

MINUTES OF THE MEETING OF THE CATERHAM VALLEY PARISH COUNCIL
HELD ON WEDNESDAY 8TH NOVEMBER 2006
AT THE UNITED REFORMED CHURCH HALL, HARESTONE HILL, CATERHAM

Present: Councillor A. Bell - Chairman
Councillor A.J. Caudle
Councillor C. Daly
Councillor J.M. Dickie
Councillor S. Greer
Councillor S. McGregor

In attendance: District Councillor B. Connolly
Mr. W. Ridley – Clerk to the Council

AGENDA – PART 1

1. Apologies for absence:

There were no apologies

2. Reports Part 1

2.1 County Councillor's Report

There was no report

2.2 District Councillors' Report

Cllr. Caudle reported that the Planning & Environment Committee had been reviewing policies within the Local Development Framework. There would be no less parking spaces allowed on new developments following the decriminalisation of parking. The housing oversupply was currently 59% ahead of target and likely to soon be 66% ahead but this cannot be used as an objection to new developments. However from 1st November for developments over ten units Tandridge will consider using that policy but if it is the only grounds for objection, once the supply is under target then the application will be approved.

Cllr. Caudle also stated that the confidential log-in and password for the SCAPTC website should be blacked out of the minutes which was agreed by the Council.

Cllr. Connolly recorded her thanks to the Parish Council for its donation of £500 to East Surrey Museum which was reported in the local press.

Cllr. Connolly also reported that the ABC Caterham Healthcheck were planning to take over a shop in the valley.

3. Minutes of the previous meetings:

Minutes of the previous meeting held on Wednesday 11th October were agreed as a true record and signed by the Chairman.

4. Matters arising:

1. Reactive Speed Sign

The new sign had been installed on Godstone Road and the old sign relocated to Burntwood Lane and both were operational. An additional insurance premium of £28.27 for the new sign was payable for the remainder of this year.

2. East Surrey Museum

Letter of thanks received from the Secretary for the Council's donation of £500 towards the short term funding of the Curator's post.

3. Newsletter

Clerk had signed contract with Royal Mail for future deliveries starting on 9th April 2007, 1st October 2007 and 3rd March 2008.

4. CCTV

Clerk had contacted Surrey Police to express the Council's concern at the lack of progress on the installation of a dedicated camera at the roundabout in The Square. He also asked whether an alternative post could be found if there was a delay in replacing the lampposts. Sgt. Pacitti replied that he was told by the district engineer, Ron Parker that once all the street lighting improvements had been completed on the approach roads to the roundabout the lamps would be removed from the central column and a camera installed. He had regularly chased the progress of this project along with others in Warlingham, Lingfield and Caterham-on-the-Hill but there has been no action. He had originally requested that a dedicated column be placed on the footway outside Pizza Hut and the above alternative was agreed by Surrey County Council. Sgt. Pacitti advised that he was no longer the neighbourhood sergeant for Tandridge and had passed the Clerk's email on to the neighbourhood inspector Steve Whitcombe and the new sergeant PS 2964 Gutierrez. It was agreed that the Clerk should write to Surrey CC requesting a date for the planned replacement of the street lights.

5. Christmas Lights

Clerk had contacted Andrew Browne who advised that the Caterham Valley Traders Association were planning to put on the same sort of display as last year with costs of £7,500. This was based on the hope that the Parish Council would be able to donate £3,000 that it pledged last year. He was currently collecting pledges from other traders in Caterham and the Caterham Valley Traders Association had agreed to underwrite the balance. Council reaffirmed its pledge to donate £3,000.

5. **Reports Part 2**

5.1.1 **Clerk's Report - Part 1 for action**

1. Rotary Clock (brought forward from the last meeting)

The Clerk declared an interest in that he is currently the Vice President of the Rotary Club of Caterham.

The Clerk reported that the purchase and installation of the clock was funded by the Rotary Clubs of Caterham and Caterham Harestone as a gift to the community to celebrate the centenary of Rotary International and the 75th anniversary of the Rotary Club of Caterham.

It was a one off which was never intended to be an ongoing project. However the clock had been vandalised three times since its installation with the hands on the four faces being moved to different times. The clock is linked to the national clock and is designed to reset itself to the correct time but this can only happen if all four faces are showing the same time. This has resulted in the following additional expenses:

- Repairs for the first two incidents were paid by the Clubs and subsequently claimed off Rotary insurance less excess amounts.
- Now that the clock is a year old, the maintenance agreement had kicked in and the annual inspection fortunately coincided with the latest incident. The engineers therefore also reset the clock. However the maintenance agreement costs £383 per annum plus VAT.
- The Clubs were also funding plastic fascias to cover the four faces and hopefully prevent a recurrence of the problem at a cost of £1,134 plus VAT.

