

**MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 11<sup>TH</sup> MAY 2011**  
**AT THE UNITED REFORMED CHURCH HALL, HARESTONE HILL, CATERHAM**

**Present:** Cllr. H. Hammer County Cllr. S. Marks  
Cllr. J. Caudle District Cllr. B. Connolly  
Cllr. P. Lavington District Cllr. M. Cooper,  
Cllr. M. Lincoln Mr. W. Ridley – Clerk  
Cllr. J. Servant

**AGENDA – PART 1**

**1. Election of Chairman**

Cllr Hammer was nominated by Cllr Lincoln, seconded by Cllr Lavington and duly elected as Chairman.

**2. Election of Vice Chairman**

Cllr Lincoln was nominated by Cllr Hammer, seconded by Cllr Servant and duly elected as Vice-Chairman.

**3. Apologies for absence**

Cllr. M. Dean, District Cllr. J. Ingham

**4. Public Participation**

There were no members of the public present.

**5. Notification of Financial and Other Interests**

Forms were distributed to Councillors with instructions for completion and return to the Clerk within 28 days.

**6. Reports Part 1**

**6.1 County Councillor's Report**

Cllr Marks reported on the following:

- Confirmation that the mini roundabout is 99% certain to go ahead but still awaiting final costs.
- The additional charges on the Shabby to Smart project are to be met by Surrey.
- Petition had been made to stop the Pay & Display proposals but as several concessions are being made to Tandridge was persuaded to abstain. Task Force will now report to Cabinet and then a decision will be made.
- There was a good report from Ofsted for de Stafford

Cllr Marks was asked to progress the following:

- Road repairs are required to the mini roundabout at the junction of Harestone Hill and Harestone Valley Road and also at the junction of Stafford Road and Milton Road.
- Clarification required on the location of the two extra grit bins.

**6.2 District Councillors' Report**

Cllr Connolly reported on the following:

- Work was still continuing at Barnfield where the scaffolding lorry had been given permission to park. The local residents were fighting on but rubbish was still being dumped. An Independent Planning Consultant had said that the CLUED should not have been granted but it cannot be revoked.
- There were plans to reduce the height of the proposed dwellings at Harestone Hill.

Cllr Caudle reported on the following:

- The Caterham Festival will be launched on Friday 27<sup>th</sup> May at 19.00 in the Soper Hall.
- The Festival programme was issued with the May edition of the Caterham Independent.
- She was likely to remain on the Planning Policy and Standards Committees as before.

Cllr Cooper reported on the following:

- A Community Infrastructure Levy was being introduced to replace Section 106.

- Tandridge will only pursue a Compulsory Purchase Order on the former Rose & Young site if the developer is prepared to pay for it.

Cllr Ingham had sent her apologies but forwarded the following written report:

- A large number of phone calls had been received from worried and angry residents regarding the campaign to get allotments in Stafford Park. She explained to residents that two surveys had been carried out which resulted in a resounding no to any change. She has also explained that there is no money available to provide the resources necessary to change the land use.
- Stafford Park has been put forward as a possible Queen Elizabeth II Playing Field which would protect it in perpetuity. It meets all the necessary criteria and we will now have to wait and see whether it gets the award.
- London & Quadrant will soon be submitting their plans for the former Adult Education site. They have offered a meeting to explain the plans but as a member of the Planning Committee she will not be attending any such meeting should it go ahead, in case it is seen to fetter her discretion. However they are presenting their plans to District Councillors which she will be attending. She requested that an invitation to attend this presentation be extended to the Parish Council, or at least the Chair of the Parish Council, but this was unanimously rejected.
- Frantic calls were received from residents after travellers moved into Manor Park. As this is not part of Valley Ward, the District Councillor for that ward, David Lee, was contacted and he called Surrey Police. Cllr Caudle was able to contact Paul Barton and the machinery for eviction was put in motion. However as it was a Bank Holiday weekend, nothing could be done until the Tuesday, by which time the travellers had left of their own accord.
- Plans for the Caterham Festival are well on course but there is concern about the Children's Games on Friday 3<sup>rd</sup> June. Another push will be made with schools and clubs to increase the numbers. If anyone is able to help on Friday 3<sup>rd</sup> June from 13.00 to approx. 17.00 to allow for clearing up please phone or email Cllr Ingham with a firm commitment.

## 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.

#### **Applications Acknowledged as Valid Monday 11<sup>th</sup> April – Friday 15<sup>th</sup> April**

There are no applications for Caterham Valley.

#### **Applications Acknowledged as Valid Monday 18<sup>th</sup> April – Thursday 21<sup>st</sup> April**

TA/2011/461/TPO	24 Eothen Close	<i>Council had no comment</i>
TPO 1, 1995 (T) – Fell 5 Sycamore trees and replace with species to be agreed.		

TA/2011/467	15 Woodland Way	<i>Council had no comment</i>
Erection of single storey side extension.		

TA/2011/1493	34 Croydon Road	<i>Council had no comment</i>
Installation of new ramped access.		

#### **Application Acknowledged as Valid Tuesday 26<sup>th</sup> April - Thursday 28<sup>th</sup> April**

TA/2011/502	Tupwood Gate Nursing Home	<i>Council had no comment</i>
Erection of 2 storey linked side extension to provide 14 bedrooms with parking at lower ground floor level – application to extend time limit for implementation of permission 2008/330.		

TA/2011/416	130 Stafford Road	<i>Council had no comment</i>
Erection of shed adjacent to the front boundary and dropped kerb.		

TA/2011/529	3 Colin Road	
Change of use into 1 x 3-bed dwelling and 1 x 1-bed flat. (Retrospective).		
<b><i>Council objected on the grounds of a lack of any parking provision.</i></b>		

TA/2011/483	55-57 Croydon Road	<i>Council had no comment</i>
Formation of shop front.		

TA/2011/497                      61 Markville gardens                      *Council had no comment*

Erection of single storey rear extension and two storey side extension.

**Applications Acknowledged as Valid Tuesday 3<sup>rd</sup> May – Friday 6<sup>th</sup> May**

TA/2011/556                      170 Burntwood Lane

Erection of 2m high close boarded fence and gates to front boundary.

***Council objected on the grounds that the proposal was out of character with the local area.***

TA/2011/552                      24 Harestone Valley Road

*Council had no comment*

Erection of part two storey part single storey rear extension, single storey side extension incorporating double garage and dormer windows to North roof slope. Erection of porch and formation of new vehicular crossover.

TA/2011/549                      Mallard, 25 Loxford Road

*Council had no comment*

Erection of single storey extensions to front and rear of existing garage, and conversion of garage to habitable accommodation.

## **72        Planning Appeals**

TA/2010/588                      59 Stafford Road

Demolition of existing chalet bungalow and outbuildings. Erection of 3 x 4 bed town houses with associated parking, access onto Stafford Road and landscaping.

***This appeal will be determined on the basis of written representations.***

TA/2010/1175                      223 & r/o 225 & 227 Croydon Road

Demolition of 223 Croydon Road. Erection of 3 storey building comprising of 12 x 2-bed flats together with refuse & cycle stores, associated access road and parking (12 spaces). The development hereby permitted shall be begun not later than 16<sup>th</sup> July 2011. The appeal is in relation to the start date.

***This appeal will be determined on the basis of written representations.***

## **7.3        Planning Decisions**

TA/2010/919                      30-32 Croydon Road

*Withdrawn/substituted*

Erection of single storey ground floor rear extension and erection of single storey building at rear of site to provide office and store. Change of use of first and second floors from storage & office to 2 residential units.

TA/2011/131/TPO                      1 Highfield Drive

*Approved by letter*

TPO 87 (T) – Fell 2 Fir trees. Thin crown by 20% and reduce height by 20% of 1 Fir.

## **8.        Minutes of the previous meeting**

Minutes of the previous meeting held on Wednesday 13<sup>th</sup> April were agreed as a true record and signed by the Chairman.

## **9.        Matters Arising**

### **1. Christmas Lights**

Quotation received from Festive International Lighting for £6,000 plus VAT for a three year contract to hire, maintain and dismantle 16 lamp columns with two motifs on each column, 3 cross road banners and all wall fixings and centenary wires, and to supply pea lights for clock tower on the roundabout. A 50% deposit would be required on contract. Council resolved to arrange meeting with Festive International Lighting to clarify some of the quote and if possible to see samples of the lights proposed. There was also the problem of requesting permission for installation from Surrey's new lighting contractor Skanska. Meeting would involve Cllrs Dean and Lavington and Andrew Browne.

### **2. Design Statement**

As per previous minutes Clerk was designated to write to Bob Evans requesting a design strategy for the whole of Caterham Valley. Bob Evans passed the request to Paul Newdick who sent the following response.

When the Planning Policy Committee authorised the work for the Harestone and Woldingham Design Guidance it was also agreed that the consultants be asked to provide a methodology that the Council could use in other areas. The intention would be that in time, Tandridge would carry out further character assessments and prepare design guidance for such areas. However the actual implementation of this will depend on the resources available at a

particular time and which areas are considered to be a priority, particularly where there is a specific character that requires protection. At present Council has not worked out any priorities for the district as a whole and the work programme this year would make it difficult to start any new projects. It is hoped that the Planning Policy Committee will be asked to consider work priorities in June. It is not thought that such work would be something that the community could take on alone. The work in Harestone and Woldingham has been a considerable task and it may be that Tandridge would wish to tackle some smaller areas in the future which would be manageable. You may be encouraged to know that the Committee has already authorised a Residential Design Guide to be prepared that would be applicable across all residential areas. However at present no work has commenced on this.

### 3. Allotments

Following a request from Mr Martin Creasey of 238 Stafford Road, Clerk was designated to write to Tandridge asking for their comments on the prospect of allotments being allowed at the Northern end of Stafford Park beyond the access track to Stafford Road. Steve Hyder responding saying that Tandridge would be unable to facilitate this request for a number of reasons. A public consultation had been undertaken in September 2009 at Stafford Road regarding the use of the open space and the new play area. It was made very clear that the suggestion of allotments was very firmly rejected by the residents and they raised a number of concerns regarding the issue. Tandridge had also had a resident on the phone in tears and very stressed by the possibility of allotments and the affect it will have on her property. Tandridge did a feasibility survey to see how much it would cost to set the site up as allotments which came in at £5,000, which regrettably are funds they do not have. Given the public views and the threats of legal action from some residents if this site was pursued, Tandridge feel that this issue can not be investigated further at this location. Council asked the Clerk to write to Mr Creasey and explain the situation.

### 4. Hanging Baskets

On 6<sup>th</sup> April How Green Nursery were asked to provide the necessary technical specifications for brackets and baskets as requested by Surrey and their lighting contractor Skanska. Despite follow ups on 19<sup>th</sup> April and 9<sup>th</sup> May there is still no response. The Hill PC has also not received the required information.

## 10. **Reports Part 2**

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

#### 1. Insurance

Council's policy is due for renewal on 1<sup>st</sup> June and the renewal premium is £852.29. However the Council's long term agreement (LTA) is due to expire on 31<sup>st</sup> May. If the Council wishes to sign a new 3-year LTA with Aviva until 31<sup>st</sup> May 2014 there would be a further discount which would reduce the annual premium to £809.68. Council resolved to accept the 3-year LTA at the reduced premium.

#### 2. New Clerk

A draft advert for the new Clerk was approval by Council. Space has been booked in the June edition of the Caterham Independent. Closing date for applications was 17<sup>th</sup> June. These would be reviewed by all of the Council on Wednesday 22<sup>nd</sup> June and interviews would take place on Wednesday 29<sup>th</sup> June. There is a generic email address (clerk@caterhamvalleypc.org.uk) for the clerk which should be used in all future correspondence to facilitate the handover to the new Clerk.

#### 3. Website

Councillors were requested to review the Council's current website and make recommendations prior to utilising the services of Mr Tim Lomas to design and install a new website. Cllr Caudle would arrange a meeting with Cllr Hammer and Mr Lomas to discuss.

#### 4. Resident Complaint

Letter received from Mr Pickford of 9 Burntwood Close complaining about the apparent lack of interest by the Parish Council in the former Rose & Yung site which he regarded as a disgrace. He also felt that a report in the Caterham Independent that Tandridge were prepared to consider a Compulsory Purchase Order was worthy of comment in the Parish Council's minutes. Clerk was asked to write to Mr Pickford clarifying the situation with regard to the site and any possible CPO.

### 10.1.2 **Clerk's Report – Part 2 for information**

#### 1. Former Adult Education Centre

Following the workshop meetings and subsequent exhibition London & Quadrant Housing have been working up a scheme ready for submission as a planning application. During the public exhibition an overwhelming majority preferred option 2 which retained the old school building rather than replacing it. This is the option that will be submitted but taking on board comments made during the exhibition. In this respect there were a number of comments about the proposed building behind the school and they promised that they would at least look at the design of the building and see if it could be improved. Essentially the comments concerned the building being 3 storeys and it would better arranged across the site, like the other buildings. As a consequence they have redesigned the building to address those comments, the result of which is a building that essentially reflects the alignment of the school and does not appear so big in the townscape. At the workshops they advised that the viability of the scheme was a major issue. This is even more so now the number of dwellings has been reduced by 23%. As such they have asked consultants to review this matter and their conclusion is that the scheme cannot actually sustain any affordable housing (social rent and shared ownership). Nevertheless they have included a small amount. When this revised design was shown to the planners, they much preferred it to the two designs offered at the exhibition. They view the development of the design as an extension to the consultation process. Council will comment when the planning application is submitted.

## 2. Annual Parish Meeting

The Annual Parish Meeting will take place at the Soper Hall on Monday 23<sup>rd</sup> May at 19.45. The Hall has been booked from 19.00 to 22.00 and Councillors should arrive at 19.00 to set up the Hall. There will not be a guest speaker but refreshments will be available

## 3. Caterham Community Partnership

Caterham has made it to the South East finals in the Market Town Awards for the 4<sup>th</sup> time. This year the Shabby2Smart project has been chosen as the Environment & Culture category winner. This will now compete with three other projects for the overall South East winner in July. Previous Caterham winners were 2007 – The ABC Shop – Strategy & Partnership; 2009 – the day trip to Storrington’s Community Hub to research legal structure, community hub & street scene; 2010 – the Caterham Festival.

## 4. Temporary Closure of Roads

Request received for the temporary closure of Greenwood Gardens from the end of the cul-de-sac to beyond accesses to garage blocks on 16<sup>th</sup> July from 10.00 to 22.00 on the occasion of the Greenwood Gardens Street Party.

## 5. Important Dates for your Diaries

23 May	CVPC Annual Parish Meeting	<b>All</b>
29 May	Caterham Festival Street Party	
06 Jun	CCPL Meeting	<b>BR</b>
08 Jun	CVPC Meeting	<b>All</b>
11 Jun	Caterham Carnival	
12 Jun	Caterham Food Festival	
17 Jun	Closing date for new clerk applications	
18-19 Jun	DeFest Music Festival	
22 June	Review clerk applications	<b>All</b>
29 June	Clerk interviews	<b>All</b>
04 Jul	CCPL Meeting	<b>BR</b>
13 Jul	CVPC Meeting	<b>All/PL</b>
10 Aug	CVPC Meeting	<b>All</b>
05 Sep	CCPL Meeting	<b>BR</b>

## 10.2 **Chairman’s Report**

Cllr Hammer reported on the following:

- Complaints were still being received about dogs encroaching in the play area in Stafford Park. Enquiries were made about the possibility of fencing off the play area from the rest of the Park when the play area was first installed, but Steve Hyder of Tandridge stated that there was a funding condition to keep the area open which was in force for one year. Council resolved to contact Tandridge to enquire whether fencing could now be considered.
- The new planter beds around The Square were in need of maintenance. It was resolved that Cllr Hammer would ask for volunteers for a working party to weed the beds and the Clerk would contact Andrew Browne and Random Greenway for a more long term solution.

### 10.3 Parish Councillors' Report

Cllr Servant had attended the Tandridge Access Transport meeting but only one other person turned up and eventually they were told that the meeting was cancelled.

Cllr Caudle had issued the latest edition of the Newsletter which was distributed with the May edition of the Caterham Independent.

Cllr Lincoln reported that the concrete stumps from the old bench in Harestone Hill had still not been removed.

Cllr Servant reported that the bench outside Tandridge Court was still in need of repair.

## 11. Finance

### 11.1 Payment of Accounts

The following cheques were signed at the meeting:

Caterham URC	Room hire	£30.00
Broker Network	Insurance premium	£809.68
Caterham & District Carnival Committee	Sponsorship of procession band	£100.00
Harestone Printing	Newsletter printing	£44.28
Caterham Publishing	Newsletter distribution	£120.00
Downland Trust	Annual subscription	£15.00
W. Ridley	Net Salary & office allowance	£397.74
J. Caudle	Paper for Newsletter	£14.86

Petty Cash payments made since last meeting:

W H Smith	Copy paper	£9.98
W H Smith	Postage stamps	£9.84

### 11.2 Review of Expenditure 2011-12

Receipts and Payments for the year to the end of April had not yet been prepared and will be reviewed at the next meeting.

### 11.3 Audit for the year ended 31<sup>st</sup> March 2011

Annual Return Sections 1 and 2 were approved by Council and signed by the Chairman.

## 12. Correspondence

Tandridge Press Releases:

- Conditional discharge for benefit fraud
- Prosecuted for benefit fraud
- No change in control after local elections
- New rating scheme for food businesses

Tandridge List of Delegated Action Taken – 20<sup>th</sup> April 2011

- Community Services Committee
- Planning Committee

Tandridge Council Meeting – 28<sup>th</sup> April 2011

The Playing Field – Spring 2011

**Chairman:**

**Date:**