

**MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 12<sup>TH</sup> OCTOBER 2011**  
**AT THE UNITED REFORMED CHURCH HALL, HARESTONE HILL, CATERHAM**

**Attendees:** Cllr. H. Hammer – Chairman County Cllr. S. Marks  
Cllr. M. Dean District Cllr. M Cooper  
Cllr P Lavington  
Cllr. J. Servant Mrs M Gibbins - Clerk

**AGENDA – PART 1**

**1. Apologies for absence**

Cllr. J Caudle, Cllr, M Lincoln, County Cllr. S. Marks, District Cllr. J Ingham, District Cllr. B. Connolly

**2. Public Participation**

Two local residents attended the meeting and thanked the Parish Council for their support at the Planning Meeting in relation to the Adult Education Centre. Particular thanks were expressed to Cllr. Hammer, District and Cllr. J Caudle for their contribution. The decision regarding the planning application will mean the developer is likely to be going to appeal. Communication regarding the date and time of the appeal will be communicated to residents and attendance encouraged at the meeting. Cllr. Hammer to find out the dates for the appeal from Thomas James. **HH**

The same residents reported they had attended the Woldingham AGM and heard Trevor Leggo speaking on the Localism Bill and its impact. Cllr Hammer confirmed that The Neighbourhood Plan written document is with TDC and their comments are favourable and the bid document has been sent to DCLG. Cllr Hammer to check if the document can be circulated **HH**

Cllr Hammer reported there is a Conference on NPP symposium on 9 November in London with Greg c Clark as speaker will be attended by Random Greenway to see what the Governments position is on this matter.

Concern was raised regarding the parking provision regulations. General discussion ensued but the residents were informed it is not a TDC issue but should be addressed to County Cllr. S Marks and copied to Cllr. Hammer.

**3. Reports Part 1**

**3.1 County Councillor's Report**

District Cllr. Cooper reported that the roundabout at the junction of Harestone Valley Road, Church Hill and Stafford Road has been commenced. It has been undertaken earlier than planned to avoid clashing with gas works which are being undertaken during half-term.

Concern was expressed regarding the top dressing that has been applied to the local roads. Cllr. Hammer agreed to write to County Cllr. S. Marks. **HH**

**3.2 District Councillors' Report**

District Cllr. Cooper reported that a contract is being drawn up to transfer the asset of Soper Hall assets from TDC to Soper Hall group.

District Cllr. Cooper also mentioned that he had heard from Julia Church of the Independent newspaper of plans for the Rose & Young Site. More information is required. **MC**

Cllr. Ingham emailed a note to say nothing to report apart from the appeal that will be forthcoming from the Adult Education Site Development.

Cllr. Caudle reported next Planning meeting is on 20 October. CVPC support the comments on the National planning policy.

**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 12<sup>th</sup> September – Friday 16<sup>th</sup> September**

TA/2011/1219                      32 Church Walk  
Installation of 2 x external condenser units and associated pipes and cables to the rear elevation. **Council made no comment.**

#### **Applications Acknowledged as Valid Monday 19<sup>th</sup> September – Friday 23<sup>rd</sup> September**

TA/2011/1227                      148 Stafford Road  
Demolition of rear extension. Erection of single storey rear extension, two storey front extension and porch, and erection of single storey side extension. Erection of balustrading to existing hard surface. **Council commented that it is over development of the site.** Cllr. Hammer to speak with Cllr. Caudle to obtain her opinion with regard to the properties either side and position of the building line. **HH**

#### **Application Acknowledged as Valid Monday 26<sup>th</sup> September – Friday 30<sup>th</sup> September**

TA/2011/1260                      174 Stafford Road  
Erection of timber decking and staircase to the rear of the property. **Council made no comment**

TA/2011/1278                      39 Harestone Hill  
Erection of detached 2 bay garage with accommodation/storage over. **Council are concerned that another habital space is being constructed in the garden.**

#### **Applications Acknowledged as Valid Monday 3<sup>rd</sup> October – Friday 7<sup>th</sup> October**

TA/2011/1319                      First Floor, 9-11 Station Avenue  
Change of use from Class B1A (office) to Class C3 (dwelling). **Council had no objection to the change of use, but did not have any paperwork to review.**

TA/2011/759                      1 Elgin Crescent  
Erection of two storey extensions to side and front elevation and loft conversion. **Council had not received prior notification but made no comment**

### **4.2 Planning Appeals**

TA/2010/1153                      329 Croydon Road  
Erection of single storey rear extension & conversion of resulting building into 4 self contained flat ***This appeal will be determined on the basis of written representations.***

Enforcement Notice 4        Land at Tower Farm, War Coppice Road  
The use of land for stationing a mobile home for residential occupation constitutes inappropriate development in the Metropolitan Green Belt.  
***This appeal will be determined at a public enquiry date to be announced.***

TA/2011/181                      8 Woodland Way  
Erection of part single part two storey front extension.  
***This appeal will be determined on the basis of written representations.***

TA/2011/556                      170 Burntwood Lane  
Erection of 2m high close boarded fence and gates to front boundary.  
***This appeal will be determined on the basis of written representations.***

### **4.3 Planning Decisions**

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

Minutes of the meeting held on Wednesday 14 September were agreed as a true record and signed by the Chairman.

### **6. Matters Arising**

### 1. Caterham Barracks Community Trust

Cllr. Hammer was checking with Helen Broughton (Clerk on the hill) regarding attending the meeting. **This is being left to the Hill.**

### 2. Clerk's Contract

This was agreed at the meeting on 14 September and is being issued to the Clerk. Cllr Hammer will resend to Cllr. Lavington for comment and agreement. **HH**

### 3. Website

A meeting was held between Tim Lomas (web designer), Cllrs. Hammer and Caudle and the Clerk on Tuesday 11 October. The site will be run on Wordpress which is a free program. Tim will host the site. Information on the site will be agenda, minutes, history of CVPC, contacts, quarterly newsletter, drop down lists, side drop down menu, monthly 'blog' with current news, link to CHPC, links to dates and councillors. Proposal that site is up and running by Christmas to ensure that attention is not detracted from the elections in May. Cllr. Caudle uploaded some photos onto a memory stick for use by Tim Lomas.

### 4. Mini Roundabout

Funding issue was resolved and work has started.

### 5. Planning Applications

Objections forwarded to Tandridge by email. **Will not be noted on minutes in future.**

### 6. Post Box

Copy of correspondence forwarded to Andrew Browne. Discussion ensued regarding the response received from Regional Director. Cllr Lavington agreed to pursue; the clerk will email a copy of the letter to enable further investigation to be undertaken. **PL/Clerk**

### 7. Christmas Lights

Andrew Browne confirmed that CBP will take responsibility for collecting the additional £2,000 and will forward one cheque to council.

WJR has written to Festive Lighting asking them to provide pictures or drawings of the proposed lights so that they can be used to encourage local traders to contribute. The Clerk reported that WJR had emailed the company requesting pictures but none, have as yet, materialised. The Clerk agreed to pursue. **Clerk**  
Cllrs. Lavington and Dean to liaise with Andrew Brown regarding the 'switch on' date. **MD/PL**  
Clerk to email a copy of the contract to Cllr. Lavington. **Clerk**

### 8. Ridge Radio

WJR has advised that their request was unsuccessful.

### 9. Surrey Minerals

WJR had a quick review of the CD which contains no fewer than 15 separate files. There does not appear to be anything that would affect Caterham Valley. The nearest works affected are Oxted Chalkpit, Oxted Sandpit, Godstone Highways Depot, Taylor Hill Depot Godstone, Oxted Sewage Treatment Works and Merstham Sewage Treatment Works.

### 10. Audit

WJR has written to BDO Stoy Haward objecting to the conclusions reached in the Issues Arising Report and asked for them to be withdrawn and replaced by a more meaningful statement which is not inaccurate or contradictory to the Internal Auditor's Report.

### 5. Parish Council Newsletter

Clerk has received NPP article from Cllr. Hammer and Cllr. Servant has sent article to J Caudle. Circulation is not possible in the November issue of Independent as all spaces are taken. The circulation will take place in December

for a cost of £400 + VAT. Articles are awaited from Cllr. Dean on xmas lights. Copy of articles to be emailed to the Clerk when being sent to Cllr. Caudle.

## 7. Reports Part 2

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

#### 1. Citizens Advice Bureau

Request received from CAB for donation. A request for £2000 has been received from CAB to subsidise the funding that is provided by TDC. Council considered the sum requested is too high for them to warrant plus it is not available in the budget. Clerk reported she had received communication from Whyteleafe Parish Council requesting the thoughts of other Parish Councils to the CAB request. Clerk will seek comments and respond. Councils view is that £500 would be maximum contribution.

**Clerk**

#### 2. Community Gang

As the Community Gang are no longer available to trim back overgrown vegetation, the Chairman wishes to produce a standard letter which councillors can fill in and send to dwellings where the private vegetation is obstructing the highway, driving sight lines, street lighting or street signs including speed signs. Clerk drafting appropriate letter.

**Clerk**

#### 3. Standing Orders

Auditors recommended that the Standing Orders should be reviewed and minuted that this has been undertaken. Clerk agreed to review and report to the next meeting.

**Clerk**

#### 4. Proposed Development of 74 & 76 Croydon Road

Paper previously circulated.

#### 5. Remembrance Day Wreaths

Wreaths have been ordered and will be delivered to the Parish Council meeting on 8 November. Agree which Councillors will be attending. Cllrs. Lavington and Caudle to attend the service at St Johns, Cllrs. Lincoln, Servant and Dean to attend the service on the hill.

#### 6. Review of Parliamentary Constituencies

12 week consultation exercise. Paper will be available at the meeting. Not relevant to CVPC but the boundary for County Cllr. S Marks is currently unresolved.

### 7.1.2 Clerk's Report – Part 2 for information

#### 1. NALC

How to respond to planning applications booklet available and has been passed to Cllr Hammer.

#### 2. SCAPTC

SCAPTC survey completed by Cllr Hammer on basis of recruitment of Clerk.

#### 2. Important Dates for your Diaries

### All

22 Oct	Surrey Hills Annual Dinner	
29 Oct	Surrey Hill Society Members Day & AGM	JC
08 Nov	CVPC Meeting – please note change of day and date	ALL
18 Nov	Protection and provision of local green infrastructure RSVP by 11 Nov to <a href="mailto:mike.waite@surreywt.or.uk">mike.waite@surreywt.or.uk</a>	
13 Dec	CVPC Meeting – please note change of day and date	ALL

## CCPL meeting – JC to let WJR and HH know when the next meeting is being held

### 7.2 Chairman's Report

Cllr Hammer reported that the schedule of dates is still awaited from Bill Ridley. Bill also has the Council's photocopier.

### 7.3 Parish Councillors' Report

Nothing to report.

## 8 Finance

### 8.1 Payment of Accounts

The following cheques to be signed at the meeting:

Caterham URC	Room hire	£ 30.00
BDO	Audit fee	£342.00
Knights Garden Centres	Planters maintenance	£ 60.00
M Gibbins	Telephone and mileage expenses	£ 22.41
M Gibbins	Net salary & office allowance	£692.58

Petty Cash payments made since last meeting:

**There were none**

### 8.2 Review of Expenditure 2011-12

Receipts and Payments for the year to the end of September to be approved. These were approved. Cllr. Hammer recommended that Cllr. Caudle review the budget, salary costs, expenses and newsletter costs.

**JC**

### 8.3 Other Financial Matters

CVPC Audit

Financial audit has been received with recommendation that standing orders be reviewed by the Council.

The new bank mandate removing Bill Ridley and replacing with Maureen Gibbins as signatory was signed at the meeting.

Cllr. Hammer suggested that the Clerk obtain a standard Expense claim form from the SCAPC Website and separated expenses from salary payments.

**Clerk**

## 9 Correspondence

Tandridge Press Releases:

TDC Care and Repair Annual Report  
East Surrey Transport Committee Minutes

## AGENDA – PART 2

**Chairman:**

**Date:**