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**Minutes of a meeting of Caterham on the Hill Parish Council
held on Wednesday 11th October 2017 at 7.30pm
in the library, Westway, Caterham on the Hill.**

Present:	Councillors	J Orrick (Chair)
		S Burningham
		L Darlow
		G Dennis
		H Turner
		J Webster
Also present:		Helen Rujbally, co-opted advisor (projects / flooding), Mrs H Broughton, Clerk to the Council.
Apologies:		Apologies for absence were received and accepted from Councillors Botten, Hooper and Warner.

C 071 Apologies for absence

Apologies for absence were received from Cllrs Botten, Warner and Hooper.

C 072 Declarations of interest arising from the agenda

There were no declarations of interest arising from the agenda.

C 073 Public forum

There were 3 members of the public present. A resident raised a query regarding quotation marks used in the original draft minutes (C065), which had since been amended. The Clerk explained that the speech marks had been used to quote Cllr Warner using the word 'soon' as this was a subjective term. The Chairman acknowledged that the Caterham Barracks Community Trust (CBCT) had tried hard to achieve an agreement over the play area.

C 074 Minutes

Minutes of the Council meeting held on 6th September 2017, were approved and signed by the Chairman.

**C 075 Matters arising
Newsletter**

A new deadline was set as 16th October and the clerk warned that distribution in November might not be possible.

C 076 Committee reports

RESOLVED: to adopt the reports of the following meetings:

- i) Project Committee 6th October 2017*
- ii) Finance and General Purposes Committee 6th October 2017*
- iii) Planning Committee 6th October 2017*

PROJECTS

C 077 Remembrance Day

The Remembrance Day Parade would be taking place on 12th November.

RESOLVED:

- i. that the Chairman attend the Remembrance Day Parade on behalf of the Parish Council.*
- ii. to approve expenditure of up to £100 for the purchase of a remembrance wreath and lamp post poppies.*

C 078 Committee Chairman's report

A meeting of the Christmas Working Group had been arranged for 3rd November at 2pm. A site visit was suggested before this to agree urgent arrangements.

Mrs Rujbally gave an update on the work of the Flood Action Group and said that there was concern that the soakaway at the Raglan Precinct was insufficient and that she had asked the landlord to inform the group of measures that had been taken to prevent flooding in the future.

RESOLVED: to arrange a site visit to discuss arrangements for the Cedar tree lights.

FINANCE AND GENERAL PURPOSES

C 078 Schedule of payments

There were no payments.

Noted.

C 079 Caterham Barracks Play Area

A Deed of Covenant between the Parish Council, Tandridge District Council and the Village Association had been received and circulated prior to the meeting.

RESOLVED:

- i) to approve a payment of £12,000 to Tandridge District Council in respect of refurbishment of the play area at the Barracks, subject to transfer of ownership of the play area to Tandridge District Council.*
- ii) to defer the following for consideration and recommendation to council by the Finance and General Purposes Committee; payment of an annual maintenance fee of £1,500 (index linked) to Tandridge District Council for the play area at the Barracks and to indemnify TDC for all sums over and above this if necessary.*

iii) to defer the following for consideration and recommendation to council by the Finance and General Purposes Committee; to approve signature of a Deed of Covenant and Indemnity between Caterham on the Hill Parish Council and The Village Association.

C 079 Committee Chairman's report

There was nothing to report.

PLANNING

C080 Planning Chairman's report

The Chairman reported on the following actions;

- TDC have been asked if the Local Plan HELAA Appendix 8 sites are formally part of Local Plan. There had been no response to this or other queries made of the planning department in the past few months.
- The architect for 36 High Street had requested a meeting with the Parish Council.
- Councillor E Webster had been asked to approach the developer of Coulsdon Lodge.

Cllr Duck was asked to give an update on the Neighbourhood Plan. He said that there had recently been a report from a firm in Bath made up from former planning inspectors who had reviewed the draft CR3 Local Plan. They had stated that it was clear and comprehensive but had some omissions and critical amendments were required, including re-phrasing policies so that they would be enforceable. The next meeting of Steering Group was on Monday 16th and it was hoped that a firm of professional consultants would be able to finalise the plan.

C 081 Consultations

Moving of the post office in Caterham on the Hill was out for consultation.

RESOLVED: that no response to the consultation be made but that clarification on opening hours be requested.

C 082 Outside bodies and other external events

There had been no events to report on. Remembrance Day Parade was noted as 12th November.

C 083 Urgent business for inclusion on future Council and Committee agenda

There was no urgent business for inclusion on future council agenda.

The meeting closed at 9.10pm