



*Implementation
Group*

**Minutes of a meeting of the Chaldon, Caterham and Whyteleafe Neighbourhood Plan
Implementation Group (CCWNPIG) held on Saturday 2nd July 2022
in the Westway Centre, 25 Chaldon Rd, Caterham CR3 5PG**

Present:

*Cllr Chris Botten – Caterham on the Hill Parish Council
Cllr Jeremy Webster – Caterham Valley Parish Council
Cllr Annette Evans - Caterham Valley Parish Council
Cllr John Moffatt – Whyteleafe Village Council
Cllr Julian Palmer – Chaldon Village Council (part meeting)
Geoff Duck - Caterham on the Hill Parish Council (co-opted)
Jenny Gaffney – Tandridge District Council (co-opted)*

In attendance:

*Helen Broughton - Clerical Support
Terri Waghorn – Observer*

- NP 22/1 **Appointment of Chair**
It was proposed and seconded that Cllrs Botten and Webster be appointed Co-Chairs of the Neighbourhood Plan Joint Committee for the 2022/23 Council Year. There being no other nominations they were appointed unopposed.
- NP 22/2 **Apologies for absence (1 min)**
Apologies for absence were received from Cllr Deano Cline, Cllr Helen Bilton and Mrs Julie Blackburn.
- NP 22/3 **Declarations of interest arising from the agenda**
Cllrs Chris Botten and Geoff Duck declared non-pecuniary interests in item 22/9, as Trustees of the Caterham Barracks Community Trust.
- NP 22/4 **Previous minutes**
a. The minutes of the meeting held on 1st March were agreed as a true record.
b. Notes of the Workshop held on 30th April 2022 were agreed.

NP 22/5

Budget

It was agreed to recommend the following Joint Committee budget for the 2022/23 year with Caterham on the Hill Parish Council invoicing parishes for actual expenditure at the beginning of March 2023.

£3,000 Clerking and project administration costs

£2,000 website

£5,000 planning consultancy

£100 room hire

Total £10,100

This equates to the following costs for each parish:

Chaldon £687

Whyteleafe £1,576

Caterham Valley £3,100

Caterham on the Hill £4,737

Cllr Palmer joined the meeting

NP 22/6

Monitoring

Neighbourhood Plan Monitoring Indicators from Tandridge District Council were noted and discussed.

Objective 1

Councillors noted the increased densities above policies, particularly in Whyteleafe and Caterham Valley. It was agreed that this be mentioned when responding to relevant planning applications.

The existing Heritage Buildings List was circulated. It was agreed that:

- a. Cllr Jeremy Webster ask the Historic Buildings Officer at SCC to advise on the process to have buildings added to the Heritage Buildings list***
- b. That members review the list and circulate to their parishes.***
- c. That Roger Packham be asked to attend the next meeting for his advice.***

Objective 2

It was noted that the types of houses built were not those needed in the area.

Objective 3

Noted

Objective 4

Cllr Jenny Gaffney declared a non-pecuniary interest in Community Infrastructure Levy (CIL, as she is a member of the TDC CIL committee. The Joint Committee should take a strategic view on CIL funds which was also a discussion to be had by individual parishes.

It was agreed that Cllr Botten work up a strategic application for the next meeting. This may involve setting up a working group involving General Practitioners

NP 22/7

Levelling up Bill

Cllr Geoff Duck gave an update on the Levelling up Bill.

It was noted that the bill only required a regard for the environment and not be bound by it and that Neighbourhood plans were expected to be more widely used but not have any new powers.

Action: Members to review the levelling up bill and regeneration explanatory notes before the next meeting.

NP 22/8

Levelling up Bid by TDC

It was noted that Parish Councils had been asked to submit a letter of support for the TDC levelling up bid.

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NP 22/9

Caterham Barracks Community Trust (CBCT) Masterplan

Cllr Geoff Duck gave an update on the CBCT Masterplan.

This was a forward business plan for the Trust as to maintain capital it has to restructure.

Cllrs Duck and Botten would update the Joint Committee regularly.

There was some discussion as to how the Joint Committee should engage with other stakeholders such as the Caterham Crew.

It was agreed that Cllrs Botten and Webster draft a plan for future meetings.

NP 22/10

Statement of Common Ground

The Statement of Common Ground is three years out of date and in need of updating. Terri Wagstaff would be working to update.

NP 22/11

SPD Flooding

SPD Flooding now exists in draft and Cllr Webster is waiting for a session with an officer from Planning Policy at TDC and the Flood Risk Planning Consent Team Leader to meet to critique the draft and determine a way forward to consultation.

It has been well received.

Action: Cllr Jeremy Webster to have this added to the Neighbourhood Plan website.

NP 22/12

Strategic Planning Applications

A response made under delegated action to application 2022/245: 5 Queens Park Road, Caterham Hill was noted (appendix 1)

Cllr Jenny Gaffney spoke on draft responses circulated to the following planning applications:

[2022/474 - 35 Crescent Road, Caterham Valley, Surrey, CR3 6LE](#)

Demolition of existing detached 5 bed house and erection of a single block of apartments, comprising 11 apartments with associated hard and soft landscaping.

[2022/28 - 51 Stafford Road, Caterham Valley, Surrey, CR3 6JG.](#)

Erection of three-storey building with accommodation within roof space and underground parking, comprising 6 x 3 Bed, 7 x 2 Bed and 1 x 1 Bed apartments (Outline). Plans and additional information submitted 16.05.22 showing new vehicular accesses and swept path analysis.

It was agreed that Cllr Jenny Gaffney re-draft responses to the above applications, to include Neighbourhood Plan policies, and recirculate prior to the Clerk then submitting on behalf of the Joint Committee.

- NP 22/13 **Delegated Action**
It was agreed to delegate action to the Clerk to submit comments or objections to planning applications between meetings, if necessary. These to be reported at the next meeting.
- NP 22/14 **Protocols**
Protocol on how the CCWNPIG works with individual parishes was approved.
- NP 22/15 **Date of the next meeting.**
Date of the next meeting to be held on 24th September at 10am.
- NP 22/16 **Exclusion of press and public**
Members resolved that under the Public Bodies (Admission to the meetings) Act 1960, to exclude the public and press from discussions concerning the following item that which relates to confidential staff matters
- NP 22/17 **Staff matters**
It was agreed to recommend the appointment of a CCWNIG Projects and Clerical Support Officer and job description for the role.

The meeting closed 11.40am