The Clubs were now asking the Parish Council whether it would be prepared to take over the maintenance agreement and/or whether it would be prepared to make a contribution towards the plastic fascias.

Following discussion at the last meeting Clerk had ascertained from Terry Servant that Tandridge Environmental Committee had agreed to donate £650 towards the cost of the covers. Clerk had applied to Councillor Marks for her sponsorship of a grant from the Tandridge Local Committee for the balance of £682. The request to the Parish Council therefore was to agree to take over the maintenance agreement at a cost of £383 plus VAT per annum. The Council resolved to take over the maintenance agreement.

The Clerk reported that the plastic covers had now been fitted to the clock but the engineers had smelt burning and saw smoke coming from the column. This was traced to a control box and the engineers disconnected the power supply. This had not only stopped the clock but also put out all the street lights on the roundabout.

2. East Surrey Community Mediation

Letter received outlining the work of the mediation service which is a charity providing conflict and dispute resolution within the communities of Reigate & Banstead and the Tandridge District. Although the service is provided free of charge the average cost per case is approx. £260. During 2006 eleven cases have been referred to them from the

Caterham area. In the past the Parish Council has provided financial support (Aug 2003 - £50, September 2004 - £250) and they are asking whether it would be able to help again this year. Council resolved to donate £100.

5.1.2 Clerk's Report - Part 2 for information

1. Surrey Highways

Clerk had been advised that county staff dealing with highways in Tandridge were no longer based in Oxted and their new contact details were as follows: East Surrey Highways, Surrey County Council, Mid Surrey Area Office, Opus 11, AO1, Kingston Road, Leatherhead, Surrey KT22 7SY Calls are channelled through the main Contact Centre on 08456 009 009 which are then tracked through customer care software. Faults can be reported via the SCC website: www.surreycc.gov.uk

2. Surrey Criminal Justice Board

SCJB are hosting a Justice "Drop-in" Day at St Joseph's Hall in Guildford on Tuesday 21st November. The aim of the event, which is primarily aimed at older members of the Surrey community, is to raise awareness and provide better understanding of the volunteering opportunities in the Criminal Justice System; how sentences are arrived at and that they are tougher than you might think; the low risk of becoming a victim of crime, but if you are a victim, the CJS will look after you.

5.2 Chairman's Report

Cllr. Bell reported that she had been involved on her committee work for the ABC Caterham Healthcheck.

5.3 Parish Councillors' Reports

Cllr. Daly reported that following a car crash a barrier had been damaged at the junction of Farningham Road and Mount Pleasant Road. This had been reported to Surrey Highways but to date there had been no action. Problems were still being experienced with rubbish collections from Commonwealth and Farningham Roads. Tandridge should not use parked cars as an excuse for being unable to collect rubbish as it was now in control of parking.

Cllr. McGregor reported that he had produced a new disc for the website which hopefully Cllr. Caudle would be able to load. Cllr. McGregor asked what arrangements had been made for Remembrance Sunday. Clerk was asked to obtain two wreaths which were to be placed by Cllr. Bell on the Hill and Cllr. McGregor in the Valley.

Cllr. Greer reported that she had received a complaint from a taxi driver about vehicles parked in the taxi rank in front of the station. Clerk was asked to report the matter to Tandridge DC who was responsible for parking. Cllr. Greer had received an invitation to attend a presentation on a new development at 42-46 Stansted Road but this was outside the parish boundary. Cllr. Greer asked the Clerk to download the new Local Government White Paper so that the Council could review the implications for local Parish Councils. Cllr. Greer reported that she had been advised by various residents of an armed robbery at Thomas Cook in Croydon Road and that two elderly women had their handbags snatched, one in Stafford Road and one in Waitrose. Cllr. Greer reported that there was a general feeling that the Valley was being targeted because there was no CCTV. Cllr. Greer reported that following the separation of the external part of Morrison's car park there was now two way traffic in the entrance road which drivers were not expecting and that a sign should be erected warning traffic entering the car park.

6. Planning

6.1 Current Planning

List 41/2006 – Date of Issue 12th October 2006

Item 2	TA/2006/1023	Barnfield, War Coppice Road	<i>Council had no comment</i>
Use of land for skip hire business (certificate of lawfulness for an existing use).			

