

**Minutes of a meeting of Caterham on the Hill Parish Council held at 7.30pm on
 Wednesday 19th June 2024
 at the Westway Centre, Caterham on the Hill**

Present: Cllr R Clements (Chair), Cllr J Webster (Vice Chair), Cllr N Bray, Cllr M Bustillo, Cllr B Horne, Cllr J Lopez, Cllr S Sowambur, Cllr R Stewart

In attendance: Mrs H Broughton (Clerk), Mr A Parr (Parish Warden), 2 Trustees from the Westway Centre and 1 member of the public.

24/23	Apologies for absence: there were none
24/24	Declarations of interest and dispensation requests Cllr Clements declared an interest in agenda item 24/29v, the nature of his interest being that he was as an employee of the Caterham Barracks Community Trust.
24/25	<p>Public forum</p> <ul style="list-style-type: none"> i) A resident reported that his dog had been attacked by an XL Bully dog at the end of Cromwell Road in Caterham. The XL Bully was neither leashed nor muzzled, which is legally required for this breed. The resident expressed concern that this dog might attack children if nothing is done and the police, although they spoke to the dog's owner, are not taking any action. The resident has since contacted the dog warden. Councillors advised him to speak to the Tandridge Community Safety Officer. The resident shared his contact details with the District Councillors via the Clerk. It was agreed that the Parish Council write to the Police Borough Commander to inquire about measures being taken to prevent such incidents in the future. ii) The Friends of Queens Park had been unable to attend and would be updating the parish council on their work at the August meeting. iii) The Westway Centre Trustees provided background information on their grant application to the Parish Council. The Centre supports various vulnerable groups and offers community services. Last year, a bid was submitted to the Lottery, and as part of this process, match funding was sought from Caterham Hill Parish Council and Caterham Valley Parish Council. Although the Westway Centre has secured £97,000 per annum for the next five years from the Lottery, there remains a funding shortfall. Other funding applications are pending, and the centre employs a Charity Manager to ensure its long-term sustainability. The Trustees are seeking financial support from the Parish Council to ensure sustainability, eliminating the need for future funding requests. They noted that the District Council had advised that funds should not be sourced from the Community Infrastructure Levy (CIL). The Chair thanked the Trustees for attending and advised that the grant was on the agenda to be considered later at the meeting.
24/26	Minutes

	<ul style="list-style-type: none"> i) It was agreed that the minutes of the meetings held on 15th May 2024 and 29th May 2024 be signed by the Chair as a correct record. ii) The minutes of the planning meetings held on 22nd May 2024 (approved) and 12th June 2024 (draft) were noted.
24/27	<p>Reports</p> <p>To receive the following reports:</p> <ul style="list-style-type: none"> i) County Councillor A written report had been circulated by the County Councillor (appendix A) It was agreed that a crossing at Clifton Hill / Oakhall Church and the Queens Park Arts Garden be included on the August agenda. ii) District Councillors The District Councillors reported that induction training was being undertaken and asked councillors to get in touch if there were any local issues. Cllr Sowambur informed the council that the Community Services Committee had discussed closure of public toilets as a cost savings measure, including those on Westway Common. The District Council had now agreed to review and consult on this, and the parish council would await details of the consultation. iii) Neighbourhood Plan Joint Committee The first Neighbourhood Plan meeting of the council year had been held. A report requires drafting to go to regulation 14 and then to referendum with policies being added in that had previously been removed.
24/28	<p>Working Groups</p> <ul style="list-style-type: none"> i) It was agreed to create an Environment Working Group. ii) Membership of the Environment Working Group was agreed as Cllrs Bustillo, Lopez, Sowambur and Bray. Terms of Reference were approved.
24/29	<p>Finance and General Purposes</p> <ul style="list-style-type: none"> i) The schedule of payments was approved (<i>appendix B</i>) ii) It was agreed to appoint Cllr Horne as a councillor to carry out quarterly financial checks, following a recommendation from the internal auditor. iii) Members considered a grant request from the Westway Centre with the level of the General Reserves being first considered. The Clerk advised that guidance stated there should be 6 months to 12 months of the precept in the General Reserve. It was proposed, seconded and unanimously agreed to award a grant of £14,000 to the Westway Centre towards their sustainability project. This would come from the General Reserves which would be reduced to approximately £65,000. It was agreed to suggest to the Westway Centre that they also approach Chaldon Village Council and Whyteleafe Parish Council for a contribution to their sustainability project. Next years' budget would take into consideration future requirements. The Westway Centre would be asked to report back on progress later in the year. iv) A grant request was considered from Caterham Pumas. It was proposed, seconded and unanimously agreed to award a grant of £500. v) Caterham Barracks Community Trust Cllr Clements did not participate due to an interest. <u>Cllr J Webster in the Chair</u> It was agreed that the Parish Council apply to become a Member of the Caterham Barracks Community Trust at a cost of £10.00. A trustee representative would be chosen later in the year. <u>Cllr Clements in the Chair</u> vi) A grant request for the refurbishment of the Manor Avenue Pillars was reviewed. It was noted that the pillars are situated on Surrey County Council Highways land, making the

	<p>council responsible for their maintenance. Although the Parish Council could not grant funds to the individuals who had made the application, they could directly finance the renovation of the pillars.</p> <p>It was agreed that Cllr Webster would make a further attempt to secure funding from Surrey County Council for renovation of the pillars. Additionally, the Parish Council would seek permission from Surrey County Council and approach the Bourne Society for their support, requesting both a contribution towards the project and the installation of a blue plaque to inform residents of the pillars' significance.</p>
24/30	<p>Surrey County Council's Tree Strategy It was agreed that this be considered by the Environment Working Group who would make any recommendations to Council.</p>
24/31	<p>Policies The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> i) Grants Policy ii) Policy for management and awarding of CIL monies iii) Press and Media Policy
24/32	<p>The date of the next meeting was noted as being 21st August 2024 Cllrs Webster, Bustillo and Stewart gave their apologies in advance.</p>
24/33	<p>Future agenda items: to be sent to the Clerk</p>
24 /34	<p>Confidential Items It was resolved that in accordance with the provision of S12a of the Local Government Act 1972, the Public Bodies (Admissions to Meetings) Act 1960 and the Parish Council Standing Orders, press and public be excluded from the following item. Reason: commercially sensitive, confidential.</p>
24/35	<p>Website Three quotations for a new Parish Council website were reviewed. It was proposed, seconded and unanimously agreed to appoint Aubergine as the contractor to develop a new accessible website.</p>

Meeting closed at 9.15pm

COUNTY COUNCILLORS (CC) REPORT JUNE 2024

TRAFFIC/HIGHWAYS ISSUES

1. A fatal accident occurred at the Salmons /Buxton Roundabout on 9th June. A man has been charged with Dangerous Driving. Some residents feel that Buxton Lane requires speed restrictions. Three accidents have been reported at this spot in recent years, with two occurring in the early hours. Councillors should note that Surrey Highways have objected to a large development on Victor Beamish Avenue, with one of the grounds being the inadequacy of the Roundabout at Buxton.
2. Closure of Coulsdon Road at the Croydon Border.
Croydon Council's contractors caused serious issues when they closed the road in April. Traffic was diverted onto Stites Hill and Nineham's, then finding its way into Caterham through Milton and Campbell Roads. This led to distress and angry confrontations between motorists and residents. The closure was lifted before the work was completed (6 sinkholes need to be repaired on this stretch of road). A further closure is now scheduled for July but Croydon Council, in consultation with Surrey, proposes to completely close Stites Hill and implement diversions away from small streets in Caterham. The CC has forwarded these proposals to residents for their views.
3. The Officer responsible for planning and implementing new parking restrictions and road signage visited the Division with the CC on 17th June. Roads where residents are requesting parking controls include:

Addison Close

Addison Road (parking permits)

Court Road further Parking Restrictions by 1- 43

Foxon Close/Coulsdon Road

Garland Way (Parking Bays)

Homestead Road

Hollytree and Elm Grove Junction

Queens Park Road (at the crossing from the Park to Court Road)

Oakhurst Grange School

Penryn/Halton by Airfield-restricted view caused by parked cars

St Lawrence Way/Gwynne Junction

Whyteleafe Road Junction with Church Road

4. Councillors are reminded that the CC helps fund a Community Maintenance Gang in the Summer Months, whose duty is to trim back foliage on Surrey Council owned or managed land. Requests with supporting photos should be forwarded to the Clerk of the Hill Council.
5. Abuse of Parking Restrictions are still a concern even though the enforcement team is now fully staffed and visible. Key issue is DYL Parking outside shops as Enforcement Officers give a 15 minutes "grace" period. Co-op is a big source of complaints from one resident and Highways have agreed to install pavement bollards if the CC pays for them.
6. CC Highways Allowances. The CC is allocated £120K pa which can either fund road schemes or contribute to schemes already identified on Surrey's Horizon Road Planning System, thus "bringing them forward". This is done in conjunction with Highways Engineers.
7. Councillors will note improvements to Nineham's and Whyteleafe Road, approved or completed.
Currently Planned:

VAS Sign Whyteleafe Road

Coulsdon Road (towards Croydon) resurfacing

Chaldon Road (between CRC and Coulsdon Road Junction (Bus Damage)

Chaldon Road Roundabout (structural fault)

Rook Lane (engineering solution required for a subsiding walkway and £1m of roadworks connected with assuring safety in the area of the expanded St Peter and St Paul School).

8. In addition to the above, the CC can present an “Integrated Transport Scheme” for his division. These schemes typically cost between £250k and 300k and must meet strict criteria relating, for instance, to improving walking routes and improving safety, while being affordable and deliverable. One scheme is chosen per District/Borough. The CC presented a scheme in 2023 to improve safety and slow traffic at the point where Whyteleafe/Waller/High Street/Church/Dene/ and Queens Park Road meet. This came second in Tandridge last year. He is putting this forward again in 2024.
9. Future Projects: Although the CCs funds are committed, other projects can be brought forward with the aid of funding from the Parish Council. For example, a pedestrian crossing on Chaldon Road to link Clifton Hill School with Oakhall. This is a scheme Surrey has previously considered.

COUNCILLORS ALLOWANCES

10. Councillors Receive £5k pa to disburse to causes across the Division. This coming year, the Divisional Councillors for Hill and Valley are proposing to pool their allowances to help initiate a Youth Club. A Charity, Caterham Chaldon and Whyteleafe Youth is being assembled for this purpose. Setting up a Charity will allow much wider access to funds. The YMCA, who run other clubs in Surrey, will be retained to manage the Club.
11. For one final year, Councillors will also have access to larger sums (£100k) to donate to Small Capital Projects. The CC has £66k remaining and has been discussing potential projects with Surrey. These include:
 - Replacing the Floor in a Building used by a local charity.
 - Replacing Guttering in a Local Church to stop water ingress into the interior.
 - Replacing the footpaths and planters in the Arts Garden in Queens Park.
 - Providing Additional Equipment for Young Adults outside the Children’s Play Area in Queens Park.
 - Providing Equipment for the Youth Club being formed by the Caterham, Chaldon and Whyteleafe Youth Charity.

The County prefers projects where there is identified local support and where the promotion of inclusive local partnerships can be evidenced. In this respect the CC would like to explore the possibility of Joint Working with the Parish regarding the refurbishment of the Arts Garden in Queens Park.

OTHER

12. The Parish should note that at any one time, the CC is carrying a small case load relating to Children with Disabilities and issues with their support from the County. His role as Vice Chair of the Children’s Scrutiny Committee also means he must pursue other projects in relation to Children’s issues throughout the County.
13. One of the most worrying developments in the last two years has been the pressure on the Mindworks consortium, which comprises several NHS and Charity Partners, to deliver Children’s Mental Health Services in Surrey. Currently, the emphasis is shifting to Schools to provide early support to children with mental health issues and some funding and professional support is being

directed to them. The CC has now joined the Board of Surrey and Borders Partnership (SABP) which is the NHS provider of Mental Health Services for Adults and Children.

14. A fire behind the Raglan Centre has put the Car Park (including the Car Wash) out of commission and the building is being examined as to its structural integrity. This is affecting business in the area. Councillors will note that while this is a private development, the performance of the Managing Agents will need to be scrutinised as to its effectiveness, as the Raglan is an important part of The Hill's public realm. This matter will need to be on a future PC agenda.
15. Meetings are already ongoing regarding the 2025-6 Surrey County Council Budget. A gap of £80m has already been identified. Dealing with this gap is already impacting on the Capital Budget and this will lead to reprioritisation and deferment of Capital Projects.
16. The Neighbourhood Plan Implementation Group met on 8th June, and now includes new councillors from Caterham Hill and Whyteleafe. A draft revised plan will be issued to the CCWNIG by the end of the Month.
17. Planning: Surrey Highways now have a dedicated officer supporting the Tandridge District Council Planning Team. The CC has sought his advice on several issues including:
 - The Golden Lion Site
 - Coulsdon Lodge Site
 - Victor Beamish Avenue Development.

Councillors should note that TDC has acquired Dormers in Foxon Lane for social housing.

Jeremy Webster
Divisional County Councillor
14th June 2024

Appendix B

SCHEDULE OF PAYMENTS

For approval – June 2024

Invoices circulated by email to all councillors before the meeting

Note: payments made using the General Power of Competence

Supplier	Description	Total gross	Vat	Total net
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For approval

Louise Baudet	Internal audit fee	350.00	0	350.00
Mulberry	Training 18 th June	54.00	9.00	45.00
Mulberry	Cllr induction training (Valley PC to contribute 147.15)	588.60	98.10	490.50
H Broughton	Refund cash pd room hire – Townend Social Club	10.00	0	10.00

Paid between meetings pre-approved and/or under delegated authority

Craft Stationers	Stationery	15.45	2.58	12.87
Amazon	Toner ink for printer	179.99	30.00	149.99
Ivy Leaf	Hillcroft Corner works	85.00	0	85.00
Amazon	Graffiti cleaner	14.30	2.38	11.92
Amazon	Name badges	2.99	0.50	2.49
Amazon	Litter pickers	47.98	8.00	39.98

Regular payments pre-approved

Gradwell / Callsure	Telephone transfer fee – DD June	8.11	1.35	6.76
H3G	Telephone / Mobile – DD June	22.94	3.82	19.12
Lloyds Bank	Service fee - June	8.70	0	8.70
Mailchimp	Email service - June	12.34	2.06	10.29
Total staff costs	Salaries and pensions – June	2362.72	0	2362.72
HMRC	Tax and NI – June	1021.88	0	1021.88
NEST	Pension payment - June	403.57	0	403.57
Wix	Domain renewal	95.66	15.94	79.72
Wix	Premium plan	129.60	21.60	108.00