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**Minutes of a meeting of Caterham on the Hill Parish Council
held on Wednesday 10th October 2018 at 7.30pm
in the library, Westway, Caterham on the Hill.**

Present: Cllr Webster (Chair), Cllr Botten, Cllr Darlow, Cllr Dennis, Cllr Orrick.

In attendance: Mrs H Broughton

C 071 Apologies for absence

Apologies for absence were received from Cllr Rujbally, Cllr Burningham and Cllr Turner and were accepted by the Council.

C 072 Declarations of interest arising from the agenda

There were no declarations of interest arising from the agenda.

C 073 Public forum

There was 1 member of the public.
Toilets in Queens Park were requested.

C 074 Minutes of the previous meeting

RESOLVED: to approve the minutes of the meeting held on 12th September 2018, subject to a minor amendment to C059

C 075 Matters arising

Application for the Council Award Scheme was outstanding but would be applied for in October.

C 076 Committee reports

RESOLVED: to adopt the reports of the following meetings:

- i. **Projects Committee held on 21st September 2018**
- ii. **Finance and General Purposes Committee held on 21st September 2018**

Projects

C 077 WW1 Commemorations

Councillor Orrick reported that arrangements were in hand. He requested the help of councillors to site the large poppies along the High Street. Cllr Webster was obtaining contacts for writing to schools.

RESOLVED: that Cllr Orrick prepare a press release on the WW1 commemorations.

C 078 Cedar Tree Lights
RESOLVED: that the First Responders be beneficiaries of the Cedar Tree Lights collection.

C 079 Verge Cutting
Tandridge District Council (TDC) had written the Parishes requesting that they meet a contribution based on precepts to ensure the current verge cutting service is maintained.

RESOLVED:

- i. to inform TDC that the Parish Council considered this an inappropriate method of apportionment and that it would not be willing to contribute under the proposed scheme.***
- ii. to consider verge cutting at a future committee meeting.***

C 080 Matters arising from the Chairman of the Projects Committee
There was nothing to report.

Finance & General Purposes

C 081 Schedule of payments
RESOLVED: to approve the schedule of payments (appendix 1)

C 082 Commemorative Tree
TDC had informed the Clerk that the grass on the corner of Westway and Chaldon Road was owned by SCC. Arranging the planting of a tree to commemorate the end of WW1 might not therefore be possible within the time scale.
RESOLVED: to contact TDC and SCC to try and arrange the planting of a commemorative tree.

C 083 Dog waste bins
RESOLVED: to approve recommendation P035 that a budget of up to £2000 be allocated for 3 dog waste dispensers and bags at Hambledon, Town End and Queens Park.

C 084 Grants
RESOLVED: to approve recommendation F029(iii) that a grant of £5,640 be awarded for the CR3 Neighbourhood Plan to hire a professional consultant and that the grants budget be adjusted accordingly.

C 085 Schedule of meetings
RESOLVED: to approve recommendation F037 to adopt the 2019 schedule of meetings.

C 086 Report from the Chair of the Finance & General Purposes Committee
There was nothing to report.

Planning

C 087 CR3 Neighbourhood Plan

Cllr Webster reported that the CR3 Forum was planning to hire a professional consultant to finish the Neighbourhood Plan. Due to the new NPPF the deadline for this was 24th January.

C 088 Planning Committee Chair's report

Cllr Dennis ran through the headlines from recent planning comments. There was concern as to the loss of small shop units to residential accommodation.

C 089 Douglas Brunton Centre (DBC)

A questionnaire to members of the DBC had been circulated.

Cllr Webster felt that due to independent market research there was no requirement to hire a market research consultant.

Councillor Botten proposed that the Parish Council begin negotiations with TDC for a 5-year contract to manage services currently run by the DBC. The Parish Council would outsource services to the voluntary sector, however it was unlikely that these services would remain at the DBC. He also recommended that the Parish Council create a Commissioning Committee to monitor contracts. This could be further considered at the Parish Council Workshop.

RESOLVED: that Councillor Botten pursue negotiations with TDC as above.

C 090 Outside events

Information on recent meetings and events was shared and future events noted.

C 091 Communication

WW1 commemorations press release

C 092 Urgent Business

Budget / precept

The meeting closed at 9pm