(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING HELD ON WEDNESDAY 8TH APRIL 2026 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 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. There were none declared

3. **Minutes**
   The minutes of the Council meeting held on 11th March 2026 were approved and signed by the Chairman.

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

5. **Neighbourhood Plan Update**
   5.01 **To RECEIVE an update on the Neighbourhood Plan.**
   The Examiner's Report on the revised Plan was very positive, and the Examiner was complimentary on the way The NP Implementation Group (IG) have gone about revising the 2021 version. The Examiner says the Plan is 'an excellent example of the review of a Neighbourhood Plan'. He compliments the Consultation Statement stating 'it is a good example of a document of this nature' and says the Basic Conditions Statement is 'an informative and well-presented document'.
   The Examiner has provided the final draft of amendments to the revised Plan to TDC, and the IG have subsequently updated the Plan with these amendments. This is now the Referendum version of the Plan.

Signed by Chairman ……. Date: ……

Following a meeting of the Tandridge Planning Policy Committee on the 19th March, it was confirmed that the CCWNP Referendum can proceed on the 7th May 2026 at the same time as the unitary elections.
The CCWNP has been underpinned by community support and engagement, and the CCWNP IG is encouraging residents to vote at Referendum. The IG agreed that a double-sided colour leaflet be printed by New Ink and leaflets are currently being delivered to 12,000 homes in the CCWNP area. CCWNP posters will be given to the two libraries and leaflets will be available for residents to pick up. Posters are being placed on all four Councils noticeboards and additional posters and leaflets are being given to local shops to display. Content is also being drafted for the 4 Council websites and Facebook pages. An email will go to all those who have signed up for updates later in the month.
It is hoped that Councillors will also encourage residents to vote in the Referendum.
The next IG meeting is expected to take place on Saturday 25th April 2026 at 9.30am in the Westway Centre.
All documents can be found on the NP Website at **https://ccwp.org.uk**.

6. Planning Committee

6.01 Planning Committee approved the minutes of the Planning Committee meeting held on 11/03/26 and 01/04/26

6.02 Full Council received the minutes of the Planning Committee meeting held on 11/03/26 and 01/04/26.

7. Community Assets

7.01 Assets of Community Value

Council is asked to approve the submission of Asset of Community Value nominations for the assets listed above to Tandridge District Council. The Clerk, in consultation with the Chair and relevant councillors, will be authorised to progress the applications. Engagement with TDC on the feasibility of Fields in Trust protection will continue, with further updates reported to Council.

7.02 Fields in Trust

The Clerk and Cllr Spencer have spoken to TDC about FIT application, and they have advised that there is a £150 + VAT charge for investigating FIT application with a further £2500 + VAT uncapped cost for completing the application. We are enquiring if that is per asset. Do we approve these costs in principle with a further decision when we have clarity? Fees to Fields in Trust will be circa £2k per asset. Fields in Trust have been in communication and we will now proceed to identify how we can move forward.
It was AGREED to proceed with TDC in respect of Valley Sports (White Knobs), Tillingdown and Timberhill play areas. Cllr Spencer will agree costs with TDC for the rest of the process.

8. Standing Orders

The unchanged Standing Orders were REVIEWED and APPROVED subject to some minor layout and grammatical amendments.

Signed by Chairman ……. Date: ……

9. **Financial Regulations**

The unchanged Financial Regulations were REVIEWED and APPROVED subject to some minor layout and grammatical amendments.

10. **IT Policy**

The IT Policy was REVIEWED and ADOPTED in principle following amendments to be provided and circulated by Cllr Spencer.

11. **Finance for review**

11.01 The Income and Expenditure to end of March 2026 was reviewed. The Clerk confirmed the date for the internal audit still needs to be scheduled.

11.02 The expenditure since 11th March 2026 meeting was reviewed:

Standard Life – Pension	£ 43.81
Clerk Expenses	£ 62.61
Clerk Salary	£1,916.92
HMRC – PAYE & NI	£3,224.91
Caterham on the Hill PC – CCWNPIG Contribution	£3,250.00
Litter Operative Salary	£1,041.91

11.03 Funding request of £500 from Air Ambulance Charity Kent Surrey Sussex – **APPROVED**

12. **Communications**

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

The article for the May CR3 magazine focuses on the reopening of Timberhill Playground. It also updates on the Timberhill Picnic in the Park and the Annual Parish meeting. A short update on the Caterham, Chaldon and Whyteleafe Neighbourhood Plan reminds residents that a public Referendum on the revised Plan will take place on the 7th May.

The article will be submitted in time for the deadline of 10th April.

Councillors can suggest any articles for inclusion which they consider might be of interest to residents. Future material will include reference to donations provided, Timber Hill play area, Picnic in the Park, the Neighbourhood Plan, the request for volunteers for events and the date for the Christmas market.

13. **Projects:**

- **New Parish Noticeboard at St John's Church –** the notice board is being delivered and installed prior to the end of April. The Queen's jubilee plaque will also be installed at Timberhill.
- **Town centre roundabout planting –** It was AGREED to leave the roundabout for the current period and review when the new budget is considered.
- **Bore Hole** - Cllr Gaffney is continuing to chase access to the website that monitors the readings. Decision to be made regarding the way forward at the May 2026 Council meeting.
- **St John's Church Garden –** It was noted that, following the previous clearance, flowers are emerging. It was AGREED to leave the next tidy up until later in the year.

Signed by Chairman ……. Date: ……

- **St John's School planters –** It was AGREED the school will be contacted and encourage to maintain the planters as previously agreed. It was reported that local residents are also complaining about the state of the planters.

14. Youth Provision

To receive an update on the attendances at the sessions. No update was available.

15. Clerks report and update

15.01 The plan, updates and progress were noted.

15.02 Picnic in the Park – 14th June 2026

- Games are booked, but prizes to be sourced
- Tickets to be issued for game participation
- Ice cream seller is booked
- Face painter has been contacted
- Soft drinks served from Parish gazebo
- DJ booked
- Contacted VASE for volunteers
- Cllr Evans to source donuts

15.03 Annual Parish Assembly – 18th May 2026

- Venue booked
- Speaker will be from St Catherine's Hospice
- Invites emailed to 50 + guests
- Refreshments to be purchased

15.04 Christmas Market – 28th November 2026

- Road closure booked however traffic management plan to be completed and submitted to TDC. Cllr Pearce will complete the traffic management plan
- Street collection licence granted
- DJ booked
- Merry go round booked
- Shuttle bus booked
- 23 stalls currently booked – more variety needed
- Contacted VASE for volunteers
- Quote from market stall company awaited

16. Correspondence – circulated to all on receipt

Future agendas

Parks and recreation areas

Dates for 2025/26 for information

22 April 2026		Planning	6.30pm	CVPC Library

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

Meeting closed at 20:32

Signed by Chairman ……. Date: ……