(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING HELD ON WEDNESDAY 9TH JULY 2025 AT 7:00 PM IN CATERHAM VALLEY LIBRARY

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

Mrs M Gibbins – Parish Clerk & RFO

MINUTES

1. **Apologies for absence received and accepted from**
   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. There were none declared.

3. **Minutes**
   The minutes of the meeting held on 11th June 2025 were approved and signed by the chairman.

4. **Public Participation –**
   County Cllr Jeffrey Gray reported:
   - Youth provision is going very well. The number of attendees at both sessions is increasing. Participation from all NP areas is crucial.
     CC Gray and Webster have attended the Whyteleafe Fun Day and will be going to Chaldon Fete on August bank holiday.
   - Requests for the removal of little pieces of vegetation have been submitted to SCC and are being dealt with.
   - Parking enforcement was sent a list of areas that needed to be addressed. Contract has been requested from the enforcement office. Issues at Lidl area.
   - SCC meeting this week, it was announced that YFS is going to be opened again and providing £50k per County Councillor.

5. **Neighbourhood Plan Update**
   5.01 To approve a letter, as recommended by the NP Joint Committee, be sent to

Signed by Chairman ……. Date: ……

the District Council requesting that the Neighbourhood Plan referendum take place as soon as possible and at the latest in May 2026.
Letter was drafted by CC Webster and has been redrafted by Cllr Gaffney to include a deadline date. Councillors **AGREED** in principle to the letter and for it to be signed by the Chairman.

5.02 To RECEIVE an update on the Neighbourhood Plan.
Cllr Gaffney confirmed that Regulation 14 consultation is completed with approx. 100 replies. Revised document went to TDC on 1st July for Regulation 15. Regulation 16 in August. Looking for an Independent Examiner followed by the referendum in May 2026.

6. Community Assets

6.01 To review the response and actions following a Council Working Group meeting and the North Tandridge Community Asset meeting.
Cllr Spencer and the Clerk met to identify the community assets and the Clerk has created an Expression of Interest (EOI) template for each of the assets identified. Cllr Spencer is completing the pertinent points in conjunction with the Clerk and will submit the EOI's to TDC by the end of July. Cllr Roberts raised the issue of the land at the back of Milner Road; it was agreed that Cllr Pearce will undertake a land registry search on this land to identify ownership.
Stafford Road recreation area has not been included in the list and is being investigated by TDC. Tillingdown is identified as one area.

7. Planning Committee

7.01 Planning Committee approved the minutes of the Planning Committee meetings held on 25/6/25.

7.02 Full Council received the minutes of the Planning Committee meeting held on 25/6/25.

8. Local Government Reorganisation and Elections

8.01 Local Government Reorganisation in Surrey.
Cllr Spencer will draft a template to respond as the Council considers it is there duty to respond on behalf of residents. Cllr Spencer will work with Cllr Pearce. To be circulated to all Councillors prior to submission.

8.02 Local Government Reorganisation and Parish Council Elections
If Caterham Valley is approved as a Town Council the election will be in May 2026. The Clerk will seek clarification from TDC what the situation is regarding the elections following the appointment of a shadow council.

9. Finance for review

9.01 Review of Income and Expenditure to end of June 2025 was **NOTED**.

9.02 Expenditure since 11th June 2025 meeting was **NOTED** :

Helen Broughton – Locum fee	£ 35.00
Clerk Salary	£ 1,667.57
HMRC – PAYE & NI	£ 3,589.74
Standard Life – Pension	£ 43.81

Signed by Chairman ……. Date: ……

St Catherine's Hospice – funding donation	£ 750.00
Litter Operative Salary	£ 1,041.71
Gallagher – Annual insurance premium	£1,210.91
Clerk Salary	£ 1,667.57
Standard Life – Pension	£ 43.81
NALC – Cllr Gaffney attending information event	£ 42.00
Litter Operative Salary	£ 1,041.71
Computer Solutions – printer ink	£ 82.54
Clerk Expenses	£ 47.44

10. Communications

To receive an update regarding the CR3 magazine submissions and general PR.

- September. NP Update
- October. Unitary update
- November. Christmas market and lights etc.
- December. Round up of the year.

Further topics are required for future editions of the CR3 magazine.

11. Christmas market – 29th November 2025

To receive an update on plans and stall bookings.

Some additional stalls are required. Suggestions were to approach new retailers in the Valley. Portovenere/Broo coffee/youth group/Retro cafe

An appeal to be put in the CR3 magazine asking for volunteers to help on the day.

The issue of the power and meter for the additional lights and sockets in Croydon Road was raised. The Clerk had suggested the power to come from Quadrant House with a separate meter to be charged to CVPC. TDC Officer Alex Webber has responded that this is not feasible. Cllr Pearce is following up.

12. Projects:

- **Positioning of new Parish Noticeboard –** awaiting response from St John's Church
- **Town centre roundabout planting –** The Clerk continues to monitor and follow up with Wealdons. The lack of rain is preventing the seeds from germinating.
- **Wapses Lodge Roundabout improvement -** an update was provided at the June Council meeting
- **White Knobs play area –** to be removed from the list as Timber Hill is the current priority.
- **Bore Hole –** Cllrs Pearce & Gaffney have taken a reading and confirmed the process is quite easy to undertake. An invoice for the new equipment is still awaited. Require written permission from local business man that equipment can remain on their land. Access to the data is not, as yet, available.
- **Town Council update –** Cllrs Jones, Spencer and the Clerk had an on-line meeting. Agreed a number of initiatives – high level time line, communications. A joint meeting to be held with a couple of Caterham on the Hill Councillors and the Clerk.

Signed by Chairman ……. Date: ……

- **St John's Church Garden –** was completed on 5th July. Another day of clearing will be undertaken in Autumn.

13. **Youth Provision**

To receive an update on the youth provision review – this was dealt with in the public session.

14. **Clerks report and update**

The plan was reviewed and **NOTED**. The Clerk added that the TDC CIL funding application for Timberhill Road was completed with the assistance of TDC Officer Catherine Dainkeh.

15. Correspondence – circulated to all on receipt

Meeting closed at 20:20

Draft Dates for 2025/26 for information

09 July 2025	COUNCIL	7.00pm	CVPC Library
16 July 2025	Planning	6.30pm	CVPC Library
06 August 2025	Planning	6.30pm	CVPC Library
27 August 2025	Planning	6.30pm	CVPC Library
10 September 2025	COUNCIL	7.O0pm	CVPC Library
17 September 2025	Planning	6.30pm	CVPC Library
08 October 2025	Planning	6.30pm	CVPC Library
08 October 2025	COUNCIL	7.00pm	CVPC Library
29 October 2025	Planning	6.30pm	CVPC Library
12 November 2025	COUNCIL	7.00pm	CVPC Library
19 November 2025	Planning	6.30pm	CVPC Library
10 December 2025	Planning	6.30pm	CVPC Library
07 January 2026	Planning	6.30pm	CVPC Library
14 January 2026	COUNCIL	7.00pm	CVPC Library
28 January 2026	Planning	6.30pm	CVPC Library
11 February 2026	COUNCIL	7.00PM	CVPC Library
18 February 2026	Planning	6.30pm	CVPC Library
11 March 2026	Plannning	6.30m	CVPC Library
11 March 2026	COUNCIL	7.00pm	CVPC Library
01 April 2026	Planning	6.30pm	CVPC Library
08 April 2026	COUNCIL	7.00pm	CVPC Library

Signed by Chairman ……. Date: ……

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

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