

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 12TH NOVEMBER 2008
AT THE UNITED REFORMED CHURCH HALL, HARESTONE HILL, CATERHAM

Present: Councillor H. Hammer - Chairman
Councillor J. Caudle
Councillor M. Dean
Councillor P. Lavington
Councillor M. Lincoln
Councillor J. Servant

In attendance: Mr. W. Ridley – Clerk to the Council
District Councillor J. Ingham

AGENDA – PART 1

1. Guest Speaker

Tandridge Neighbourhood Police Inspector Elaine Burtenshaw, accompanied by PC Martin Bassom, spoke about local policing and efforts to combat crime in Caterham. In particular the following subjects were covered:

- Generally crime was low with the most prolific being theft from motor vehicles, many of which were insecure. Number plates stolen from vehicles parked in Stafford Road had been used for “make-offs” from the petrol station in Whyteleafe. The new Shop Watch was very proactive and had been a success. Youth disorder incidents had reduced dramatically.
- Due to Caterham being close to the Metropolitan Police boundary, there was a lot of cross border criminality. There had been a joint operation with British Transport Police to patrol trains coming into Caterham
- It was a struggle to get people to attend the Police Panel meetings. People tend to attend when there is a problem, so this may be a reflection of the low crime rate in the area.
- Inspector Burtenshaw had a regular column in the Caterham Independent which gave up to date information on local crime. If Councillors wanted more information on specific incidents, they should telephone or email PC Bassom who would then respond.
- Inspector Burtenshaw did not want to publicise details of Neighbourhood Watch Schemes as this could direct crime to other areas. However Councillor Hammer would call in at the Police Station for an informal chat on this subject.

2. Apologies for absence

County Councillor S. Marks
District Councillor B. Connolly
District Councillor M. Cooper

3. Reports Part 1

3.1 County Councillor’s Report

Councillor Marks had sent her apologies but had forwarded reports on the following items:

1. Roadworks in Caterham
 - Following discovery of a fault, the temporary signals on Church Hill have now been replaced, since when there have been no further breakdowns. The works are taking extra time due to the hill surface being finished in concrete with reinforced metal bars. This is delaying the finish of the works as the concrete is taking 4 to 5 days to cure before traffic is allowed to run on it.
 - Croydon Road works are nearly finished. There is approx. 150 metres of trench to complete to the sub station then the company will be moving onto the A22 towards Whyteleafe.
 - The foul sewer in Godstone Road has failed again and is under investigation.
2. Barnfield, War Coppice Road
 - Surrey CC has objected to an application for a Goods Vehicle Operators Licence in connection with a scaffolding business at the above site.
 - If this application is granted, as applied for, it will allow two scaffolding vehicles to be kept at and operated from Barnfield, in addition to the two goods vehicles currently used by Mr & Mrs Murrell in connection with their “lawful” skip hire business.
3. Surrey Phone Number Changes
 - With effect from 1st December the Surrey CC phone number was changing from 08456 009 009 to 03456 009 009.

- In addition seven 0300 numbers were being introduced which will allow callers to bypass the voice messages on 03456 009 009 and go straight through to the team they need.
- Libraries 0300 200 1001
- Registration 0300 200 1002
- Roads and Transport 0300 200 1003
- Schools 0300 200 1004
- Adult Social Care 0300 200 1005
- Children Social Care 0300 200 1006
- Jobs 0300 200 1007

3.2 District Councillors' Report

Councillor Connolly had sent her apologies but had forwarded the following report:

- She had attended the public enquiry for the development proposed by Village Developments at the back of Bradenhurst and 124/126 Harestone Hill and had spoken in defence of the Council's refusal. The Inspector's decision was still awaited.
- She will be attending the hearing on Wayside and 8 Tupwood Lane on 18th November.
- She had been active in trying to set up a group to apply for funding for youth facilities in Caterham which could include things like a youth shelter, multi-use games area and even a youth club.
- The plans for Soper Hall are ongoing.
- Surrey Highways had been lobbied over the ongoing work on Church Hill
- She had attended the Meet Caterham Business Exhibition at the Surrey National Golf Club.

Councillor Ingham reported on the following:

- She had complained to Surrey Highways about the time being taken to complete the roadworks on Church Hill.
- The gully cleansing had been unsuccessful in that only half of the work was completed. If there was no improvement after all of the work was completed, the matter would be passed over to Thames Water for further investigation. It was noted that Croydon Road had flooded again after the gully cleansing.
- She had attended with Councillor Caudle the walkabout in Stafford Road although there were only two residents in attendance.

Councillor Caudle reported on the following:

- She had attended the Stafford Road appeals. The larger one had been dismissed but unfortunately the smaller one had been approved.
- The Core Strategy had been adopted.
- She had attended a special Planning & Environment Committee to consider consultation on Gypsies & Travellers.

4. Minutes of the previous meetings:

Minutes of the previous meeting held on Wednesday 8th October were agreed as a true record and signed by the Chairman.

5. Matters arising:

1. Bus Stop outside Marden Lodge School

Following further correspondence from Mr Pickford of 9 Burntwood Close, Clerk contacted Councillor Marks and received the following response: It is intended that the current bus shelter or an equivalent will be moved to the position of the new bus stop – turned round so that the vertical is at the hedge side of the pavement. There are lots of people working on this and it is hoped that it will be moved shortly. Clerk has informed Mr Pickford.

2. Caterham Vision

Random Greenway is presenting to Caterham-on-the-Hill Parish Council on Monday 10th November and Cllr. Hammer is planning to attend. A date for a presentation to Caterham Valley was agreed on Saturday 22nd November. Clerk to confirm with Random Greenway.

3. Caterham Sea Cadets

Letter of thanks received for the donation of £200 towards the minibus fund.

4. Caterham Gully Cleaning

The Surrey County Council letters advising residents of the essential maintenance works on 27th and 28th October were delivered by the Parish Council. No update has been received from Surrey on how the works progressed but they obviously did not solve the problem as Croydon Road flooded again following heavy rain during the night of 30th October (see report in Caterham Independent).

5. Parish Notice Board

Council's application for retention of non-illuminated parish notice board at Marden Lodge School has been validated by Tandridge DC and appears in the list for the period 20th to 24th October.

6. Remembrance Sunday

Clerk delivered wreaths for Remembrance Sunday to Councillors Lavington and Servant who attended the Remembrance Services in the Valley and on the Hill.

6. Reports Part 2

6.1.1 Clerk's Report - Part 1 for action

1. Caterham & District Carnival 13th June 2009

For Carnival 2008 the Carnival Committee engaged the services of a Samba dance troupe which led the procession through the Valley and the Hill. The committee has once again secured their services at a similar cost to last year (£650) and wondered whether the Parish Council would be prepared to sponsor some of this cost. Council resolved to donate £100.

2. Partial Review of the South East Plan: Gypsy and Traveller Accommodation Needs

Council reviewed the consultation document and completed the questionnaire.

3. Freedom of Information Act

Council adopted the model publication guide and completed the template on the specific information which the Council will make available to the public.

4. Surrey Strategic Partnership

Council decided it had insufficient information to comment on the Surrey CC survey of partners and stakeholders and Councillor Hammer would inform Surrey of this decision.

5. Surrey Police Authority

Council decided it had insufficient information to comment on the Surrey Police Authority survey of partners and stakeholders and Councillor Hammer would inform Surrey of this decision.

6. CPO for Rose & Young Site

A letter from a Caterham-on-the-Hill resident was published in the Caterham Mirror on 23rd October 2008. The letter called for a group of residents to raise funds for the legal costs of applying for a Mandamus at the Royal Courts of Justice and suggested that Caterham Valley Parish Council would be an appropriate Group. The letter stated that a Mandamus is an order compelling any public body to carry out a duty imposed upon it by law and that such an order would command Tandridge DC to obtain a Compulsory Purchase Order and clear up the site. The Oxford Reference Dictionary describes it as "a judicial writ issued as a command to an inferior court, or ordering a person to perform a public or statutory duty". The Council agreed that it does not have funds for such an application but Cllr. Lavington would check on whether it would indeed be possible to obtain such an order and would draft a letter to the Assistant Chief Executive (Legal) at Tandridge DC on the possibility of obtaining a CPO.

7. Communities in Control: Codes of Conduct

Communities and Local Government has issued a consultation paper on proposals for revising the Local Authorities (Model Code of Conduct) Order 2007 and the Relevant Authorities (General Principles) Order 2001. Council had no comment.

8. Independent Remunerations Panel

Tandridge DC has been asked as the Independent Remunerations Panel to gather views from Parish Councils in relation to potential payment of allowances for Parish Councillors. Council currently pays a Chairman's allowance and also a mileage allowance but believes that a Dependent Carer's allowance similar to that received by District Councillors should also be paid.

9. Parish Emergency Plan

Surrey CC is currently encouraging parishes to develop their own parish emergency plans. In order to give some background to emergency planning in Surrey, discuss the role that parish councils can play in emergencies and provide initial assistance with the plan templates, Council is invited to a workshop on Thursday 11th December. Councillor Hammer will discuss with Caterham-on-the-Hill parish council.

6.1.2 Clerk's Report - Part 2 for information

1. Surrey Highways Issues

Email received from Keith Fry, Community Highways Officer stating that Surrey is keen to engage with Parish Councils to work together on highway matters. He requests that any new issues in the parish are registered using the Surrey contact centre (08456 009009) or website (www.surreycc.gov.uk). Requests should also be copied to the local County Councillor and to the generic email for Surrey Highways (estsurreyhighways@surreycc.gov.uk)

2. East Surrey Parish Liaison Group

The next meeting will be held on 13th November and Cllr. Servant has agreed to represent the Council.

3. Publicity

There has been considerable publicity in the local press including the following:

- Caterham Mirror – 16th October – Article on Bradenhurst Close residents' protests against 2008/1172 – 126-128 Harestone Hill.
- Caterham Mirror – 30th October – Article on Stafford Road appeal and Village Developments threats to take Tandridge to court over the Core Strategy.
- Caterham Mirror – 6th November – Letter from Cllr. Caudle on affordable housing.
- Caterham Mirror – 6th November – Article by Clerk on Surrey gully cleansing and assistance provided by Parish Council
- Caterham Independent – November – Article on Stafford Road appeal
- Caterham Independent – November – Article on Rose & Young site.

4. The Voice

Latest edition of the Journal of Tandridge Voluntary Service Council was circulated at the meeting.

5. Important Dates for your Diaries

06 Nov		Hoppa Bus meeting - cancelled	
09 Nov		Remembrance Sunday wreath laying on the Hill and in the Valley	ML/JS & PL
10 Nov		ABC meeting - cancelled	
10 Nov		Caterham Vision (Caterham-on-the-Hill presentation)	HH
12 Nov	19.30	CVPC meeting	ALL
13 Nov		ESPLG meeting	JS
18 Nov	10.00	Informal Hearing – Wayside and 8 Tupwood Lane	PL
20 Nov		Development Control Meeting	JS
22 Nov	10.30	Caterham Vision	ALL
24 Nov		ABC meeting	HH
27 Nov	20.00	Budget Planning meeting – Councillor Hammer's house	ALL
10 Dec	19.30	CVPC meeting	ALL
18 Dec		Development Control Meeting	

6.2 Chairman's Report

Councillor Hammer reported on the following:

- She had contacted Paul Newdick on the possibility of training for parishes on the Core Strategy. He had replied that there were no proposals for any specific training, however whilst he could not do anything for some while he would be willing to attend one of the Council's meetings to brief the Parish Council.
- Caterham-on-the-Hill had produced a 4 Year Plan of objectives.
- She had agreed to review Caterham-on-the-Hill Council minutes and if relevant would advise the Council.
- She was trying to put together the Design Statement Group and hoped to have a meeting in January. Councillor Ingham would like to be involved.
- Derek Newland had queried arrangements for the Asprey Planters being taken over by the Caterham Valley Business Partnership. Clerk was asked to clarify with Derek Newland.
- Council should maintain contact with the Police either by email or face-to-face rather ask them to attend meetings.
- Thanks were due to Councillor Caudle for production of the Newsletter.

6.3 Parish Councillors' Reports

Councillor Lavington had attended the Chairman's training course and would arrange to pass over information to Councillor Hammer.

Councillor Caudle had produced the Newsletter and it had been distributed via the Caterham Independent. She had also updated the website with the Newsletter and the latest minutes.

7. Planning

7.1 Current Planning

Cllr. Caudle declared a personal but not prejudicial interest in all the planning applications in that as a District Councillor she may comment if these applications came before the Development Control Committee. Any opinions she expressed at this stage were based on the evidence so far available and she would reconsider at the time any applications came before the Development Control Committee.

Application Acknowledged as Valid Monday 6th October – Friday 10th October

TA/2008/1213 124 Harestone Hill
Demolition of dwelling. Erection of 2 dwellings.

Council objected on the following grounds:

- *The proposal includes the lane at the side of 124 thus cutting off access to 126 and 128 to the rear. These properties are the subject of approved application 2007/139 with access via the lane at the side of 124 and also applications 2008/1170 and 2008/1172 with different access which have not yet been determined. Council is of the opinion that these applications are interlinked and consequently should not be determined separately, but should be viewed as a proposal for the whole area of 124, 126 128 and possible 116 Harestone Hill.*
- *The proposed dwellings at 124 are 4 storeys high which is totally out of character with the surrounding area and would cause loss of privacy to neighbouring properties and impact on the view from the other side of the valley.*
- *Harestone Hill is an unadopted road and as such the local residents contribute towards its maintenance. Should this and any other development for 124, 126, 128 and possibly 116 be approved, the developer should be subject to section 106 to repair any part of the road or grass verges damaged during construction.*

TA/2007/1305 Former 2 & 3 Loxford Way
1 stack board, 4.5 x 2.0 x 0.4m. and 2 flag poles 6.0m. high.

Council had no comment

TA/2008/1386 Eothen House, Eothen Close
Display of internally illuminated fascia sign.

Council had no comment

TA/2008/1401/TPO 2 The Copse *Council had no comment*
TPO 99 (T) – Crown reduce 1 Birch tree to previous reduction points. Remove limbs from 1 Hawthorn to obtain clearance from adjacent roof.

TA/2008/1407/TPO Tinnivelli Lodge, 133 Harestone Hill *Council had no comment*
TPO 30 (C & W) – Lift crown of 1 Beech tree by 3m, thin crown by 15% and reduce length of lateral branches by 3m where required to shape crown. Reduce branches on 1 Beech tree to obtain 3m clearance between tree and house. Fell 1 Beech tree. Thin canopy on 1 Beech tree by 20%.

Applications Acknowledged as Valid Monday 13th October – Friday 17th October

TA/2008/1415 6 Ashwick Close *Council had no comment*
Erection of single storey rear conservatory.

TA/2008/1425 195 Stafford Road *Council had no comment*
Erection of single storey side extension.

Applications Acknowledged as Valid Monday 20th October – Friday 24th October

TA/2008/1437 63 Harestone Valley Road *Council had no comment*
Demolition of garage. Erection of two storey side/rear extension incorporating garage.

TA/2008/1442 Marden Lodge primary School, Croydon Road *Council had no comment*
Retention of non-illuminated parish council notice board.

Applications Acknowledged as Valid Monday 27th October – Friday 31st October

TA/2008/1508/TPO 3 The Clares *Council had no comment*
TPO 1, 1995 (T) – Crown reduce 2 Cherry trees by 30%. Crown reduce 1 Ash tree to previous reduction points.

TA/2008/614 240 Croydon Road
Erection of single storey rear extension.

Applications Acknowledged as Valid Monday 3rd November – Friday 7th November

TA/2008/1512/TPO Harestone House, 76 Harestone Valley Road *Council had no comment*
TPO 59 (T) – Fell 1 Ash tree. Reduce lateral branches and co-dominant stems of 1 Maple by up to 10% and thin crown by 25%.

7.2 Planning Appeals

TA/2008/282 20 Harestone Hill
Demolition of detached bungalow and outbuildings. Erection of 2/3 storey building with 10 flats comprising 8 x 2 bedroom and 2 x 1 bedroom units, bin store and cycle store with associated parking. Erection of retaining walls.
This appeal will be decided on the basis of an exchange of written statements by the parties and a site visit by an inspector. Letters to be received by the Planning Inspectorate by 15th September.

TA/2007/1975 Wayside and 8 Tupwood Lane
Demolition of Wayside and 8 Tupwood Lane. Erection of 3 storey building comprising of 14 flats with associated access drive, parking, refuse area and cycle store.
Informal Hearing to be held on 18th November at 10am in the Tandridge Council Offices. Councillor Servant to attend.

TA/2008/682 Wayside and 8 Tupwood Lane
Demolition of Wayside and 8 Tupwood Lane. Erection of 2/3 storey building comprising of 14 x 2 bed flats with associated parking (21 spaces including 2 disabled), refuse area, cycle store, turning area & access road onto Tupwood Lane.
Informal Hearing to be held on 18th November at 10am in the Tandridge Council Offices. Councillor Servant to attend.

TA/2008/740 102 Stafford Road

Demolition of 102 Stafford Road. Erection of 3 x 3-bed houses with associated parking (5 spaces).
This appeal will be decided at a hearing date to be advised. Letters to be received by 20th October

7.3 Planning Decisions

TA/2008/1160	4 War Coppice Road	<i>Approved (full)</i>
Single storey porch addition to North elevation..		
TA/2008/1210	5 Grange Road	<i>Approved (full)</i>
Erection of single storey side extension.		
TA/2008/1231/TPO	11 The Clares	<i>Approved by letter</i>
TPO 1, 1995 (T) – Crown reduce group of Sycamore trees by 25%. Reduce laterals of 1 Yew by 2m. Reduce laterals of 1 Yew by 3m. Crown reduce 3 Yews by 30%.		
TA/2008/1237	220 Croydon Road	<i>Approved (full)</i>
Demolition of conservatory and erection of single storey side/rear orangery.		
TA/2008/997	69 Godstone Road	<i>Approved (full)</i>
Installation of sky satellite dish.		

8. Finance

8.1 Payment of Accounts

The following cheques were signed at the meeting :

Caterham URC	Room Hire	£24.00
How Green Nursery Ltd	Maintenance of hanging baskets	£694.72
The Poppy Appeal	Remembrance wreaths	£36.00
J. Caudle	Paper for newsletter	£55.84
Harestone Printing	Newsletter printing	£86.10
BDO Stoy Hayward LLP	Audit Fees	£158.63
W. Ridley	Net Salary & office allowance	£502.88
Caterham Publishing Ltd	Newsletter distribution	£80.00
P. Lavington	Mileage attending training course	£44.80

Petty Cash payments made since last meeting:

Morrisons	12 x 1 st class and 12 x 2 nd class stamps	£7.56
W H Smith	Copy Paper	£7.48

8.2 Review of Expenditure 2007-08

Receipts and Payments for September and October were reviewed and approved.

Parish Bank balance includes £969.65 held on behalf of Caterham healthcheck.

8.3 Other Financial Matters

1. Annual Return

BDO Stoy Hayward LLP completed the external audit and returned the Annual Return qualified by an Issues Arising Report detailing perceived weaknesses in the financial systems of the Council. Clerk strongly objected to the statements made in the Issues Arising Report on the grounds that they were inaccurate, irrelevant and a total contradiction of the statements made by the Internal Auditor and asked for them to be withdrawn and replaced by meaningful statements that reflect the true state of the Council's financial systems as confirmed by the views of the Internal Auditor. After some correspondence BDO Stoy Hayward withdrew the original Issues Arising Report and replaced it with the following:

“The Internal Auditor has noted a few weaknesses in the computer back up processes and the Freedom of Information list of information to be made available to the public. The Council is exposed to the risks associated with these

weaknesses. The Council must implement the recommendations made by the Internal Auditor to improve the areas he has noted as soon as possible or in any event before the end of the current financial year. We understand that since the year end the computer back up process has been improved and the Council are awaiting direction from the ICO regarding the list of information to be made available.”

Clerk has accepted these comments although he is still not 100% satisfied by them, particularly with regard to the Freedom of Information list which does not take effect until 1st January 2009 and was not available on the ICO website until recently. Clerk does not accept that the Accounts for 2007-08 should be qualified by a note referring to a list that was not available on the ICO website on 11th August 2008 and does not come into effect until 1st January 2009.

Council agreed with the Clerk’s comments and approved the Annual Return and the action taken to resolve the Issues Arising Report.

2. Section 137 Value

The Section 137 Value per elector has been increased as per the attached table:

- 01/04/07 to 31/03/08 £5.64
- 01/04/08 to 31/03/09 £5.86
- 01/04/09 to 31/03/10 £6.15

3. Clerk’s Salary

The National Association of Local Councils has issued new salary scales back dated to 1st April 2008. Clerk has distributed to Councillors a schedule showing how these new rates affect his salary including calculations for the November salary to include the back dated pay. Clerk has also produced a budget for next year’s salary assuming the same rate of increase (2.45%) and no change to the Employers National Insurance contributions. Council approved the Clerk’s salary.

9. Correspondence

The following documents had been received and were available at the meeting:

Tandridge News Release:

- Core Strategy adopted by Tandridge District Council
- Old or unwanted car disposal service
- Caterham Business Exhibition – 5 November
- Council manager is new President of National Revenues and Valuation Institute
- Remembrance Day parades and services - 9 November
- Council to observe two minute silence
- Give with care: bogus charity clothes collection

Tandridge District Council Special Meeting – 15th October 2008

Tandridge Special Planning & Environment Committee – 15th October 2008

Tandridge Housing Committee – 16th October 2008

Tandridge List of delegated action taken – 23rd October 2008

- Community Services Committee
- Development Control Committee

Tandridge Development Control Committee – 30th October 2008

Tandridge Special Planning & Environment Committee – 4th November 2008

Tandridge District Council Meeting – 6th November 2008

Tandridge Standards Committee – 10th November 2008

Surrey County Playing Fields Association Annual Report and Accounts 2007/08

The Playing Field – Autumn 2008

Local Council Review – November 2008

Chairman:

Date: