

**MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 14<sup>TH</sup> OCTOBER 2009**  
**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  
District Councillor J. Ingham  
Mr. W. Ridley - Clerk

**AGENDA – PART 1**

**1. Presentation**

Mark Phillips, head teacher of de Stafford gave a short talk on the school's recent progress culminating in the award of specialist status in Maths and IT. This was followed by a presentation of the Council's cheque for £1,000 which Mr Phillips stated would be used for supporting IT equipment.

**2. Apologies for absence**

County Councillor S. Marks, District Councillor B. Connolly, District Councillor M. Cooper, Councillor J. Servant

**3. Public Participation**

No members of the public were present.

**4. Reports Part 1**

**4.1 County Councillor's Report**

Councillor Marks sent a written report on the following:

- All of the outstanding potholes in Loxford Road had now been filled. The road now needs a final re-surfacing and it is hoped that this will be completed within the next year.
- A report on potential new parking restrictions was received at the Local Committee meeting on 2<sup>nd</sup> October and it was confirmed that all junctions in Stafford Road were to be included in the new parking restrictions and that the hatched area outside the Library was also to be addressed. There is also a new set of parking restrictions for Commonwealth and Farningham Roads.
- Further investigations will be carried out on the Taxi Ranks in Harestone Valley Road.
- A Divisional meeting has provisionally been booked for 3<sup>rd</sup> November for all District Councillors in the Division of Caterham Valley along with representatives from each Parish Council.
- The Library in Stafford Road is now fully re-furbished and was officially opened in September. There are new self-service terminals and the desk can be lowered for children and wheelchair access.
- The incidents of flooding in Croydon Road appear to have largely stopped thanks to the excellent scheme recently undertaken by Highways.
- The list of salt bins recently received from the Chairman has been passed onto the Highways team for action.
- Attempts are being made to get Tupwood Lane onto the priority list for salting in the Winter Maintenance Schedule.
- Following an unannounced Ofsted inspection of the council's Children's Services, Government Inspectors have praised Surrey CC for the services it provides to protect children. The Inspectors said that progress made by the council since the review just over a year ago had impacted quickly and positively on raising standards of practise within children's frontline services.
- £1 million pounds has been allocated to improve safety and security for residents anti-social driving in a joint Surrey CC / Police initiative.
- It is intended to start a Surrey Schools Olympics from 2011 with the start of a build up to this taking place from next year. Dame Kelly Holmes is fully supportive of this excellent initiative.

**4.2 District Councillors' Reports**

Councillor Connolly reported on the following:

- The Youth Forum reported funding being allocated to refurbish the playground at Stafford Recreation Ground (to be renamed Stafford Park once the works have been completed) and the addition of play items for slightly older children.



TA/2009/1053                      97 Harestone Valley Road                      *Council had no comment*  
Erection of single storey rear extension.

TA/2009/1057                      Underwood House, 110 Harestone Valley Road                      *Council had no comment*  
Erection of front porch and staircase to rear elevation providing access from first floor to garden.

**Applications Acknowledged as Valid Monday 21<sup>st</sup> September – Friday 25<sup>th</sup> September**

TA/2009/1137                      7 & 8 Gaist Avenue                      *Council had no comment*  
Demolition of 2 dwellings & 3 garages. Erection of 3 x 2-bed units with associated parking (7 spaces) and landscaping.

TA/2009/1148                      Caterham School, Harestone Lane                      *Council had no comment*  
Demolition of existing dwelling, garage and shed. Erection of 2-storey building with accommodation in roof comprising 3 x 2 bed flats and associated parking.

TA/2009/1173                      19 & 21 Clareville Road                      *Council had no comment*  
Conversion of a single dwelling to two separate dwellings by subdividing the link room.

TA/2009/1110/TPO                      5 The Clares                      *Council had no comment*  
TPO 1, 1995 (T) – Reduce laterals of 1 Sycamore back to previous pruning points.

**Applications Acknowledged as Valid Monday 28<sup>th</sup> September – Friday 2<sup>nd</sup> October**

TA/2009/1169                      4 Dome Hill Peak                      *Council had no comment*  
Erection of detached double garage.

TA/2009/721                      12 Woodland Way                      *Council had no comment*  
Erection of 3.8m high brick wall to rear of dwelling with 1.2m high block piers and timber railings above to provide raised terrace.

**Applications Acknowledged as Valid Monday 5<sup>th</sup> October – Friday 9<sup>th</sup> October**

TA/2009/1194                      37 Dome Hill                      *Council had no comment*  
Erection of single storey extension to rear elevation.

TA/2009/1033                      10 Harestone Hill                      *Council had no comment*  
Erection of dormer window to South East elevation.

TA/2009/1044                      St Johns Junior School, Markfield Road                      *Council had no comment*  
Erection of sail shade shelter between two buildings.

TA/2009/1216                      200 Harestone Valley Road                      *Council had no comment*  
Erection of two storey side extension.

**5.2 Planning Appeals**

TA/2009/406                      1 Weald Way  
Erection of two storey extension to West elevation.  
*This appeal will be determined on the basis of written representations.*

TA/2009/132                      Land at ten Acre Shaw, West of Public Footpath No. 184  
Erection of detached dwelling with linked store/garage providing staff accommodation over. Formation of new driveway with associated works and erection of gates. Alteration to public right of way.  
*This appeal will be determined at a public hearing, the date of which has yet to be fixed.*

**5.3 Planning Decisions**

TA/2009/463                      14 Godstone Road                      *Withdrawn/substituted*  
Change of use of 1<sup>st</sup> and 2<sup>nd</sup> floors from single residential unit to 2 x 1-bed flats

TA/2009/744                      106 Burntwood Lane                      *Refuse*  
Demolition of detached double garage. Erection of detached double garage with ancillary storage over & attached single storey workshop.

TA/2009/758	44 Tupwood Lane	<i>Approved (full)</i>
Erection of double garage.		
TA/2008/1363	50 Tupwood Lane	<i>Appeal allowed</i>
Demolition of existing house and garage and erection of 2 x 4 bedroom detached houses, each with integral double garage.		
TA/2009/792	Marden Lodge Primary School, Croydon Road	<i>Approved (full)</i>
Erection of two canopies.		
TA/2009/815	19 Tupwood Gardens	<i>Approved (full)</i>
Erection of detached garage.		
TA/2009/938	18 Harestone Lane	<i>Approved (full)</i>
Erection of three storey rear extension and dormer to rear roof slope.		
TA/2009/337	126-128 Harestone Hill	<i>Withdrawn/substituted</i>
Demolition of existing buildings. Erection of 6 x dwellings with detached double garages.		
TA/2009/828	126-128 Harestone Hill	<i>Approved (full)</i>
Demolition of dwellings. Erection of 9 dwellings (comprising 4 x 3 bed semi-detached dwellings, x 4 bed detached dwellings and 3 x 5 bed detached dwellings). (Outline).		

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

Minutes of the previous meeting held on Wednesday 9<sup>th</sup> September were agreed as a true record and signed by the Chairman.

## **7. Matters Arising**

### 1. Harestone Hill Bench

Clerk has received email from David Curl apologising for the delay in responding and advising that the utility company plans should be available in a couple of weeks time. He also suggested that the Clerk meet with Keith Fry to agree the exact location. Clerk was asked to raise the removal of the concrete stumps from the old bench.

### 2. Harestone & Woldingham Design Guidance Study Brief

Tandridge Planning Policy Committee discussed this document at its meeting on 10<sup>th</sup> September. The Committee noted the Parish Council's comment that it would like the character appraisal of the Harestone policy area to be undertaken when the trees were in full leaf which presents a very different streetscene to that seen in winter. The District Council resolved to seek expressions of interest from consultants, send out briefs and ask for quotes. The Parish Council has asked Random Greenway to represent it at the interviews with consultants, and if he was unable, then Terry Servant.

### 3. Stafford Road Recreation Ground

As requested Clerk wrote to Tandridge stating that the Parish Council fully supports the proposed change of name to Stafford Park and that it had never stated that it is currently not supporting the change of name until the new play equipment etc has been installed. Clerk has subsequently been advised by Tandridge that the name will be changed once the new playground is completed and that any further enquiries should be forwarded to Steve Hyder at Amenity Services. Details have subsequently received of a new play area for the Park.

### 4. Stafford Road Flats Skip Hire

As requested the Clerk wrote to Christine Sayles advising that the Parish Council resolved that this was not part of its responsibilities and that it would set a precedent which could lead to similar requests from other sites. Tandridge DC is responsible for rubbish collection and does provide bulky rubbish clearance weekends at a number of other sites around the District, whilst Surrey CC provide tip facilities in Chaldon Road.

### 5. Baby Changing Facilities

Councillor Hammer has spoken to the new Costa Coffee Manager asking if they would consider letting any member of the public use their changing facilities and they are happy for any member of the public to use it. Another possibility was Café Nero, which as new premises will presumably have facilities. Councillor Hammer also spoke to Shelley Fillipi about the provision of such facilities in the public toilet in Church Walk. She has advised that she does intend to refurbish the toilets and would be prepared to provide a pull down table in the Ladies. Councillor

Cooper has stated that once a plan has been designed, Tandridge would have a look at it and might be prepared to provide some funding. Clerk to write to see if the Council can offer any further assistance.

#### 6. Citizen's Award

Clerk contacted Tandridge DC but was advised that the scheme was actually operated by Surrey CC. Clerk asked Councillor Marks to forward details of the scheme so that the Parish Council could investigate to see if it was appropriate. Councillor Lavington would speak to Tony Bouverie.

#### 7. Sustainable Communities Act Amendment Bill

Councillor Caudle confirmed that Peter Ainsworth had already signed the early day motion supporting the bill.

#### 8. SCAPTC Subscriptions 2010-2011

Despite the Council's objections, the subscription scales were approved by a large majority at the SCAPTC AGM.

#### 9. Morrison's Car Park

As requested Clerk wrote to Inspector Burtenshaw to express the Council's disappointment at the statement by Police Officers in attendance that they did not have enough staff to prevent the anti social behaviour which had resulted in Morrisons closing the car park half an hour after the store closes. As a result a facility which was utilised by many had been lost due to the irresponsible behaviour of a few. Inspector Burtenshaw replied that it is unfortunate that statements are often taken out of context. Combating crime and anti-social behaviour is not only about patrols but it is also about designing out crime. She was basically being asked at the meeting to have officers patrolling the car park every night; the neighbourhood team do not have that amount of staff; they responded to many calls there. She is happy to attend a meeting of the Parish Council to have further discussions which is probably better than an exchange of emails. If that is agreeable she would bring along the new NSO for the area, PC Jo Clarke. Clerk was asked to arrange.

#### 10. 36 Harestone Hill

Councillor Lincoln had received complaints from residents regarding an apparent gardening business being conducted from 36 Harestone Hill which resulted in vehicles and employees congregating in the mornings and evenings. It was believed that there were restrictions on most if not all property deeds to the effect that they should be residential only. As requested Clerk raised the matter with Tandridge. Tandridge Planning Enforcement phoned to say that they had visited the address and spoke with the owner who confirmed that his son runs a small gardening business from the address. If his son needs assistance with any job other workers arrive and park their vehicles on the drive and then depart in the son's vehicle. Tandridge has stated that the business is too small to warrant a change of use for the property and do not intend to take any further action. They have advised the owner to this effect. Councillor Lincoln suggested that the Council should go back to Tandridge and ask them to visit at 5.00pm on a Friday when all the workmen arrive to collect their wages.

### **8. Reports Part 2**

#### **8.1 Clerk's Report - Part 1 for action**

##### 1. Site of the Former Marie Curie Hospice

Tandridge Planning Policy Committee discussed the Draft Urban Design Concept Statement for the site of the former Marie Curie Hospice at its meeting on 10<sup>th</sup> September. The District Council is now inviting comments from site owners, local residents, parish councils and other groups on the possible options for reuse or redevelopment. Details were forwarded to Parish Councillors by email on 2<sup>nd</sup> September under the heading Planning Policy Guidance and at the last meeting Councillors were asked to review the document and to have their comments ready for this meeting. This was deferred to the November meeting.

##### 2. Newsletter

Councillors Caudle presented a draft for the next edition of the Newsletter which, subject to some minor amendments, was approved by the Council. Clerk has booked delivery with the November edition of the Caterham Independent. Newsletters need to be delivered to the Independent's office during the week beginning 26<sup>th</sup> October.

##### 3. Local Citizens Advice Bureau

Invitation received for one or two representatives from the Parish Council to attend the Local Citizens Advice 70<sup>th</sup> Anniversary Celebration jointly hosted by Caterham & Warlingham CAB and Oxted CAB. It is being held on

Thursday 29<sup>th</sup> October at 7.30pm for 8.00 – 10.00pm at the Oxted Community Hall. The format will be an “Any Questions” panel of invited guests dealing with topical issues for up to an hour followed by networking and socialising. Councillor Lavington will attend.

#### 4. Remembrance Sunday

Clerk has ordered two wreaths from the British Legion Poppy Appeal for the Remembrance Day Parades on Sunday 8<sup>th</sup> November. Councillors Hammer and Lincoln will attend the service on the Hill and Councillors Caudle and Lavington the one in the Valley to lay the wreaths on behalf of the Council.

#### 5. Passenger Transport Assembly

Surrey CC is currently undertaking a review of the subsidised bus network, which will look at ways to reduce the current level of subsidy but also to provide a more effective and efficient bus service. The Parish Council has received an invitation to attend on Friday 13<sup>th</sup> November from 1.00pm to 4.30pm at the HG Wells centre, Woking with a sandwich lunch included. Any proposed changes will take place in stages across the county starting in September 2010, although Tandridge is not included in this initial stage. Councillor Servant to be asked if she would like to attend.

#### 6. Christmas Lights

Request received from Caterham Valley Business Partnership for continued sponsorship of the Christmas Lights. £3,500 has been budgeted which is the same as last year. Council agreed in principle but expressed disappointment at the lights last year which were less than the previous year. Perhaps the lights should be concentrated in smaller area to give a better effect. Council wondered whether the local businesses were contributing to the proposed snow machines rather than the lights. The snow machines were only for three Saturdays whereas the lights were for at least a month. The Council contribution was only to be used for the lights.

#### 7. Highways Divisional Meeting

Councillor Marks has asked for a Divisional Meeting for all District Councillors in the Division of Caterham Valley along with representatives from each Parish Council to discuss issues in the Division including parking and the use of the Community Gang. This has been provisionally booked for 3<sup>rd</sup> November and was likely to be held in Oxted. Councillor Hammer will attend.

#### 8. ESPLG Meeting

The next meeting will take place on 28<sup>th</sup> October at 19.30 at Tandridge District Council offices. Councillor Caudle will attend.

### **8.1 Clerk’s Report – Part 2 for information**

#### 1. Councillors’ Allowances

Clerk was contacted by David Homewood of Tandridge DC regarding the report by the Independent Remuneration Panel concerning Parish Councillor allowances to see if the Council had considered the report and, if so, what was the outcome. Clerk responded that the Council did discuss the report and were very disappointed with the findings that the Panel could not recommend payment of an allowance for child care to a Parish Councillor despite such allowances being available to District Councillors. This was an anomaly which was very difficult to understand and it seemed unfair that a councillor should be out of pocket for being particularly active on behalf of the parish council. However the Council did take the Panel’s advice and raised the matter with the NALC. However they said they could not advise councils direct and that councils must contact their County Associations in the first instance. Consequently the Council contacted SCAPTC who said that they would take it up on the Council’s behalf, but to date nothing had been heard.

Subsequently Clerk contacted SCAPTC for a progress report. They advised that despite every effort, approaches by the various bodies to “the Powers” have fallen on deaf ears. They also stated that District Councillors had a lot more meetings to attend and a larger degree of statutory responsibilities to undertake, hence the wider scheme.

#### 2. Proposed Parking Restrictions in Caterham

Councillor Marks had advised the Council of proposed parking amendments in Stafford Road (including outside the Library), Commonwealth Road and Farningham Road. The Harestone Valley Road taxi rank was to be the subject of further investigation.

### 3. Temporary Road Closures in Caterham

Tandridge DC has approved the following temporary road closures on the occasion of the 3<sup>rd</sup> Caterham (St. John's) Scouts Remembrance Day Parade on Sunday 8<sup>th</sup> November:

- Rolling closure from Scout Headquarters, Godstone Road to St. John's Church, Clareville Road 9.40 – 10.20am
- Return Parade from St. John's Church, Clareville Road to Scout Headquarters, Godstone Road 11.00 – 11.40am.

### 4. Important Dates for your Diaries

14 Oct	CVPC Meeting	<b>ALL</b>
22 Oct	Tandridge Planning Committee	
26 Oct	Caterham Festival AGM	<b>JC</b>
28 Oct	ESPLG Meeting	<b>JC</b>
29 Oct	Joint CAB Meeting	<b>PL</b>
02 Nov	Caterham Community Partnership	<b>BR/MD</b>
03 Nov	Highways Divisional meeting	<b>HH</b>
11 Nov	CVPC Meeting	<b>ALL</b>
19 Nov	Tandridge Planning Committee	
07 Dec	Caterham Community Partnership	<b>BR/PL</b>
09 Dec	CVPC Meeting	<b>All</b>
17 Dec	Tandridge Planning Committee	

## **8.2 Chairman's Report**

Councillor Hammer had counter-signed a document on the proposed MUGA. Clerk was asked to ascertain whether the award of £10,000 was that which had already been received or was a new award.

Councillor Hammer had attended a CAB meeting at which it was announced that five new advisers were being trained and that Tandridge was providing funding and expanded premises.

## **8.3 Parish Councillors' Reports**

Councillor Caudle had attended the CCPL meeting on behalf of the council and reported on the following:

- The SEEDA grant had been approved.
- A prospectus was being prepared for recruiting members.
- A group of users had approached Tandridge DC with regard to taking over the Soper Hall but could not provide a satisfactory business plan. CCPL will investigate.
- A sub-committee had been set up to co-ordinate information on the Rose & Young site and hopefully come up with proposals for its redevelopment.

Councillor Servant had forwarded a written report in which she stated that she had attended the TDC Chairman's Macmillan coffee morning and the TDC Civic Service. She had also visited the Meet Tandridge Business exhibition at Lingfield where 100 businesses exhibited and had made some contacts that could be of use to the Parish Council

## **9. Finance**

### 9.1 Payment of Accounts

The following cheques were signed at the meeting :

Caterham URC	Room hire	£26.00
de Stafford School	Donation	£1,000.00
BDO Stoy Hayward	Audit Fees	£155.25
W. Ridley	Net Salary & office allowance	£427.26
Gillett & Johnston (Croydon) Ltd	Clock maintenance contract	£501.40

### Petty Cash payments made since last meeting:

W H Smith	Copy paper	£14.97
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### 9.2 Review of Expenditure 2009-10

Receipts and Payments for September were reviewed and approved.

### 9.3 Other Financial Matters

#### 9.3.1 External 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 with the Auditors report was approved and accepted by the Council.

#### 9.3.2 Precept

The second half year precept payment of £12,975 has been received from Tandridge DC.

## **10. Correspondence**

### Tandridge Press Releases

- Your chance to help shape your ambulance service
- South East Coast Ambulance Service open day
- Prosecuted for dumping meat
- Young man asleep in recycling bin
- World's biggest coffee morning at the Council offices
- Teaching youngsters to be safe
- World's biggest coffee morning raises £1,000
- Launch of DisabledGo Tandridge by Richard Stilgoe
- New centre for voluntary services
- Mint Walk play area opening
- Tandridge DC to agree funding for improving Caterham
- Increase of graffiti in Caterham-On-the-Hill
- Council seeks views on future of Marie Curie Hospice
- New play area for Stafford Road
- New play area for Grange Meadow

Caterham Valley Business Partnership – 14<sup>th</sup> September 2009

Tandridge List of Delegated Action – 16<sup>th</sup> September 2009

- Planning Committee
- Resources Committee

Tandridge Planning Committee – 24<sup>th</sup> September 2009

Tandridge Local Committee – 2<sup>nd</sup> October 2009

Tandridge List of Delegated Action – 7<sup>th</sup> October 2009

- Community Services Committee
- Planning Committee

Kenley Airfield Friends Group – 6<sup>th</sup> October 2009

The Voice – October 2009

Surrey County Playing Fields Association Annual Report & Accounts 2008-09