

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 8TH JUNE 2011
AT THE UNITED REFORMED CHURCH HALL, HARESTONE HILL, CATERHAM

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

County Cllr. S. Marks
District Cllr. B. Connolly
District Cllr. M. Cooper
District Cllr. J. Ingham
Mr. W. Ridley – Clerk

AGENDA – PART 1

1. Apologies for absence

Cllr. J. Caudle

2. Public Participation

Mr Terry Servant of 1 Alexanders Walk raised the subject of Tree Preservation Orders which were to be discussed at the Tandridge Planning Policy Committee meeting to be held the following night. The PPC was proposing a review of TPO's both for new and existing orders. The Officers have stated that many more orders should be made and existing ones checked to see if they are still valid. However due to a lack of resources, the review would only be carried out as and when time became available. Mr Servant stated that developers often took out trees before submitting an application thus preventing TPO's from being issued and time should be made available to carry out this important task.. Cllr Cooper said that he was planning to attend the meeting and would raise the concerns.

Random Greenway gave a talk on the new Community Infrastructure Levy which Tandridge was proposing to install, the main points of which were as follows:

- The levy would be due on any building over 1,000 sq.m. or any residential dwelling.
- By 2014 all financial claims will be by the levy when S106 claims would cease for financial reasons but not for others.
- The levy becomes payable when development starts but may be staggered over the period of the development.
- A meaningful proportion must go back to the local neighbourhood (more than 50%).

Random also mentioned that a Strategic Planning Policy Statement would be issued in July which would cover Neighbourhood Planning and Enterprise, which could be instigated by a parish council, business group or local forum consisting of 21 people. A meeting to discuss this was to be held at the Soper Hall on Monday 20th June at 18.00 with attendees from the Caterham Community Partnership and Caterham Valley Parish Council. The Hill Parish Council had also been invited to attend.

3. Reports Part 1

3.1 County Councillor's Report

Cllr Marks reported that the Pay & Display Parking proposal had been successfully fought off and will not be installed in Tandridge but that there will be consultation on commuter parking.

3.2 District Councillors' Report

Cllr Ingham reported that she had received several objections to planning application TA/2011/494 at 361 Croydon Road and summarised those complaints. Council resolved to discuss under Current Planning.

Cllr Connolly reported that a meeting was being arranged to discuss the CLUED and problems at the Barnfield site.

4. Planning

4.1 Current Planning

Applications Acknowledged as Valid Monday 9th May – Friday 13th May

TA/2011/532 66a Harestone Hill ***Council had no comment***
Erection of single storey rear extension to basement & 2-storey side extension at basement and ground floor levels.
Cllr Dean declared an interest in that this was a neighbouring property and took no part in the discussion.

TA/2011/561 Land at Tupwood Gardens
Erection of 2 x 3 bed semi detached dwellings & 2 x 5 bed detached dwellings together with associated access and parking. (Amended scheme to permission TA/2010/235).
Council objected on the following grounds: Back garden development; overdevelopment of the site; insufficient parking provision for semi-detached dwellings.

TA/2011/579 14 Newstead Rise **Council had no comment**
Erection of single storey side/rear extension. Erection of hip to gable roof extension, dormer extension to rear roof slope and roof lights to front roof slope in connection with conversion of roof space to habitable accommodation.

Applications Acknowledged as Valid Monday 16th May – Thursday 20th May

TA/2011/571 Tower Farm, War Coppice Road **Council had no comment**
Repair and improvement of extension to rear of north barn and stables and hay store. Covering of link and existing footings between southern and northern barns to be used as tack room and equestrian office.

TA/2011/494 361 Croydon Road
Change of use from shop (Class A1) to hot food takeaway (Class A5), with associated extraction flue.
Council objected on the following grounds: smell from extraction flue; detrimental to residents of Shaw House; not advisable to have takeaway near to school.

TA/2011/528 74 Croydon Road
Erection of single storey rear extension and erection of an infill extension. (Retrospective).
Council objected on the grounds that there was insufficient information contained in the application to determine an opinion.

Application Acknowledged as Valid Tuesday 23rd May - Thursday 27th May

TA/2010/497 39 Harestone Hill
Erection of detached 3 bay garage with accommodation/storage over, formation of bay window and infill extension to front elevation and formation of dormer window to front roof slope.
Council objected on the grounds that the proposed 3 bay garage was too large.

TA/2011/623 77 Tupwood Lane **Council had no comment**
Demolition of rear bay projection & conservatory. Erection of 2-storey rear extension with accommodation in roof space & single storey rear extension. Formation of pitched roof over existing single storey side projection and alterations to front elevation.

TA/2010/1501 39 Harestone Hill **Council had no comment**
Erection of single storey rear extension and addition of external fireplace and chimney. (Certificate of lawfulness for a proposed use).

TA/2011/631 237 Stafford Road **Council had no comment**
Excavation of land to create off street parking and erection of steps to front of property.

TA/2011/633 Land r/o 116 Harestone Hill
Erection of 3-bed chalet bungalow.
Cllrs Hammer and Lincoln declared an interest in that this was a neighbouring property and took no part in the discussion. Council objected on the following grounds: back garden development; out of character with the existing area; proposed access is too steep; Arboricultural Report and plans are out of date (March 2008).

TA/2011/663 85 Tupwood Lane **Council had no comment**
Demolition of existing garage and erection of detached double garage.

Applications Acknowledged as Valid Tuesday 30th May – Friday 3rd June

TA/2011/670 73 Harestone Hill
Demolition of existing dwelling. Erection of 2 x 5 bed detached dwellings.
Council objected on the following grounds: overpowering street scene; out of character with other dwellings in Harestone Hill; garden land; should be considered as a further extension of the Tupwood Gardens development and as such would take the total number of dwellings over the threshold for affordable housing; as previously

stated, Council believes that the piecemeal development of the Tupwood site is making a mockery of planning regulations regarding affordable housing.

TA/2011/627 383 Stafford Road *Council had no comment*
Formation of vehicular access, hardstanding, retaining wall and steps.

TA/2011/673 18 Greenhill Avenue *Council had no comment*
Erection of two storey side extension.

The following application was collected from the library where it had just arrived but is not on any of the lists above, presumably being on next weeks list.

TA/2011/688 Former Social Services Centre and Adult Education Centre, Croydon Road
Council resolved to defer discussion to the next meeting in order to give councillors time to review the substantial documentation attached to this application.

4.2 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 16th July 2011. The appeal is in relation to the start date.
This appeal will be determined on the basis of written representations.

4.3 Planning Decisions

TA/2010/656 Clareville Care Home, 3 Clareville Road *Refuse*
Erection of detached 4 bed specialist care facility.

TA/2011/36 13 Elgin Crescent *Approved (full)*
Demolition of existing conservatory. Erection of conservatory to side elevation with associated alterations to existing balcony and the erection of a retaining wall. (Amended description)

TA/2011/210 137 Harestone Valley Road *Approved (full)*
Erection of two storey side extension and single storey rear extension.

TA/2011/263 36 Dome Hill *CLOPUD-PP not required*
Conversion of garage into a habitable room. (Certificate of lawfulness for a proposed use or development).

TA/2011/298 Land rear of 75 Harestone Hill *Approved (full)*
Erection of 1 x 5 bed dwelling with detached garage.

TA/2011/312 73 Harestone Hill *Withdrawn/substituted*
Demolition of existing dwelling. Erection of 2 x 5 bed detached dwellings.

TA/2011/359/TPO Roseneath Court, Greenwood Gardens *Split decision*
TPO 18 (C & W) – Crown lift 1 Conifer to provide 1.5m clearance from building and 2.5m clearance over footway. Crown reduce 1 Beech tree to previous reduction points adjacent to building. Crown reduce 3 Yew trees.

TA/2011/374 Television Mast at Tillingdown Hill *Approved (full)*
Installation of 1 x 0.75m satellite dish onto existing broadcast mast incorporating refurbishment of existing equipment cabin, feeder cable and erection of support gantry.

TA/2010/1436 57 Croydon Road *Approved (full)*
Infill of pedestrian walkway to form A3 unit (Restaurant/Café) on ground floor level with parking and storage at lower ground floor level. Vehicular access to the rear.

TA/2011/138 19 Station Avenue *Refuse*
Subdivision of existing Post Office at ground floor level to form restaurant/retail space (Class A1 / Class A3) at part ground floor and at front basement levels. Conversion of rear basement to form car parking spaces, cycle parking, bin store and storage. Construction of rear extension comprising and additional three storeys over existing flat roof to form 12 x flats incorporating balconies and external staircases. Change of use of existing first and second floors to

form 4 x flats. Construction of dormer window to existing East facing roof slope and alterations to existing dormer window on West facing roof slope.

TA/2011/181 8 Woodland Way
Erection of part single / part two storey front extension.

Refuse

TA/2011/386 9 Alexanders Walk

Approved (full)

Erection of first floor side extension. (Application for the extension of time to planning permission TA/2008/177).

5. Minutes of the previous meeting

Minutes of the previous meeting held on Wednesday 11th May were agreed as a true record and signed by the Chairman.

6. Matters Arising

1. Christmas Lights

Cllr Lavington would meet with Andrew Browne to discuss funding for next years lights in particular the requirement for local businesses to contribute at least £2,000 towards the proposed cost of £6,000 otherwise there was a serious risk that there will be no Christmas Lights. Following this a meeting would be arranged with Festive Lighting involving Cllrs Dean and Lavington and Andrew Browne.

2. Allotments

Following the response from Tandridge to the request for allotments in Stafford Park, Clerk wrote to Mr Martin Creasey explaining the situation and stating that following the response from Tandridge, Council were unable to pursue the matter any further.

3. Hanging Baskets

Clerk has received the necessary technical specifications from How Green Nursery and has requested permission for hanging baskets to be installed on various lamp columns in the Valley. The baskets have actually been installed.

4. Road Repairs

At the previous meeting Cllr Marks was asked to progress road repairs 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.

5. Grit Bins

At the previous meeting Cllr Marks was asked for clarification on the location of the two extra grit bins.

6. Resident Complaint

Clerk responded to Mr Pickford regarding his complaint about lack of action over the former Rose & Young site. Mr Pickford was at the Annual Parish Meeting and thanked the Clerk for explaining the situation.

7. Reports Part 2

7.1.1 Clerk's Report - Part 1 for action

1. Community Infrastructure Levy

Tandridge is in the process of producing a Community Infrastructure Levy (CIL) which will enable them to raise funds from developers undertaking new building projects in the District. The monies raised can then be used to part fund infrastructure projects that the Council, local community and neighbourhoods consider necessary as a result of development. In effect CIL will replace S106. Council resolved to await the results of the meeting with the Caterham Community Partnership to discuss Neighbourhood Planning and Enterprise on 20th June before preparing response, which should be submitted for consideration by 30th June 2011.

2. Downlands Project

Request received from Cllr Hilary Turner to sign petition and write urging Surrey CC not to withdraw from hosting the Downlands Project. The issue appears to be Surrey's reluctance to provide an office base for just a few people plus looking after staff pay etc rather than project funding, which is shared by all the authorities in the project area

including the Downlands Trust, of which the Parish Council is a member. However further investigation showed that the deadline had passed.

3. Request for Information

Request received from Mr John Harvey of 19 Greenwood Gardens under the Freedom of Information Act for a copy of the Parish's response to the survey on Superfast Broadband conducted by the Surrey Strategic Partnership. Clerk has checked back and found that details of the survey were contained in an email from SCAPTC which was forwarded to Councillors on 1st April. However the Council did not submit a response as it was felt that Broadband was adequate in this area. Clerk has investigated the survey on line and found that Surrey issued a newsletter stating that 84 parish and town councils in Surrey had been asked for their views on broadband speeds and quality as it has long been known that some parts of Surrey, particularly rural parts, struggle to receive a fast and efficient broadband service. However the results of the survey show that 79 parishes were surveyed of which 23 responded, nearly all of them in rural parts of West Surrey. Clerk to respond accordingly to Mr Harvey.

4. Valley Planters

Knights Garden Centre sorted out the planter in Godstone Road which was full of weeds and volunteers from the Parish Council and CCPL tidied up the other two in Croydon Road and Station Avenue. David Knight has stated that he will not do this again unless he has the maintenance contract but he still refuses to confirm the annual charge which was originally quoted at £2,000 per annum but recently has been mentioned at £600. Andrew Browne on behalf of CCPL will contact David Knight to clarify the situation. Martin & Co have agreed to provide £1,000 as a one off fee towards the initial planting cost and then £300 for annual maintenance (50% of the annual charge if it is confirmed at £600). Martin & Co will make all payments to the Parish Council. Council has been asked to obtain planning permission for the three sponsorship signs (one for each planter), arrange for the signs to be produced and then deduct all costs from the £1,000 and forward the balance to CCPL. As the Parish Council will be responsible for any balance due on the maintenance charge, Council resolved to include its name on the sponsorship signs e.g. "This planter is sponsored by Martin & Co and Caterham Valley Parish Council". This would have to be agreed with Martin & Co.

5. Caterham Community Partnership Ltd

Council resolved to renew its membership of CCPL which had expired on 30th April.

6. SCAPTC Management Committee

SCAPTC is looking for nominations from members to serve on the management committee to be elected at the AGM on 27th September. However nominees would be invited to earlier management committee meetings in order to familiarise themselves with the role. Information about duties etc can be found in SCAPTC's constitution. Council resolved not to nominate anyone.

7.1.2 Clerk's Report – Part 2 for information

1. Temporary Closure of Roads

Notice is given that Tandridge has agreed to the temporary closure of Greenwood Gardens from the end of the cul-de-sac to beyond accesses to garage blocks on 16th July from 10.00 to 22.00 on the occasion of the Greenwood Gardens Street Party.

2. Important Dates for your Diaries

11 Jun	Caterham Carnival	
12 Jun	Caterham Food Festival	
16 Jun	Planning Committee	
17 Jun	Closing date for new clerk applications	
18-19 Jun	DeFest Music Festival	
20 Jun	Neighbourhood Planning Meeting	All
05 Jul	Clerk interviews	All
04 Jul	CCPL Meeting	BR
13 Jul	CVPC Meeting	All/PL
10 Aug	CVPC Meeting	All
05 Sep	CCPL Meeting	BR

7.2 Chairman's Report

Cllr Hammer reported on the following:

- David Gold had agreed to underwrite up to £50,000 towards the matched funding for the first year of operation of the Soper Hall provided the Soper Hall Group was successful in its bid.
- Clerk was asked to write to Piers Mason requesting clarification on planning decisions which were approved despite being back garden development and piecemeal development which apparently gets round the affordable homes issue.

7.3 Parish Councillors' Report

There were no reports

8. Finance

8.1 Payment of Accounts

The following cheques to be signed at the meeting:

Caterham URC	Room hire	£30.00
Caterham Community Partnership Ltd	Membership subscription	£5.00
Caterham Publishing Ltd	Display advertisement	£96.00
Surrey Hills Society	Membership subscription	£15.00
H. Hammer	Annual meeting refreshments & display boards	£39.73
Andrew Parr	Flags for Royal Wedding and Festival	£176.00
W. Ridley	Net salary & office allowance	£397.54
HM Revenue & Customs	Income tax & NIC	£831.05
Chaldon Scout Group	Youth Opportunities Fund	£1,000.00
How Green Nursery Ltd	Hanging baskets	£637.56

Petty Cash payments made since last meeting:

None

8.2 Review of Expenditure 2011-12

Receipts and Payments for the year to the end of April (deferred from the previous meeting) and to the end of May were approved.

8.3 Review of Effectiveness of Internal Audit

Council reviewed and approved the Internal Audit process covering the following five areas:

1. Scope of Internal Audit – Council has adopted a dual internal audit process. Firstly Cllr Caudle reviews all financial transactions some times in full, sometimes by spot checks. Secondly an independent internal audit is undertaken by Peter Frost of Peter J Consultants. The scope of the audit has been discussed in full with the internal auditor, covers all relevant risk areas and has been recorded and agreed by Council
2. Independence – The internal auditor is totally independent with no connection with the parish, any of the Councillors or the Clerk. He is unbiased and objective.
3. Competence – The internal auditor is a retired bank manager who has benefited from specific training in corporate financial controls and management. He has carried out the Council's internal audit since the year 2002/03.
4. Relationships – The relevant responsibilities of members, clerk and internal auditor have been clearly defined.
5. Planning and Reporting – The Council is aware of the timetable of when the internal and external audits will take place and this was included in the minutes of the meeting held on 13th April 2011.

9. Correspondence

Tandridge Press Releases:

- New rating scheme for food businesses
- New planning chief appointed
- New chairman elected 2011-12
- Recycling, refuse and garden waste collections
- No pay and display for Tandridge

Surrey CC Drive SMART Campaign
 Tandridge List of Delegated Action Taken – 11th May 2011

- Planning Committee

Tandridge Planning Committee – 26th May 2011
 Tandridge List of Delegated Action Taken – 1st June 2011

- Planning Committee

Chairman:

Date: