(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING HELD ON WEDNESDAY 12TH NOVEMBER 2025 AT 7:00 PM IN CATERHAM VALLEY LIBRARY

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

Mrs M Gibbins – Parish Clerk & RFO

M I N U T E S

1. **Apologies for absence 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. There were none declared.

3. **Minutes**
   The minutes of the meeting held on 8th October 2025 were approved and signed by the Chairman.

4. **Public Participation – County Cllr Tony Pearce** reported:
   - Station avenue – first designs to start the discussion produced by SCC and feedback was received. Relocation of bus stop and taxi rank was a non-starter. Another design is being drafted. Unclear whether the design will be ready for the Christmas market. Plans at an early stage and a lot of lessons learnt from Croydon Road. Ideal starting date 2027 but due to LGR will be delayed but allows time to get it right.
     Croydon Road furniture will be removed and replaced by contractors at no cost to the Council.
   - Each SCC Councillor receives a revenue maintenance budget £7,500. Due to the restricted time to spend requests have been made for the pavement outside Timberhill Road to have pot holes sorted; a grit bin for the Copse and another project in Whyteleafe.
   - East Surrey Museum applied for and received £3500 for new front door from YFS.

Signed by Chairman ……. Date: ……

5. **Neighbourhood Plan Update**

5.01 To RECEIVE an update on the Neighbourhood Plan.

The TDC CCWNP Regulation 16 consultation finished on 10th October 2025. There have been 25 public comments, and these will be available to view on the TDC website soon.

The CCWNP Implementation Group which represents the four Parishes met on Saturday 8th November to discuss next steps. An external, Independent Examiner has been appointed. The dates for the examination are not currently available but are expected to be confirmed soon. TDC is in charge and will now send the Plan and comments from the Reg 16 consultation to the Examiner to review. This examination will not be a public hearing. The Examiner will review the comments and send questions to TDC and the Implementation Group. The next meeting of the IG will take place in January, once the Examiner has provided his questions on the Plan.

Weight can be given to the emerging policies in the Plan when responding to planning applications, bearing in mind comments received during the consultation and the fact that at this stage the Examiner can require changes to the Plan.

If approved, it will go to referendum in May next year and if passed, the revised Plan will become part of the District Council's Development Plan.

For further information visit the NP Website at https://ccwp.org.uk.

6. **Community Assets**

6.01 To review the response and actions following a Council Working Group meeting and the North Tandridge Community Asset meeting.

i) **TDC Maintenance Service Costs**

Tandridge District Council has provided detailed cost estimates for maintaining the recreation grounds, play and gym equipment, and amenity land proposed for transfer.

- Estimated annual cost: £46,500
- Including contingencies (tree safety, insurance, utilities, and community events): £50,000–£55,000

Breakdown by asset type:

- Sports and recreation land – 43% (£20,000)
- Amenity land – 31% (£14,500)
- Playgrounds – 26% (£12,000)

Highest-cost sites: Timber Hill Recreation Ground and Valley Sports Ground (grounds and pitch maintenance).

Moderate-cost sites: Timber Hill and White Knobs play areas (inspection and repair).

Lower-cost sites: Amenity areas such as Caterham Viewpoint and Timber Hill access paths.

ii) **Parish-Led Maintenance RFP**

Requests for proposals (RFPs) have been issued to local maintenance providers to assess the cost and capacity for delivering equivalent services independently of TDC. Responses are awaited, and the Clerk will provide an update once submissions are received.

iii)**Legal Engagement**

Signed by Chairman ……. Date: ……

The Clerk is progressing discussions with solicitors to advise on the CAT documentation and any legal implications for the Parish Council.

iv) **Shared Service Discussions**

Cllr Spencer met with representatives from Caterham on the Hill, Warlingham, and Oxted Parish Councils to explore the possibility of creating a shared service arrangement for maintenance and management of assets transferred under the CAT process.

The discussion was positive and constructive, with mutual interest in the benefits of collaboration and potential cost savings. However:

- A shared parish service model is largely untested, with few examples elsewhere in the country – the Councils would effectively be pioneering such an approach.
- Creating a sustainable arrangement would require significant due diligence, legal advice, and coordination, which no single parish currently has the capacity to lead.
- The compressed timeframe linked to both the TDC CAT process and the wider Local Government Reorganisation (LGR) means that such a shared arrangement is unlikely to be established in time for any asset transfers.

For a shared service model to be viable, TDC would need to provide a transitional arrangement to allow sufficient time for design, consultation, and setup.

CAT Feasibility and Capacity Review

The CAT process has prompted a review of the Council's financial and administrative capacity to manage these assets directly.

The conclusion of this review is that the Parish Council does not currently have the capacity to take on these assets.

Next Steps and Recommendations

It is recommended that the Parish Council withdraw all existing Expressions of Interest (EOIs) for the proposed asset transfers, on the grounds that:

- The maintenance costs, as provided by TDC, are not affordable within the Parish's existing budget and raising the precept, to cover the costs of asset acquisition, would be prohibitively expensive for residents.
- Continuing with the transfers would not be in the best interests of Caterham Valley residents.

However, the Council's original objectives remain firmly in view. These are being addressed by:

- Protecting green spaces from potential development by pursuing Fields in Trust applications for:
    - Timber Hill Park
    - Valley Sports Ground
    - Tillingdown Recreation Ground
- Working collaboratively with TDC and the future Surrey unitary authority to uphold maintenance standards and pursue ongoing improvements, such as the anticipated Timber Hill refurbishment funded by Community Infrastructure Levy (CIL) contributions.

This approach safeguards local assets for public use, maintains community oversight, and avoids unsustainable financial risks for the Parish.

EOI Submissions

On 29th July 2025, Caterham Valley Parish Council submitted EOIs following receipt of updated asset information from TDC (requested by Cllrs Gaffney and others). This information allowed the parish to consolidate and rationalise EOIs into the appropriate format, ensuring consistency and clarity across submissions.
Priority was placed on recreation grounds and play areas. As a reminder, submission of an Expression of Interest does not commit the parish to acquiring an asset, but secures the option to do so.

- Caterham View Point
- Timber Hill Road Recreation Ground
- Tillingdown Hill Recreation Ground
- Tillingdown Hill Play Area
- Timber Hill Play Area
- Recreation Ground and Rainbows Nursery – White Knobs
    - covering the recreation ground, play area, and sports pavilion
- Stafford Road Recreation Ground, Gym Equipment, and Play Area

Risks and Considerations

- Timing Delays increase the likelihood that decisions may fall under the new Unitary Authority, potentially complicating or resetting the process.
- Capacity – The District Council's limited capacity may mean parishes must be proactive in preparing supporting documentation to avoid further delays.

Next Steps

- Parish Council to review Cllrs Spencer recommendation to withdraw all EOI on the basis that the maintenance costs, as provided by TDC, are not affordable and in the best interests of CVPC residents. The risk of undesired development on the green spaces, the original driver for acquiring the assets, will be mitigated by pursuing a field in trust application for the following three assets:
    - Timber Hill Park
    - Valley Sports Ground
    - Tillingdown Recreation Ground

Cllr Spencer to follow up the EOI pertaining to Milner Avenue.
PROPOSAL by Cllr Robin Spencer to withdraw all EOI's 4:1
Withdraw from everything except but leave in Milner Avenue – 1 : 4
Fields in Trust applications to be submitted by the Clerk for Timberhill, Tillingdown and White Knobs play areas.

7. <u>Planning Committee</u>

7.01 Planning Committee approved the minutes of the Planning Committee meetings held on 08/10/25 and 29/10/25.

7.02 Full Council received the minutes of the Planning Committee meeting held on 08/10/25 and 29/10/25.

8. <u>Town Council</u>

8.01 To receive an update.

- **Consultation –** The next stage of CGR consultation commenced on 10th November and will run for 4 weeks.

Signed by Chairman ……. Date: ……

- **Hill and Valley Working Group –** The Clerk has sought to arrange a joint Hill and Valley working group, but the Hill have indicated they are unavailable until January 2026. We are continuing to look for an earlier date.

Risks and Considerations

- **CGR –** The CGR will determine, considering the response to a public consultation and a range of legal factors, if a Town Council can be formed with or without CHVP consent.
- **Hill Withdrawal** – Without Caterham on the Hill's participation, the Town Council cannot proceed.
- **Dependence on TDC** – The CGR is led by Tandridge District Council; legal orders and electoral arrangements remain on their timetable.
- **Time Pressure** – Even if Hill were to re-engage, the timetable to complete the CGR and prepare for May 2026 elections would be very tight.
- **Resources** – Significant councillor and officer time has already been invested, which may not deliver an outcome if the process stalls.

Next Steps

- Continue to plan, via the TC working group, the transformation work needed to amalgamate the parishes.
- Arrange a 2025 date with Hill to form joint working group. Communication drive to be pushed. QR code to be included. Cllr Peter Roberts has requested that he wishes to be on the working group.
- Cllr Gaffney will draft a more detailed flyer. Cllr Pearce will produce a QR code and scan the poster to all Councillors. **Clerk**

9. <u>Register of Community Asset</u>

To consider whether to re-register East Surrey Museum as a Community Asset.
It was AGREED for the Clerk to submit the new application.

10. <u>CIL</u>

10.01 **To review the current funds available and to identify potential new projects.**
Clerk to finalise the CIL spreadsheet.
Clerk to speak to TDC Officer Catherine Dainkeh re CIL funding Stafford Rec, White Knobs play areas.

11. <u>Finance for review</u>

11.01 To REVIEW and ADOPT the draft budget for 2026/27. £4,358 has been requested for the Neighbourhood Plan for 2026/27. The budget was REVIEWED and ADOPTED

11.02 Review of Income and Expenditure to end of October 2025. This was NOTED

11.03 To REVIEW and ADOPT the precept for 2026/27. The decision regarding the precept for 2026/27 was deferred until the January 2026 meeting.

11.04 Review of expenditure since 8th October 2025 meeting:

Clerk Salary	£ 1,720.99
Clerk Expenses – trading licence fee to TDC	£ 210.00
Standard Life – Pension	£ 43.81
Litter Operative Salary	£ 1,041.71

Signed by Chairman ……. Date: ……

Computer Solutions – printer ink	£ 23.87
Nick Dance – watering fruit trees at Timberhill	£ 1,386.00
Royal British Legion – poppy wreaths	£ 50.00

12. Communications

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

The article for the December CR3 magazine has been submitted. It deals with HMOs, a Caterham Valley Public Service Protection Order (PSPO) consultation and the next stage of the Caterham Community Governance Review (CGR) for the Hill and Valley Parishes.

The 4-week Caterham CGR consultation closes at 11.59pm on Sunday 7th December 2025. Full details and the survey are on the Tandridge website www.tandridge.gov.uk/consult.

The 6-week consultation on the Caterham Public Spaces Protection Order (PSPO) closes at 11.59pm on Wednesday 31st December 2025. The short survey should only take a few minutes to complete and can be found at www.tandridge.gov.uk/consult.

Councillors can suggest any articles for inclusion which they think might be of interest to residents.

To be drafted as A5 going forward.

13. Christmas market – 29th November 2025

To receive an update on plans and stall bookings.

All bookings confirmed. Banners being erected at Morrisons carpark, St John's school, Marden Lodge School and Caterham Valley library. Posters to be erected in Croydon Road and bus notices to be erected. Two volunteers have come via VASE. The Clerk will publicise for volunteers via Facebook.

Cllr Pearce is available until 5:30pm; Cllr Spencer is available until 12pm.

14. Projects:

- **Positioning of new Parish Noticeboard**
  It was agreed it will be sensible to leave until after the CGR Consultation is completed.
- **Town centre roundabout planting**
  To be revisited in Spring.
- **Bore Hole**
  There was no update.
- **St John's Church Garden**
  Deferred until Spring 2026.

15. Youth Provision

To receive an update on the attendances at the sessions. Sessions are steady. Bus to be brought along to a venue to publicise the club.

16. Clerks report and update

16.01To review the plan and note the updates and progress. NOTED

Signed by Chairman ……. Date: ……

17. Correspondence – circulated to all on receipt
Letter of thanks received from Caterham Festival Food Fair

Meeting closed at 20:27

Dates for 2025/26 for information

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
22 April 2026	Planning	6.30pm	CVPC Library

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

Signed by Chairman ……. Date: ……