(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING HELD ON WEDNESDAY 9TH OCTOBER 2024 AT 7:00 PM IN CATERHAM VALLEY LIBRARY

Attendees: Cllr Alun Jones - Chairman
Cllr Robin Spencer
Cllr Tony Pearce
Cllr Peter Roberts
Cllr Annette Evans

Mrs M Gibbins – Parish Clerk & RFO

M I N U T E S

1. **Apologies for absence to be received and accepted**
   Cllr Jenny Gaffney and County Councillor Jeffrey Gray.

2. **Declarations of Disclosable Pecuniary Interest:**
   To note any declarations of pecuniary and other interests and to consider any requests for dispensation. There were none declared.

3. **Minutes of meeting held on 11th September 2024 to be received and signed as a true record.**
   The minutes of the meeting held on 11th September 2024 were approved and signed by the Chairman of the meeting.

4. **Public Participation**
   There were no members of the public in attendance.

5. **Newsletter Working Group**
   5.01 Feedback from Working Group regarding the parish newsletter and a communications plan.
   An article is submitted to the CR3 magazine. The Working Group will meet in the New Year to identify other avenues to publicise the work of the Council.
   Action: The Clerk is seeking clarification from NALC regarding the relevance of the material to meet the newsletter status for Quality Council.

6. **Planning Committee**
   6.01 Planning Committee approved the minutes of the Planning Committee

Signed by Chairman ……. Date: ……

meeting held on 11/09/24 and 02/10/24.

6.02 Full Council received the minutes of the Planning Committee meeting held on 11/09/24 and 02/10/24.

7. Neighbourhood Plan Update

7.01 Caterham, Chaldon and Whyteleafe Neighbourhood Plan Update

At the last Parish Council meeting, the Council agreed that the priority for us with the revision to the Neighbourhood Plan was to make sure the revisions to current policies and the addition on other polices was essential to make sure we had good protection in place to address new development. The CCWNP Implementation Group held a meeting last Saturday 5th October and this was agreed by the Group.

Tandridge have a call out for sites at present and individual Parishes can suggest sites for development. The Neighbourhood Plan Group cannot suggest Green Belt sites to be added to the Plan. The group is also waiting for Tandridge to give an up to date list of Brownfield sites. The CCWNPIG will go forward with the policies to Referendum. However, the site assessment process will also be looked at.

The NP is expected to go to referendum next year. However, it is unlikely to be ready to meet the May 2025 election deadline. It is anticipated that the revised Plan and Polices will be ready to go to Regulation 14 public consultation in January 2025. This will take 6 weeks after which responses will have to be reviewed and any relevant changes incorporated. This is likely to be the end of March 2025. The Plan is then passed to Tandridge for Regulation 16 for review by an Independent Examiner.

As part of the process, it is important that the Council makes a list of Community Infrastructure Levy (CIL) projects that are being contemplated (i.e. the £100K that has been allocated for the Croydon Road regeneration). There will be other infrastructure needed in the area, so the Council is being requested by the CCWNPIG to provide a list.

Action: Clerk to provide current list of projects to Councillors

Action: Councillors to provide a list of priorities to the Clerk to ensure the current list can be updated.

8. Christmas update

8.01 The Clerk confirmed that no response is being received to emails and telephone messages to the contractor for the snow globe. The suggestion of a Christmas themed photo booth instead.

Action: Clerk to research suppliers and costs.

9. Finance for review

9.01 Review of Expenditure since 11th September 2024 meeting:

Clerk expenses	£ 45.64
Clerk salary	£ 1,641.58
Standard Life – litter operative pension	£ 42.45
PKF Littlejohn – external audit fee	£ 504.00

Signed by Chairman ……. Date: ……

Mulberry Local Authority – Cllr Alun Jones training	£ 54.00
Nick Dance Contractor – watering trees at Timberhill	£ 1,008.00
CJS Plants Ltd – maintenance of hanging baskets	£ 1,440.00
TDC – May 2024 election costs	£ 8,400.97
HMRC – PAYE & NI	£ 3,320.61
Caterham on Hill PC – CVPC Contribution to gritting costs for 2023/24 undertaken by local farmer	£ 1,120.00
Litter operative salary	£ 1,042.29

9.02 Review of September month end accounts were noted.

9.03 Councillors noted the receipt of the second precept payment of £34k

9.04 The Council noted the external auditor's report and certificate received from PKF Littlejohn. The documents were published as stipulated.

9.05 It was agreed the Clerk will circulate the May election spreadsheet to all Councillors as the costs are higher than predicted.
Action: Clerk to circulated spreadsheet.

10. Projects:

10.01 Positioning of new Parish Noticeboard – deferred until after the Croydon Road regeneration is completed.

10.02 Town centre roundabout planting – The Clerk confirmed the soil testing has been completed following which the vegetation will be sprayed ready for planting in Spring. A sign to be erected on the roundabout highlighting the work which is being funded by the Parish Council.

10.03 Wapses Lodge Roundabout improvement – This is being handled by County Cllr Jeffrey Gray.

10.04 White Knobs play area – Four quotes have been received and considered by the Council. The preferred contractors are either HAGS or Kompan. It was **AGREED** the quotes will be forwarded to TDC Officer Catherine Dainkeh for consideration with a request for TDC to match fund.
Action: Clerk to forward quotes to TDC.

10.05 Proposal for consideration of forming a Town Council – Cllr Jones and the Clerk will attend a Caterham on the Hill Parish Council meeting to explain the pros and cons of forming a Town Council.
Action: Cllr Alun Jones & Clerk

10.06 Agree a date for painting St John's school fencing – Spring 2025

11. Youth Provision

11.01 To receive an update on the youth provision review. An update will be provided following the next Trustee meeting scheduled for 24th October. Funding will be considered by the Council at its budget setting meeting in December.

12. Clerk's Report update

12.01 To review the plan and note the updates and progress.
The Clerk will liaise with TDC Officer Alex Webber and SCC Officer Gemma Ruff regarding the missing bins and the replacement of the same.

12.02 The Clerk will liaise with the BID to ensure power is being supplied to the

Signed by Chairman ……. Date: ……

trees in Croydon Road.

12.03 Two retailers are willing to fund the installation of Christmas trees on the roundabout. The Clerk will follow up and source lights for the same.
Action: Clerk

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

Meeting closed at 1950

Draft Dates for 2024/25 for information

Council meetings	**Planning meetings**
	23rd October – 6:30pm
13th November – 7:00pm	13th November – 6:30pm
	4th December – 6:30pm
8th January 2025 – 7:00pm	8th January – 6:30pm
	29th January – 6:30pm
12th February – 7:00pm	19th February – 6:30pm
12th March – 7:00pm	12th March – 6:30pm
9th April – 7:00pm	2nd April – 6:30pm
	23rd April – 6:30pm

PREVIOUS MINUTES CAN BE VIEWED AT WWW.CATERHAMVALLEYPC.ORG.UK

Signed by Chairman ……. Date: ……