(INCORPORATING VALLEY AND HARESTONE WARDS)

Minutes of the Caterham Valley Parish Council Annual Statutory Meeting of the Parish Council held on **Wednesday 13th May 2026 at 6:15pm at Caterham Valley Library, Stafford Road, Caterham**

Cllr Tony Pearce
Cllr Robin Spencer
Cllr Alun Jones
Cllr Annette Evans
Cllr Peter Robers
Cllr Jenny Gaffney

Maureen Gibbins – Clerk & RFO

M I N U T E S

1. **Election of Chair for 2026/27**
   JG nominated TP as Chairman second by RS.
   There being no other nominations TP was elected as Chairman
   Declaration of acceptance of office signed by Chairman

2. **Election of Vice Chair for 2026/27**
   TP nominated RS as Vice Chairman seconded JG
   There being no other nominations RS was elected as Vice Chairman
   Declaration of acceptance of office to be signed on return by Vice-Chairman

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

4. **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.

5. **Minutes**
   The minutes of full Council meeting held on 8th April 2026 were approved and signed by the Chairman following the inclusion of assets – Timberhill Recreation and play area,

Signed by Chairman ……. Date: ……

Tillingdown Recreation and play area and White Knobs/Valley Park recreation and play area.

6. **Public Participation –** There were no members of the public in attendance.
7.
8. **<u>Appointment of Councillors to Committees both internal and external bodies</u>**
    - **CVPC Planning Committee** – Cllrs Jenny Gaffney, Annette Evans and Tony Pearce. Cllr Peter Roberts will sub when required.
    - **NP Implementation & Monitoring Group –** Cllrs Jenny Gaffney and Annette Evans.
    - **Staffing Committee –** Cllrs Tony Pearce and Annette Evans.
    - **The Westway –** Clerk to communicate with The Westway to ascertain involvement.
    - **East Surrey Transport Committee –** Cllr Peter Roberts.
    - **Communications Working Group including CR3 magazine –** Cllrs Annette Evans, Tony Pearce and Jenny Gaffney.
    - **Picnic in the Park Working Group –** All Councillors on the day (14th June 2026).
    - **Christmas Market and Lights switch on Working Group** – Clerk, Cllr Tony Pearce. Cllr Jenny Gaffney will sub when required. All Councillors to be available on the day (28th November 2026)

8.01 **<u>Planning Committee</u>**

8.02 Planning Committee: approved the minutes of the Planning Committee meeting held on 22/04/26.

8.03 Full Council received the minutes of the Planning Committee meeting held on 22/04/26.

8.03 **To receive the result of the Neighbourhood Plan Referendum.**

Following the Referendum on the 7th May, the Caterham, Chaldon and Whyteleafe Neighbourhood Plan (CCWNP) passed with 87% of those voting supporting the revised Plan.

Supported by the four Councils at Caterham on the Hill and Valley, Chaldon and Whyteleafe, the policies in the Plan give the Council avenues to argue inappropriate development.

With a Neighbourhood Plan (NP), our Parish Council receives 25% of Community Infrastructure Levy (CIL) payments from developments in Caterham Valley and Harestone. As the four Councils are statutory consultees for all planning applications, the revised policies, which are supported by Design Guidance, will aid the Councils when reviewing and responding to applications in their areas.

Thank you to all those who helped to get the CCWNP to this stage, and also to those who facilitated the delivery of over 11,000 leaflets to homes across the CCWNP area.

The Referendum decision will now be ratified by Tandridge District Council.

Signed by Chairman ……. Date: ……

A meeting of the Implementation/Monitoring Group will take place once the four Councils have confirmed the members of the IG following their May Council meetings.
More information can be found at www.ccwnp.org.uk.

9. Community Assets

9.01 Assets of Community Value – no update

9.02 Fields in Trust – no update

10. Website Update

Website – the Clerk will check other websites and seek quotes including from Aubergine.

11. Finance for review

11.01 The Council **AGREED** the Annual Governance Statement.

11.02 The Council **AGREED** the AGAR and **AUTHORISED** the Chairman and Clerk/RFO to sign the AGAR forms.

11.03 Council **NOTED** the year-end report from the internal auditor, Helen Broughton

11.04 The Income and Expenditure to end of April 2026 was NOTED.

11.05 Review of expenditure since 8th April 2026 meeting was NOTED:

Standard Life – Pension	£ 43.81
Clerk Expenses	£ 82.05
Clerk Salary	£ 1,721.59
Soper Hall – refundable deposit and booking fee for Annual meeting room booking	£ 175.00
ICO – data protection annual fee	£ 52.00
SALC/NALC – annual subscription fee	£ 2,588.67
TDC – CIL repayment for Timberhill play area	£60,000.00
Youth Group annual contribution	£ 8,000.00
Air Ambulance – agreed donation	£ 500.00
Helen Broughton – fee for annual internal audit	£ 200.00
Hiscox Insurance Company – annual premium	£ 1,220.21
SLCC – annual membership fee	£ 253.00
Active Med Supplies – replacement defib pads	£ 153.54
Litter Operative Salary	£ 1,056.51

