(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING HELD ON WEDNESDAY 12TH MARCH 2025 AT 6:30 PM IN CATERHAM VALLEY LIBRARY

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

Mrs M Gibbins – Parish Clerk & RFO

M I N U T E S

1. **Apologies for absence to be received and accepted**
   There were none received.

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 12th February 2025 to be received and signed as a true record.**
   The minutes of the meeting held on 12th February 2025 were approved and signed by the Chairman.

4. **Public Participation**
   There was one member of the public in attendance regarding the funding application in item 13.03. applying for charity status. Some funding raised from the food festival will be given to local charities.

5. **Newsletter Working Group**
   5.01 Feedback from Working Group regarding the parish newsletter and a communications plan.
   - The article for the April 2025 CR3 magazine, has been submitted to the editor.
   - Further work needs to be done on communication, and a meeting of the Communications Working Group will be arranged.

Signed by Chairman ……. Date: ……

- Cllr Pearce will draft a plan for a period of 3 months.

6. Planning Committee

6.01 Planning Committee approved the minutes of the Planning Committee meeting held on 19/2/25.

6.02 Full Council received the minutes of the Planning Committee meeting held on 19/2/25.

7. Neighbourhood Plan Update

7.01 To RECEIVE an update following the recent CCWNPIG meeting

- The Caterham, Chaldon and Whyteleafe Neighbourhood Plan (NP) started its Regulation 14 public engagement and consultation on Monday 3rd March. It will run to 23.59 on Sunday 13th April 2025.
- The revised draft is available to view in Caterham Hill and Valley Libraries and on the website https://ccwnp.org.uk. The NP consultation survey can be found at https://www.surveymonkey.com/r/CCWReg.
- The venue for the Whyteleafe event has changed and the engagement events will take place at
    - Caterham Hill – Friday 14th March – 1.30pm-3.30pm at Westway Community Centre, 25 Chaldon Road, Caterham Hill, CR3 5PG
    - Caterham Valley – Saturday 15th March – 10am-4pm at Quadrant House, Croydon Road, Caterham, CR3 6PB
    - Whyteleafe – Monday 17th March –6pm-7pm in the Function Room, Whyteleafe Tavern, Whyteleafe, CR3 0EE
    - Chaldon – Wednesday 19th March –Chaldon Village Hall, Rook Lane, Chaldon, CR3 5BN – 6pm to 7pm

The responses to the consultation will then be collated and the NP reviewed. Further information on the next steps will then be announced.
All Councillors are to review the plan and submit comments to Cllr Gaffney by 1st April.

8. Borehole

To consider the use of the borehole for measuring the water levels.

- A member of the Flood Action Group and Cllr Gaffney are in touch with a previous resident to find a way to have a permanent solution to monitoring the water levels at the borehole. The Environment Agency is not interested in taking this on as they say they already have data from Woldingham. It has taken a while to get a quote for the monitoring equipment and installation but this should be provided shortly. The latest figure is £1,000. A specification is also needed and once both are available, this will be provided to Councillors for discussion. Cllr Gaffney is hoping to have the information for the April Council meeting. Cllr Gaffney will enquire if there is an annual fee.

9. Annual Parish Meeting

Signed by Chairman ……. Date: ……

9.01 To provide an update on arrangements

- On Wednesday 7th May 2025
  At Soper Hall, Harestone Valley Road, Caterham
  Refreshments will be served from 6:30pm
  The Meeting will commence at 7.00pm
  Performance by Prospero Theatre Group
  An update on projects funded by Caterham Valley Parish Council and proposed projects.
  Recipients of funding will be invited to attend and explain how the funds have been used.

10. Christmas lights and market

11.01 To provide an update regarding the market. Stalls and merry go round.

11.02 To consider the Christmas lights for 2025.
The Council AGREED to remain with the current supplier and option 1 of the proposal for the current lights to be refurbished.

Cllr Jones will communicate with TDC Officer Alex Webber and SCC Officer Gemma Ruff regarding the power to the trees in Croydon Road to enable lights to be erected.

The Clerk will communicate with TDC Officer Alex Webber re picnic in the park being held on Timberhill on either 15th or 22nd June.

11. Land Use Consultation

To consider the Council's response to the consultation
https://www.gov.uk/government/consultations/land-use-in-england
It was AGREED the Parish Council will not be responding.

12. Consideration of sponsorship of roundabout

To consider the request by a local business wishing to sponsor the maintenance of the Valley roundabout.
The Council agreed to the request on the basis that the sign is temporary, the length of sponsorship is 2 years although can be renewed on an annual basis. The sign needs to be approved by the Council. The sponsorship fee would be required to cover the planting fee charged to the Council.

13. Finance for review

13.01 Expenditure since 12th February 2025 meeting was NOTED:

Surrey Hills Society annual subscription	£	30.00
Clerk Salary	£	1,667.57
Clerk Expenses	£	42.49
Standard Life – litter operative pension	£	42.45
Caterham on Hill Parish Council – Parish contribution To CCWNP	£	3,284.00

Signed by Chairman ……. Date: ……

HMRC – PAYE & NI	£ 3,088.29
Air Ambulance – agreed donation	£ 500.00
St Catherine's Hospice – agreed donation	£ 250.00
Litter Operative salary	£ 1,042.29

13.02 The February month end accounts were reviewed and NOTED.

13.03 To consider the funding request in the sum of £500 from Caterham Food Festival. The Council RESOLVED to fund £500 towards the Caterham Food Festival.

14. Projects:

14.01 Wapses Lodge Roundabout improvement

14.02 Update re Town Council following meeting with Caterham on the Hill. Follow up meeting to be held. TDC keen to move quickly if going ahead.

15. Youth Provision

15.01 To receive an update on the youth provision review.
The Clerk confirmed funding is being received. A meeting of Trustees and East Surry YMCA is being held at 6pm on 20th March and a trial session is scheduled for 3rd April.

16. Clerk's Report update

16.01 To review the plan and note the updates and progress.
Notice Boards; Soper Hall directors have agreed to fund and supply their own notice board. Soper Hall suggest Caterham Valley seeks a new site for the parish notice board. The Clerk will speak to the minister at St John's church to propose the location of the board to be in the garden area opposite the church.
Councillors will propose a date for the weeding of the garden area.

17. Correspondence – circulated to all on receipt

Thank you letter from KSS

Draft Dates for 2024/25 for information

Council meetings	**Planning meetings**
9th April – 7:00pm	2nd April – 6:30pm
	23rd April – 6:30pm

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

Meeting closed at 20:12

Signed by Chairman ……. Date: ……