Item 3	TA/2006/1027	War Coppice Lodge, War Coppice Road	<i>Council had no comment</i>
Demolition of car port & part of porch. Erection of single storey extension to North elevation & enclosure of existing porch. Erection of hipped roof to provide first floor extension to East elevation. Erection of 2 North facing dormer windows.			

Item 6 TA/2006/1365 51 – 55 Crescent Road
Erection of 3/4 storey building providing 17 x 2-bed flats. Erection of 1 x 4-bed house including garage & 6 x 5-bed detached house including garages (total 24 dwellings with additional provision for 26 car spaces and new access onto Crescent Road.
Council objected on the grounds of overdevelopment of the site, very cramped space per dwelling, the block of flats was too large, the design was ugly and out of character with the local area, access onto Crescent Road was dangerous despite planned improvements to site lines, The 2-bed flats only had 1 car space plus two visitor spaces for the whole block, it was doubtful whether there was sufficient access to the block of flats for fire engines.

Item 24 TA/2006/1480 17 Colburn Avenue ***Council had no comment***
Erection of rear conservatory.

List 42/2006 – Date of Issue 19th October 2006

Item 1 TA/85/1065/R5 Land between 86 & 93 Harestone Hill ***Council had no comment***
Erection of detached dwelling with double garage. (Outline) (Renewal).

Item 3 TA/2005/681/D 71 - 75 Croydon Road ***Council had no comment***
Demolition of 71, 73 & 75 Croydon Road. Erection of 4-storey building with offices on part ground floor and 12 x 2-bed and 1 x 1-bed flats (total 13 flats), with basement parking (17 spaces). (Reserved matters).

Item 13 TA/2006/1429 40 Croydon Road ***Council had no comment***
Installation of revised shop front.

Item 14 TA/2006/1446 West Meadow, 8 Woodland way ***Council had no comment***
Retention of land regarding works.

List 43/2006 – Date of Issue 26th October 2006

Item 13 TA/2006/1500 Marden Lodge Primary School, Croydon Road ***Council had no comment***
Single storey extension to front and rear elevation of nursery building to include new disabled ramp to front elevation.

List 44/2006 – Date of Issue 2nd November 2006

Item 2 TA/2004/1964/A1 32 Godstone Road
Variation of condition 2 of permission TA/2004/1944 (sic) to extend opening time to 12.30 am.
Council expressed concern at such extended opening hours every night.

Item 3 TA/2005/703/A2 32 Godstone Road
Variation of condition 5 of application TA/2005/703 to extend opening time of the extension to 12.30 am.
Council expressed concern at such extended opening hours every night.

Item 4 TA/2006/1061 184 Burntwood Lane ***Council had no comment***
Retention of rear garden decking & 2m high close boarded boundary fence.

Item 6 TA/2006/1430 40 Croydon Road ***Council had no comment***
Display of illuminated fascia sign & illuminated box sign.

Item 26 TA/2006/1563 2 Deerswood Close ***Council had no comment***
Erection of conservatory to side elevation.

Item 34 TA/2006/1575 8 Dunedin Drive ***Council had no comment***
Erection of single storey side extension.

Item 35 TA/2006/1576/TPO 136 Harestone Hill ***Council had no comment***
TPO 73 (T) - Reduce overall crown of Beech tree by 25%.

Item 36 TA/2006/1577 17 Godstone Road ***Council had no comment***
Change of use from A1 (Retail) to A3 (Restaurant)

6.2 Planning Appeals

TA/2005/1573 Land adjoining 24 Underwood *Informal hearing 29th Nov 2006*
Erection of three storey building comprising 3 x 1-bed flats together with 6 parking spaces. Formation of access and amendments to existing access. (Outline)

6.3 Planning Decisions

TA/2006/1050 23 Farningham Road *Approved (full)*
Conversion of dwelling into 1 x 2 bed and 1 x 1 bed flats with associated parking.

TA/2006/1115 11a Crescent Road *Approved (full)*
Retention of single storey rear extension.

TA/2006/1124/TPO Roseneath Court, Greenwood Gardens *Approved by letter*
Erection of single storey extension to rear elevation and new access to Harestone Valley Road.