12. Communications

12.01 **To receive an update regarding the CR3 magazine and general PR.**
The article for the June CR3 magazine focuses on dates for the Croydon Road Christmas Market and the Picnic in the Park at Timberhill Park. There is a short update on the Caterham, Chaldon and Whyteleafe Neighbourhood Plan following the public Referendum on the revised Plan on the 7th May. The article also acknowledges the donation given by the Council to the Kent, Surrey and Sussex Air Ambulance. It updates on the planting on the roundabout in the town centre.
The article was submitted in time for the deadline of 10th May.

Signed by Chairman ……. Date: ……

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

13. **Projects:**
    - **Town centre roundabout planting -** It was AGREED to leave as is as wild flowers are now appearing. It was further AGREED for a mixture of bulbs to be planted in Autumn. The area will require cutting prior to the possibility of bulbs being planted.
    - **Bore Hole -** Cllr Gaffney has a meeting with the installer of the borehole monitoring equipment to demonstrate the website which monitors the readings. Cllr Evans to join the on-line meeting.
    - **St John's Church Garden –** The Clerk confirmed the area is being partially cleared for the installation of the new Parish Council notice board.

14. **Youth Provision**
    To receive an update on the attendances at the sessions.
    - New YMCA Manager has been employed for the youth group
    - New flyers are being sent out.
    - New plastic LED light bulbs are being considered to allow for the youngsters to have ball games in the hall.
    - Additional funding has been received for Outreach work which is hoped will take place before the end of term. Special needs environments to encourage kids to come in.
    - All Parish/Village Councils supporting the group have been invoiced for their contributions.

15. **Clerks report and update**
    15.01 The plan was REVIEWED and NOTED.
    15.02 The schedule of meeting dates for the period 2026/27 were APPROVED.
    15.03 Picnic in the Park – 14th June 2026. The Clerk has been offered activities which are no longer required by Fluffy Fun. It was AGREED to make a contribution of £75 for the items. A budget of £250 was AGREED for the purchase of prizes. The stand for the donut activity is being followed up.
    15.04 Annual Parish Assembly – 18th May 2026 all arrangements are in place.
    15.05 Christmas Market – 28th November 2026 – AJ suggested the installation of a sub meter for the monitoring of lights in the Croydon Road trees.
    15.06 The Rotary Clock has failed again and it was agreed the Clerk will source the original agreement and provide a cost analysis of the liability to the Council to date.

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

Dates for 2026/27 for information

Members of the Public are very welcome to attend Council & Planning Meetings

Signed by Chairman ……. Date: ……

Date		Meeting	Time	Venue
May				
June				
Wed	03 June 2026	**Planning**	6.30pm	CVPC Library
Wed	17 June 2026	**COUNCIL**	7.00pm	CVPC Library
Wed	24 June 2026	**Planning**	6.30pm	CVPC Library
July				
Wed	15 July 2026	**Planning**	6.30pm	CVPC Library
Wed	15 July 2026	**COUNCIL**	7.00pm	CVPC Library
August				
Wed	05 August 2026	**Planning**	6.30pm	CVPC Library
Wed	26 August 2026	**Planning**	6.30pm	CVPC Library
September				
Wed	09 September 2026	**COUNCIL**	7.O0pm	CVPC Library
Wed	16 September 2026	**Planning**	6.30pm	CVPC Library
October				
Wed	07 October 2026	**Planning**	6.30pm	CVPC Library
Wed	07 October 2026	**COUNCIL**	7.00pm	CVPC Library
Wed	28 October 2026	**Planning**	6.30pm	CVPC Library
November				
Wed	11 November 2026	**COUNCIL**	7.00pm	CVPC Library
Wed	18 November 2026	**Planning**	6.30pm	CVPC Library
December				
Wed	09 December 2026	**Planning**	6.30pm	CVPC Library
Jan-27				
Wed	06 January 2027	**Planning**	6.30pm	CVPC Library
Wed	13 January 2027	**COUNCIL**	7.00pm	CVPC Library
Wed	27 January 2027	**Planning**	6.30pm	CVPC Library
February				
Wed	10 February 2027	**COUNCIL**	7.00PM	CVPC Library
Wed	17 February 2027	**Planning**	6.30pm	CVPC Library
March				
Wed	10 March 2027	**Plannning**	6.30m	CVPC Library
Wed	10 March 2027	**COUNCIL**	7.00pm	CVPC Library
Wed	31 March 2027	**Plannning**	6.30m	CVPC Library
April				
Wed	14 April 2027	**COUNCIL**	7.00pm	CVPC Library
Wed	21 April 2027	**Planning**	6.30pm	CVPC Library

Meeting closed at 19:15

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

Signed by Chairman ……. Date: ……