

**MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 11<sup>TH</sup> MARCH 2009**  
**AT THE UNITED REFORMED CHURCH HALL, HARESTONE HILL, CATERHAM**

<b>Present:</b>	Councillor H. Hammer – Chairman	<b>In attendance:</b>	County Councillor S. Marks
	Councillor M. Dean		District Councillor B. Connolly
	Councillor P. Lavington		District Councillor M. Cooper
	Councillor M. Lincoln		District Councillor J. Ingham
	Councillor J. Servant		Mr. W. Ridley - Clerk

**AGENDA – PART 1**

The Chairman opened the meeting and asked members of the public present whether they wished to raise any issues. Mr. Pickford of 9 Burntwood Close raised the problem of overhanging trees in Burntwood Close on which he had been corresponding with Surrey CC for some time but without success. He had been dealing with Steve Cunnah, Maintenance Engineer and Ed Vanson, Customer Care officer and had now been advised that the matter has been passed to Keith Fry. Mr. Pickford asked the Parish Council for help in resolving this long running problem. ***Council agreed to contact Keith Fry in an attempt to expedite matters.***

**1. Apologies for absence** Councillor J. Caudle

**2. Reports Part 1**

**2.1 District Councillors' Report**

Councillor Ingham reported that she and Councillor Servant had attended the appeal on 102 Stafford Road which had been dismissed.

She had also received a request from a resident on the provision of allotments. She had followed this up with officers at Tandridge and it appears that there is an area of land at Tillingdown Hill that was once allotments. Apparently if six or more people want allotments then the Council has a statutory duty to provide these facilities. The resident in questions is seeing how much support there is for this idea. ***Council resolved to investigate.***

Councillor Cooper reported on the following:

- The Tandridge Budget had been agreed.
- The adoption of the Surrey Hills AONB was due to be discussed which would put it on a par with National Parks.
- The Fountain Committee funds would be used to clean the Asprey Fountain.
- A study was being undertaken into Strategic Housing Land Availability. The first step would be to decide the process and then to call for people to identify suitable parcels of land.
- There had been a Planning meeting with Paul Newdick on the BE5 Harestone Valley Policy replacement. Paul would come back with suggestions for the way Tandridge will take this forward.

Councillor Connolly reported on the following:

- She had a meeting with St. Catherine's Hospice who, following the closure of Marie Curie, were planning to open a day care centre at Dormers in Foxon Lane.
- There had been a meeting with the Downland Project to discuss youth apprentices.
- There was discussion on the possibility of transferring the £10,000 awarded for the MUGA project to make up £30,000 for a youth shelter.
- East Surrey Museum was due to make a presentation to Tandridge on their current activities and future plans with a view to raising extra funding.

**2.2 County Councillor's Report**

Councillor Marks reported on the following:

- Following pressure from Surrey CC, St. Catherine's Hospice was opening a day care centre at Dormers. ***Contact details for St. Catherine's would be passed to the Clerk to try and arrange a speaker for the Annual Parish meeting.***
- The planning application for the youth facility had been withdrawn due to matters relating to DDA compliance. This would result in a delay of two to three weeks.
- The Hoppa Bus was being progressed.
- Surrey had agreed to spend £18,000 on the flooding problems in the town centre. This money would be spent on inserting a gully into the pavement build-out to drain away excess rain water.

- Local allowances had been arranged for Shop Locally in Caterham and the Caterham & Whyteleafe Tennis Club.

### 3. **Minutes of the previous meetings:**

Minutes of the previous meeting held on Wednesday 11<sup>th</sup> February were agreed as a true record and signed by the Chairman.

### 4. **Matters arising:**

#### 1. Marie Curie Hospice

Letter received from Mr. Thomas Hughes-Hallett, Chief Executive of Marie Curie Cancer Care, in response to Council's letter to Surrey PCT. Mr Hughes-Hallett states that back in November Marie Curie announced proposals to close its day care service at Caterham Hospice on March 31 and review the future of its community supportive care service and the specialist palliative care team. The charity wished to use more of its resources to expand the community-based Marie Curie Nursing Service. For the same cost as the services currently provided out of the hospice, the charity can care for up to four times as many people at home through the Nursing Service. To ease the transfer of the affected services to a new provider, Marie Curie Cancer Care has offered Surrey Primary Care Trust £500,000 of funding for 2009/10. In addition, the charity has offered to invest up to £500,000 in an enhanced Marie Curie Nursing Service for Surrey from 2010 onwards. Subsequently Surrey PCT announced that it had reached agreement in principle for St Catherine's Hospice to take over specialist end of life care services and day care provision in East Surrey. The PCT and the hospice are now discussing a detailed specification for the services and are consulting with GPs, patient representatives and local campaigners to ensure the services meet local needs. In addition, Marie Curie staff are in on-going discussions with colleagues at St Catherine's about how best to ensure the smooth transfer of care for all our patients. The Marie Curie Nursing Service in Surrey is unaffected by the changes at Caterham. Last year it provided care to more than 300 terminally ill people in the county, along with support for their families. Marie Curie hope to provide much more of this care going forward.

#### 2. Harestone Hill Bench

Clerk had contacted contractor recommended by Tandridge for estimate on repair (or replacement of broken parts) of existing bench. However the contractor has reported that the concrete slab which forms the seat was no longer there and without it there was nothing he could do. Tandridge confirmed that they had not removed the slab. ***Councillors were asked to look for an alternative site where a wooden bench could be installed.***

Councillor Servant has provided a possible variation to the registration of the car responsible for the damage and Police have been contacted for the owner's details. However there was still no report of an accident and Police advised that the accident admin department would contact the Council in due course.

#### 3. Stafford Road Recreation Ground MUGA

The application was unsuccessful in that it was only awarded £10,000 instead of £35,000 required. However the organiser is hoping to obtain additional support so that there will not be too much delay in providing facility for youngsters and the wider community in Stafford Road.

#### 4. Independent Remuneration Panel

Following recommendations by the Tandridge Independent Remuneration Panel, Clerk contacted NALC asking them to take this matter up with Central Government. NALC replied that when seeking advice and guidance, councils must contact their County Association in the first instance. Clerk contacted SCAPTC who has agreed to take this up on behalf of the council.

#### 5. Asprey Fountain

Clerk has informed Tandridge DC that it owns the Asprey Fountain and is responsible for its maintenance. In support of this Clerk has forwarded copies of the following letters:

- Letter dated 25<sup>th</sup> April 1994 from B D Stearn, Director of Planning and Environment, stating "Tandridge District Council would remain the owner of the Fountain and would be the licensee in respect of placing it within the highway".
- Letter dated 11<sup>th</sup> June 2003 from J. J. Bruce, Contracts Officer, Amenity Services stating "it appears that whilst neither Surrey County Council nor ourselves can find any formal maintenance agreement, it was both parties intention that Tandridge District Council should be responsible for the maintenance of the Asprey Fountain. Unfortunately Planning Department appear to have made this agreement without putting any maintenance routine in place".

## 5. Reports Part 2

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

#### 1. de Stafford School

Letter received from Head Teacher on the school's application to become a specialist school in Maths and Computing. This would enable the school to invest a substantial amount of money into the creation of a Maths and ICT Learning Centre equipped with the most up to date resources. This would not only benefit students at de Stafford but would also be available to the wider community by providing support to two other secondary schools and three primary schools and courses for adults in the local community who lack the relevant skills. To achieve this, the school is tasked by the government with raising £50,000. Through hard work and commitment from parents and students over £20,000 has been raised and the school is asking the Council to consider involving itself in this project by pledging a sum of money. Council resolved to pledge £1,000.

#### 2. Caterham Carnival

Councillor Hammer has discussed with the Hill PC the possibility of sharing a stand at the Carnival. The cost is around £50 and would require councillors to help set up and take down (gazebo, table, chairs) and man the stand on a rota system. However Hill Councillor David Gosling had advised that the Council thought that the two Councils should have next door neighbour stands rather than a single stand. ***Councillor Hammer to clarify with the Hill PC.***

#### 3. Potholes and Lampposts

***Councillors were asked to focus over the next month on reporting potholes to Cllr Hammer so that they could be reported to the Surrey Highways contact centre in one go. Councillors were also asked to report old or damaged lamp columns to Cllr Hammer to co-ordinate a response to David Hodge.***

#### 4. Risk Assessments

Each year Council has to review and approve the following Risk Assessments:

- Financial & System Controls
- Loss or damage to Council property
- Personal injury to public or staff

These were distributed prior to the meeting, approved by the Council and signed by the Chairman and the Clerk.

#### 5. Surrey Minerals and Waste Development Framework

Council is invited to comment on the review of the Statement of Community Involvement (SCI). The SCI sets out how Surrey will involve people and organisations in the preparation of the Surrey Minerals and Waste Development Framework, the consideration of planning applications for minerals and waste development and the Council's own proposals for development. The existing adopted scheme can be seen at [www.surreycc.gov.uk/mineralsandwaste](http://www.surreycc.gov.uk/mineralsandwaste) and is available at County Hall and in Surrey libraries. Council resolved not to comment.

#### 6. Annual Meeting Speakers

Andy Parr had been booked to speak on the Caterham Carnival. ***Clerk was asked to try and obtain someone from St. Catherine's Hospice to also speak at the meeting.***

### 5.1.2 Clerk's Report - Part 2 for information

#### 1. Newsletter

The draft was discussed and it was agreed that additional items on St. Catherine's Hospice and the Surrey grant for flood problems would be included. Distribution has been booked with the April edition of the Caterham Independent

#### 2. Parish Lists

At the request of the Chairman, Clerk prepared lists of roads which have been allocated to Councillors as areas of responsibility for action e.g. reporting of potholes and other problems. These were distributed at the meeting.

### 3. Hoppa Bus Service

The Hill PC has advised that Surrey CC is planning a Hoppa Bus service in the evenings between the Hill and the Valley. Consequently the Hill PC will not be pursuing an extension to the existing bus service.

### 4. Caterham Road Closures

Tandridge has made the following order for the control of traffic on the occasion of the Caterham & District Carnival on Saturday 13<sup>th</sup> June 2009:

- Westway 13.00 – 17.00
- Procession – rolling closure of the following roads commencing at Godstone Road from its junction with Tupwood Lane, Godstone Road, The Square, Croydon Road to Wapses Lodge Roundabout – 13.00 – 14.15
- Convoy – Wapses Lodge Roundabout, Burntwood lane, Whyteleafe Road, Church Road, High Street to the Dene Hospital, Church Road – 14.15 – 14.30
- Procession – rolling closure of Church Road, High Street, Chaldon Road, Coulsdon Road and Westway – 14.30 – 15.30

### 5. Kenley Airfield Friends Group

The first meeting of the Ordinary Committee of the Kenley Airfield Friends group was held on Friday 6<sup>th</sup> March. Clerk has requested a copy of the minutes.

### 6. Next Meeting

Please note that the next meeting of the Parish Council is on 15<sup>th</sup> April which is the third Wednesday of the month instead of the usual second Wednesday. This is because the URC are not taking any bookings during Holy Week.

### 7. Important Dates for your Diaries

16 Mar	ABC Steering Committee	HH
19 Mar	Development Control Meeting	
02 Apr	Development Control Meeting	
15 Apr	CVPC Council Meeting	All
23 Apr	Development Control Meeting	
25 Apr	Design Statement Meeting	All
Apr/May	ABC Joint Funding Presentation	All
07 May	CVPC Annual Parish Meeting	All
12 May	Informal Hearing on the following planning appeals:	PL
	• TA/2008/1170                      126-128 Harestone Hill	
	• TA/2008/1172                      126-128 Harestone Hill	
	• TA/2008/1213                      124 Harestone Hill	
13 May	Design Statement Meeting	All
13 May	CVPC Council Meeting	All

### 5.2 **Chairman's Report**

Councillor Hammer stated that the Design Statement would be based on the current Harestone Valley Policy. ***However Councillors were asked to identify areas of similar character which could be included.***

Following the requirement to publish details of various policies under the Freedom of Information Publication Scheme ***Councillor Hammer was to discuss the following policies with the Hill PC***

- Internal policies relating to delivery of services (as the Council does not deliver any external services e.g. parks, cemeteries, Council may decide Standing Orders are sufficient).
- Equality & diversity policy
- Recruitment policy (there is only 1 employee – the Clerk but Council should have a policy in place)
- Information security policy
- Data protection policy
- Health & Safety (Council's Risk Assessments may be deemed sufficient but in any case these need to be approved annually)
- Policies and procedures for handling requests for information (Council can adopt the Information Commission standard policy)
- Complaints procedures (Council would adopt the Tandridge scheme).

### 5.3 **Parish Councillors' Reports**



TA/2008/765                      50 Tupwood Lane  
Demolition of existing dwelling and garage. Erection of a building comprising 7 x 2-bed flats with cycle & bin stores, car parking and associated access from Tupwood Lane.

***This appeal will be decided on the basis of an exchange of written statements and a site visit by an inspector. All letters to be received before 26<sup>th</sup> February.***

TA/2008/550                      59 Stafford Road  
Demolition of existing buildings. Erection of 3 x 4-bed terraced dwellings with associated access to Stafford Road.

***This appeal will be decided on the basis of an exchange of written statements and a site visit by an inspector. All letters to be received before 18<sup>th</sup> March.***

### **6.3      Planning Decisions**

TA/2008/1100                      39 Tupwood lane  
Erection of raised decking to rear

***Refuse***

TA/2008/1646                      The Clares and Harestone Hill  
Sub-division of existing third floor 3-bed flat to 1 x 2-bed flat and 1 x 1-bed flat.

***Approved by letter***

TA/2008/1667                      2 Greenhill Avenue  
Erection of two storey side extension.

***Refuse***

TA/2008/1691                      57 Greenhill Avenue  
Erection of front porch

***Approved (full)***

TA/2008/1515                      221 Croydon Road  
Change of use from Class A1 (Retail) to Class A2 (Financial and Professional Services).

***Approved (full)***

TA/2008/1753                      44 Tupwood lane  
Erection of four detached dwellings together with associated access.

***Approved (full)***

## **7.          Finance**

### **7.1 Payment of Accounts**

The following cheques were signed at the meeting :

Caterham URC	Room Hire	£26.00
P. Lavington	Chairman's Allowance	£125.00
H. Hammer	Chairman's Allowance	£175.00
W. Ridley	Net Salary & office allowance	£420.86
HM Revenue & Customs	Income Tax & NIC	£716.46

### **Petty Cash payments made since last meeting:**

None

### **7.2 Review of Expenditure 2007-08**

Receipts and Payments for February were reviewed and approved.

### **7.3 Other Financial Matters**

Council agreed to apportion the Chairman's Allowance between the two Chairmen during the year. Councillor Lavington was in the Chair for five months which equates to £125 and Councillor Hammer will be in the Chair for seven months which equates to £175.

## **8. Correspondence**

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

Tandridge News Release:

- District council protects services while restricting tax increases to 16 pence per week
- Tandridge among top 20 websites in the country

- Council begins search for housing land
- Tandridge Special Resources Committee – 17<sup>th</sup> February 2009  
Tandridge Council Meeting – 19<sup>th</sup> February 2009  
Tandridge List of delegated action taken – 19<sup>th</sup> February 2009
- Development Control Committee
- Tandridge Development Control Committee – 26<sup>th</sup> February 2009  
Tandridge Planning Policy Committee – 5<sup>th</sup> March 2009
- Surrey Hills AONB Management Plan (2009-2014)
  - The High Weald AONB Management Plan
- Tandridge Local Committee – 6<sup>th</sup> March 2009  
Tandridge District Core Strategy  
The Playing Field – Winter 2008-09

**Chairman:**

**Date:**