TA/2006/1021 2 Godstone Road *Refuse*
Erection of 4-storey rear extension. Erection of new roof with accommodation over whole building. Change of use of ground floor from Class A2 (Financial & Professional Services) to Class A1 (Retail). Conversion of first, second and third floors incorporating new build to provide 6 x 2-bed flats. Alterations to shop front.

TA/2006/1112 North Downs Hospital, 46 Tupwood Lane *Approved (full)*
Installation of 2 temporary modular buildings to provide offices, toilet & medical records unit.

TA/2006/1114 1a James House, Crescent Road *Approved (full)*
Continued use of first floor flat as office (Class B1).

TA/2006/1135 33 Newstead Rise *Approved (full)*
Formation of enlarged hardstanding area to frontage together with widened vehicular access and steps to dwelling.

TA/2006/1147 138 Harestone Hill *Approved (full)*
Erection of 2 x dormer windows to front roof slope with hipped roof over existing dormer.

TA/2006/1158 21 Eothen Close *Approved (full)*
Erection of conservatory to rear elevation.

TA/2006/1221 18 Markfield Gardens *Approved (full)*
Demolition of garage and extension. Erection of single storey rear extension and conservatory, garage to side elevation and porch to front elevation.

TA/2006/1234 1 Deerswood Close *Approved (full)*
Erection of conservatory to rear elevation.

TA/2006/1301/TPO 3 The Copse *Approved by letter*
TPO 99 (T) – Crown reduce Maple tree by 10-15% back to last reduction point to reshape tree.

TA/2006/214/A Rear of 200-208 Stafford Road *Approval of amendment*
Relaxation of condition 9 of permission TA/2006/214.

TA/2006/1084 7 Crescent Road *Approved (full)*
Formation of vehicular access onto Mount Pleasant Road.

TA/2006/1185 23 Crescent Road *Refuse*
Erection of roof mounted wind power generator.

7 Finance

7.1 Payment of Accounts

The following cheques were signed at the meeting:

Caterham United Reformed Church	Hire of meeting room	£22.00
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TWM Traffic Control Systems Ltd	Purchase & installation of reactive speed sign	£4,275.83
BDO Stoy Hayward LLP	Audit Fees	£293.75
Allianz Cornhill	Additional insurance premium for new speed sign	£28.27
W. Ridley	Net Salary & office allowance – Nov 2006	£453.71
East Surrey Community Mediation	Donation	£100.00
Harestone Printing	Newsletter printing	£114.00

The following cheques were signed at the meeting on behalf of Caterham Healthcheck:

Mrs B. Connolly	Logo Leisurewear	£135.13
Bronzeoak Ltd	Mail box rental & room hire	£468.83
Action for Market Towns	Membership Towns	£142.92
P Roxby	Room hire	£29.38
Chris Windridge & Associates	Provision of pilot web survey	£470.00

Payment of these cheques will leave a balance of £940.21 on behalf of Caterham Healthcheck in the Council's accounts.

Petty Cash Expenditure since last meeting:

Tesco	12 x 1 st and 12 x 2 nd class stamps	£6.60
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7.2 Review of Expenditure 2006-07

Receipts and Payments for the current year to end of October were reviewed against Budget and agreed.

7.3 Other Financial Matters

7.3.1 Annual Audit

The External Auditors have reported that on the basis of their review, in their opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The Annual Return was approved and accepted by the Council.

7.3.2 Issues arising from the Audit

The following issue has been raised by the External Auditors to assist the Council in improving its internal controls or working practices. The Council is recommended to consider these but is under no statutory obligation to act upon them:

Fidelity Guarantee

Despite the fact that the Council had reviewed its level of cover, the External Auditors felt that this would still appear to be insufficient in light of bank balances held at 31 March 2006 and the amount of precept then subsequently received in April 2006. Although there was no legal requirement to have Fidelity Guarantee Insurance cover the Auditors recommended that the amount is sufficient to cover the maximum amount of money the council holds at any one time during the year.

The Clerk reported that following recommendations by the External Auditors the Fidelity Guarantee was increased on 5th November 2003 from £2,000 to £30,000. The Council's bank balances at the end of each month since the audit ranged from £31,884.16 to £41,063.92. The estimated balance at the end of November was £33,984.73 and the balance at the end of December was likely to be approx. £30,000 and will continue to fall until the first half year precept is received in April 2007. All cheques require at least two signatures from any of the Councillors or the Clerk. Council resolved to leave the level of cover at £30,000 and review again in April.

8. Correspondence

Other correspondence received by the Clerk was noted at the meeting.

Chairman:

Date: