

**MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 10<sup>TH</sup> MARCH 2010**  
**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  
District Councillor B. Connolly  
District Councillor J. Ingham  
Mr. W. Ridley – Clerk

**AGENDA – PART 1**

**1. Apologies for absence**

County Councillor S. Marks, District Councillor M. Cooper

**2. Public Participation**

There were no members of the public present.

**3. Reports Part 1**

**3.1 County Councillor's Report**

Councillor Marks sent her apologies and forwarded the following written report:

- Councillor Marks is very aware of the parlous state of the potholes and is doing everything possible to get the worst ones repaired soonest. She has spoken to the Deputy Leader of Surrey CC and he is also working to try and get some extra impetus from Highways to deal with the problem. A question is being put to Parliament to try to get extra funds for Surrey which has suffered much from chronic underfunding.
- There should be a handover ceremony for the new Youth Centre in the next few weeks with an official opening ceremony in April.
- Caterham Festival will be bigger and better than last year and will include a Food Festival in the Valley as well as the Street Party on the Hill.
- The de Fest weekend will include Tandridge's Got Talent and all local schools are being encouraged to participate.
- A representative from the parish council is invited to attend a Surrey Highways meeting at 9.30 on Tuesday 16<sup>th</sup> March at Councillor Mark's house.

**3.2 District Councillor's Report**

Councillor Ingham reported on the following:

- She had tabled a question at the Tandridge Local Committee regarding the predominance of one and two bedroom flats in new development in Caterham and asked for support for encouraging more two and three bedroom houses. The response was non committal but at least the problem was publicised.
- She had contacted Tandridge DC regarding the lack of fencing around the new play area in Stafford Park following complaints of dog intrusion. Apparently according to the Department for Children, Schools and Families, fencing should be avoided in new play areas and this was a condition of the funding. However the old play area still has fencing and questions will obviously be asked about that. The situation will be reviewed over the coming year and if necessary the possibility of providing fencing can be revisited. However it means that the play area will have to be fence free for at least a year.

Councillor Caudle reported that the Caterham Baptist Church was looking for larger premises and parking will be an issue when the Adult Education Centre is developed.

Councillor Connolly reported on the following:

- News is still awaited from the Asset Transfer Unit on the Soper Hall. There is some contention as to whether the Project Group is a Sub-Committee of the CCP or an autonomous group.
- The Planning Policy meeting has adopted the concept statement on the Marie Curie site as a Supplementary Planning Document. TPOs will be issued on selected trees rather than on the whole site as now, despite local residents being unhappy.
- There has apparently not been sufficient consultation with local residents on the proposed MUGA and with the funding time limit fast approaching it may be necessary to switch to a Trim Trail. Consultations will

take place with immediate local residents by the end of April on three options: Trim Trail and football pitch, youth shelter or BMX riding track.

- The East Surrey Museum will be launching a new exhibition on Friday 19<sup>th</sup> March celebrating 350<sup>th</sup> Anniversary of the Royal Society and the life of Sir John Tomes – Victorian Dental Pioneer.

#### **4. Planning**

##### **4.1 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.

##### **Applications Acknowledged as Valid Monday 8<sup>th</sup> February – Friday 12<sup>th</sup> February**

TA/2010/131                      9 Loxford Way    *Council had no comment*  
Demolition of porch. Conversion of garage and erection of first floor extension over, two-storey front infill extension and two-storey front and rear extensions.

TA/2010/114                      Barclays Bank, 10 The Square    *Council had no comment*  
Display of internally illuminated fascia sign and internally illuminated projecting sign.

##### **Application Acknowledged as Valid Monday 15<sup>th</sup> February – Friday 19<sup>th</sup> February**

TA/2009/1358                      126-128 Harestone Hill    *Council had no comment*  
Demolition of dwellings. Erection of 9 dwellings (5 detached and 4 semi-detached) with associated garaging and parking and access onto Bradenhurst Close. (Reserved matters relating to appearance and landscaping).  
*Councillor Hammer and Lincoln declared an interest in that they live in Bradenhurst Close.*

TA/2010/157                      Barclays Bank, 10 The Square    *Council had no comment*  
Alterations to shop front comprising replacement of entrance door and replacement of ATM surround.

TA/2010/164                      20 Harestone Lane    *Council had no comment*  
Demolition of garage / store. Erection of replacement garage, installation of railings over to provide raised terrace and erection of spiral staircase leading from terrace to garden.

TA/2010/58                      Caterham URC, Harestone Hill    *Council had no comment*  
Display of 3 x non-illuminated free standing notice boards.

##### **Applications Acknowledged as Valid Monday 22<sup>nd</sup> February – Friday 26<sup>th</sup> February**

TA/2010/175/TPO                      126-128 Harestone Hill  
TPO 21 2006 (T) – Fell 1 Beech tree.  
*Council strongly objected to the felling of this mature tree which would take many years to replace.*

##### **Applications Acknowledged as Valid Monday 1<sup>st</sup> March – Friday 5<sup>th</sup> March**

TA/2010/196                      1 Harestone Valley Road  
Demolition of offices. Erection of building comprising 6 x 2 bed flats and 2 x 1 bed flats with associated car park  
*Council objected on the following grounds: insufficient parking provision (1 per flat); access onto Harestone Valley Road opposite taxi rank which would cause congestion; side and rear elevations are of unrelieved brickwork especially facing Soper Hall.*

##### **4.2 Planning Appeals**

TA/2009/954                      12 Croydon Road  
Change of use of 1<sup>st</sup> and 2<sup>nd</sup> floors from offices to flats.  
*This appeal will be determined on the basis of an exchange of written statements by the parties.*

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. Alterations to public right of way.

*This appeal was heard on 4<sup>th</sup> February and apparently adjourned until 8<sup>th</sup> June although official confirmation is still awaited.*

#### **4.3 Planning Decisions**

TA/2009/954	12 Croydon Road	<i>Appeal withdrawn</i>
Change of use of 1 <sup>st</sup> and 2 <sup>nd</sup> floors from offices to 2 flats.		
TA/2009/1348	5 & 6 Bradenhurst Close	<i>Refuse</i>
Demolition of 6 Bradenhurst Close. Erection of 2 detached dwellings with integral garages. Erection of detached double garage to front of 5 Bradenhurst Close. (Amended Plans).		
TA/2009/1452	12 Croydon Road	<i>Approved (full)</i>
Change of use of 1 <sup>st</sup> and 2 <sup>nd</sup> floors from offices to 2 flats		
TA/2009/1465	Land rear of 39 & 41 Harestone Hill	<i>Approved (full)</i>
Erection of 4 x 3 bed semi-detached dwellings together with associated parking and the provision of a garage for 9 Windrushes.		
TA/2009/1553	Land rear of 11a & 15 Crescent Road	<i>Approved (full)</i>
Erection of 4-bed dwelling with detached double garage & revised vehicular access onto Mount Pleasant Road – application to extend time limit for implementation of permission TA/ 2004/511/A		

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

Minutes of the previous meeting held on Wednesday 10<sup>th</sup> February were agreed as a true record and signed by the Chairman.

#### **6. Matters Arising**

##### 1. Tillingdown Lane Parking

Inspector Elaine Burtenshaw has advised that PC Jo Clarke transferred to CID Epsom and has been replaced by PC Wayne Stephens. Prior to her transfer, PC Clarke did carry out some patrols in Tillingdown Lane but found no offences. PC Stephens has advised that he has been along this road on a couple of occasions and has not experienced any obstructions.

#### **7. Reports Part 2**

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

##### 1. Newsletter

The Spring edition of the Newsletter will be issued in May and will include items on the new evening bus timetable, the future of the Soper Hall, Grit Bins and the Shabby to Smart project. Other material to be forwarded to Councillor Caudle as soon as possible, so that a draft may be discussed and approved at the April meeting. Clerk has booked distribution with the May edition of the Caterham Independent at a cost of £20 per thousand.

##### 2. Annual Meeting

The Annual Meeting will be held on Monday 24<sup>th</sup> May in the Soper Hall which has been booked from 19.00 to 22.00. Jane Wilson has agreed to be the guest speaker and will talk about the new youth facility in the Valley.

##### 3. Tenth Anniversary

The inaugural meeting of the Parish Council was held on 10<sup>th</sup> May 2000 and the inaugural Annual Parish Assembly was held on 31<sup>st</sup> May 2000. Therefore this year is the tenth anniversary and the Council will hold a celebration at the Annual Meeting.

##### 4. St John's School

Clerk has advised St John's School that, whilst sympathetic towards their request, Council felt that materials for use in the class room were not a suitable items for the Council to fund and would prefer to contribute towards a more

tangible and permanent item. The Head has subsequently suggested a shed to store equipment over night at a cost of £849 and Council approved payment of this amount.

#### 5. Harestone Valley Road – Grass Verges

Council noted that an enquiry received from resident of Richmond House in Harestone Valley Road expressing concern about the poor condition of the grass verges outside the property. Contact had been made with Tandridge DC who referred them to Surrey Highways, who replied that nothing could be done as it was not an offence to park on the verges. There would appear to be two separate issues – damage to the grass verges and restricting visibility to vehicles exiting Richmond House, both caused by parking on the verges.

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

#### 1. Collapsed Drain

Clerk has reported collapsed drain at junction of Grange Road and Harestone Hill. This has been allocated enquiry no. 92030121 and the Community Highway Officer will visit the site and raise any appropriate works order.

#### 2. Harestone Hill Bench

Clerk has chased the installation of the new bench in Harestone Hill and been advised that the Community Gang has been co-opted into the general resource, undertaking pothole and emergency repairs. The earliest that the bench could be considered for installation is on the next scheduled visit due on the week commencing 4<sup>th</sup> April subject to the pothole situation being under control. Clerk to forward contact details of Councillor Lincoln, who is storing the bench in his garage, to the Community Gang

#### 3. Surrey Hills Society Chairman’s Day

Councillors are invited to join Neil Maltby, Chairman of the Society, for a special day of visits in the Eastern reaches of the Surrey Hills. The day will begin with a visit to a farm on Reigate Hill at 9.45am; coffee will be available before a welcome talk and walk around the farm with the owner. There will then be a short drive (own transport) to the nature reserve at Bay Pond, south of Godstone. Here there will be a talk on the work of the Surrey Wildlife Trust before moving to the Bell at Godstone for a 2-course lunch (cost of drinks not included). After lunch drive through the Surrey Hills to Titsey Place for a private viewing and an in-depth tour of Titsey House and gardens. The cost will be £22 per member (£25 per non member) which will include coffee, lunch and all entry fees and guided tours). Clerk to forward application form to Councillor Caudle.

#### 4. Temporary Closure of Roads in Caterham

Council noted that the following applications for road closures have been received by Tandridge DC:

1. Caterham & District Scouts’ St. George’s Day Parade on Sunday 26<sup>th</sup> April
  - Route if dry – Parade – Beechwood Road, Croydon Road, The Square, Godstone Road, Timber Hill Road. 2.00pm – 3.00pm. Service and dismissal.
  - Alternative route if wet – Parade – Beechwood Road, Croydon Road, The Square, Godstone Road, Station Road, Harestone Valley Road to the United Reformed Church (for the Service). 2.00pm – 3.00pm.
  - Return Parade – Harestone Valley Road, Station Road, Godstone Road, The Square, Timber Hill Road for dismissal 3.45 – 4.30pm.
2. Food Festival to include a French Market on Sunday 6<sup>th</sup> June
  - Croydon Road between its junctions with The Square and the entrance to Waitrose and Station Car Park adjacent to the Rose & Young site. 11.00am – 7.00pm
  - All parking bays in the closed part of Croydon Road suspended throughout the closure.

#### 5. Press Release

Clerk issued Press Release on Council contribution to the Caterham HoppaBus Service and the donation to St. Catherine’s Hospice. The Editor of the Caterham Independent originally stated that she would be happy to include it in the March edition but has subsequently apologised for not being able to fit it in. However it did appear in the Caterham Mirror on 4<sup>th</sup> March.

#### 6. Clerk’s Holiday

Clerk will be on holiday from Monday 29<sup>th</sup> March to Monday 12<sup>th</sup> April inclusive. Clerk will be available for the Council meeting on Wednesday 14<sup>th</sup> April but will be unable to produce the briefing notes before Tuesday 13<sup>th</sup> April at the earliest.

## 7. Important Dates for your Diaries

11 Mar	Caterham Community Partnership AGM	<b>BR/HH/PL</b>
11 Mar	Tandridge Planning Committee	
16 Mar	Surrey Highways Meeting (Cllr Mark's house)	
19 Mar	East Surrey Museum launch of new exhibition	
29 Mar	Caterham Community Partnership (Management Sub-Committee)	<b>HH</b>
08 Apr	Tandridge Planning Committee	
14 Apr	CVPC Meeting	<b>All</b>
20 Apr	SCAPTC General Meeting	<b>JC</b>
06 May	District Elections	
10 May	Caterham Community Partnership	<b>BR/MD</b>
12 May	CVPC Meeting	<b>All</b>
24 May	CVPC Annual Meeting	<b>All</b>

### 7.2 **Chairman's Report**

There was no report.

### 7.3 **Parish Councillors' Report**

There were no reports.

## 8. **Finance**

### 8.1 Payment of Accounts

The following cheques were signed at the meeting:

Caterham URC	Room hire	£29.00
Viking Direct	Stationery	£62.31
W. Ridley	Net Salary & office allowance	£411.86
HM Revenue & Customs	Income Tax & NIC	£736.42

Petty Cash payments made since last meeting:

None

### 8.2 Review of Expenditure 2009-10

Receipts and Payments for February were reviewed and approved.

### 8.3 Audit Timetable

#### 1. Administration

12 May 2010	Parish Council AGM
24 May 2010	Annual Parish Meeting
April 2010 – March 2011	Parish Council must meet at least 4 times (including AGM)
Nov – Dec 2010	Approve Budget for year ended 31 March 2011
31 Jan 2011	Submit Precept request

#### 2. Governance

##### 2.1 Risk Assessments

Risk Assessments prepared by the Clerk were reviewed at the meeting, approved by the Council and signed by the Chairman.

## 2.2 Internal Audit

The effectiveness of the Internal Audit Plan was reviewed at the meeting and approved by the Council.

## 2.3 Fidelity Guarantee

The Council reviewed the Fidelity Guarantee and resolved that the current level of £100,000 was more than sufficient.

## 3. Accounts and Audit

31 March 2010	Financial year end – accounts to be prepared for completion of Section 1 of the Annual Return
April 2010	Audit packs despatched by BDO
April – May 2010	Council approve year end accounts
30 Jun 2010	Final date for Council to approve Section 1 of Annual Return
June – Aug 2010	Independent Internal Audit Review
30 September 2010	Display Annual Return

## 9. **Correspondence**

### Tandridge Press Releases

- Good food hygiene is good for business
- Partnership approach boosts public confidence
- Lowest district council tax increase for 10 years
- Council tenant ordered to destroy dog
- Your Guide to Tandridge
- A to Z of local services 2010
- Recycle on the go

### Tandridge List of Delegated Action taken – 18<sup>th</sup> February 2010

- Planning Committee
- Planning Policy Committee

### Tandridge Planning Committee – 11<sup>th</sup> March 2010

### Surrey Hills Society Views – Spring 2010

**Chairman:**

**Date:**