I'm pleased to report this has been deferred pending a site visit and to give the committee time to read the Hospice design guide, as the officer had not included details of this in his report.

New mental health community drop in centre.

On the initiative of one of our Harestone residents, I have been investigating the mental health provision in the area, and it has become very obvious we are poorly served, with the nearest drop in centre being at Redhill in the evenings. Obviously not ideal given the poor public transport provision.

I'm pleased to say the The Richmond Fellowship have agreed to look into providing a 'light touch' drop in centre once a week at The Westway Centre. It will be managed and resourced by them for a trial period of 6 months. Our local and District health organisations are unanimous in agreeing that this is sorely needed.

Ukraine

We are in discussions with Church Walk about the possibility, in conjunction with the Rotary club, of using one of their empty units. This would be useful for us both as a drop in centre and as a means of sorting and distributing donations.

The fortnightly pizza evening is up and running and is proving popular. The East Surrey Rural Transport Partnership are liaising with the Arc to provide transport for guests from across the area, giving our Ukrainian guests and their children a great chance to meet up without relying on their host families.