

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 13TH JUNE 2012
AT THE UNITED REFORMED CHURCH HALL, HARESTONE HILL, CATERHAM

Attendees: Cllr. M Lincoln – Chairman
Cllr. M Jones – Vice-Chairman
Cllr. J Gaffney
Cllr. J Servant
Cllr. M Dean
Cllr. P Roberts

District Cllr. J Caudle

Mrs M Gibbins – Clerk

AGENDA – PART 1

1. Apologies for absence

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

2. Public Participation

A local resident gave a brief presentation to those present on the Neighbourhood Plan which included the timescale, outline of the statutory rules. The Neighbourhood Plan does not give the right to stop development and growth. Core Strategy is implemented into the Plan. A website has been set up which provides information www.cr3forum. TDC has provided £20k for development of the plan; it has been announced that the government will pick up the extra costs for leaflets, meetings etc. There are 6 core partners and other partners will include rotary and schools.

A Chairman and Vice-Chairman is required.

3. Reports Part 1

3.1 County Councillor's Report

No report was received from the County Councillor

3.2 District Councillors' Report

District Councillor J Caudle reported she had attended the Planning Policy meeting on 7th June. Guidelines for tree preservation orders are being published. Development plan will be published after Localism Act and National Planning Policy Framework; there will be transition until March 2013. If policies are out of date, developers will be able to do what they wish.

Community infrastructure levy – there should be a levy on every development. Local surgeries etc need to quantify their requirement.

Character Design Guidance – methodology to be made available to Parish & Village Councils who are doing the Neighbourhood plan.

Rose & Young site; Full council suggested full demolition, decision is going to Planning Policy Committee and then Planning Committee. Report is expected in July and will be referred to Town and Country Planning Act Section 215.

Parish Website has been removed from Virgin Media and is now operational on new webpage. Information is ready for transporting to the new site.

Caterham Festival continues. Caterham Open weekend this weekend.

Accounts were reviewed prior to the Internal Auditor. Clerk expressed her thanks to District Cllr. Caudle for her support and assistance and also for agreeing to continue as internal reviewer.

There is a Planning meeting on 28th June where the planning application for Caterham Cars and possibly The Valley Pub is being considered. Councillors Gaffney and Servant will be

attending. It was agreed that Councillor Gaffney will draft the wording for the 3 minute presentation regarding Caterham Cars and, after circulating to the Parish Councillors, she will present at the meeting.

JG

District Councillor B Connolly's report was presented in her absence. Events are progressing with the ex Marie Curie site. The residents, are working with the local councillors who have organised a meeting with the Developer, Independence Homes – the result of which was hoped to be an application which addressed residents' concerns and the reason for refusal. Sadly Independence Homes are still failing to listen and the new application they submitted has fallen woefully short of what we feel is an appropriate use of the site. Another meeting is due to be arranged with council officers, councillors, residents and the developer to pursue this.

4. Planning

4.1 Current Planning

The following Planning Applications will be discussed at the Council Meeting on Wednesday 13 June 2012:

Applications Acknowledged as Valid Monday 7th May – Friday 11th May

TA/2012/638 30 Dome Hill *Case Officer – Mr W Spencer*
Erection of single storey rear extension. (Certificate of lawfulness for a proposed use/development)
No Comment

TA/2012/594 25 Tillingdown Hill *Case Officer – Mr M Briant*
Erection of single storey front extension and conversion of garage into habitable accommodation
No Comment

Applications Acknowledged as Valid Monday 14th May – Friday 18th May

TA/2012/416 The Davey Building, Caterham School *Case Officer – Ms A Song*
Erection of single storey extension to provide kitchen store
No Comment

Applications Acknowledged as Valid Monday 21st May – Friday 25th May

TA/2012/685 35 Crescent Road *Case Officer – Mr W Spencer*
Erection of timber decking and balustrading together with an extension to existing vehicular crossover
No Comment

TA/2012/666 15 Mount Pleasant Road *Case Officer – Ms V Riddle*
Erection of detached four bed dwelling using existing access from Mount Pleasant Road
No Comment

TA/2012/653 27A Crescent Road *Case Officer – Mr Robin Evans*
Erection of decking. (Retrospective)
No Comment

Applications Acknowledged as Valid Monday 28th May – Friday 1st June

TA/2012/661 138 Harestone Hill *Case Officer: Mr Robin Evans*
Conversion of existing garage to habitable accommodation and erection of first floor extension over.
Erection of porch, single storey extension to north elevation with raised pitched roof over existing single storey extension. Formation of raised terrace with access steps. Fenestration alterations including Juliette balcony. - **No Comment**

TA/2012/662 Caterham School *Case Officer: Ms A Song*
Replacement of existing storage units with new storage units.
No Comment

TA/2012/585 The Miller Centre, 30 Godstone Road *Case Officer: Ms V Riddle*
Erection of single storey side extension
No Comment

TA/2012/689/TPO 8 The Clares *Case Officer: Mr A Durkin*
TPO 1, 1995 (T) – (T) (Yew) – fell. T2 (Yew) – reduce lateral branches from side elevation of dwelling to allow 3m clearance, reduce crown towards the SE by 2m, raise crown to 4m from ground level.
T3 (Copper Beech) – **No Comment**

TA/2012/708 73 Harestone Hill *Case Officer: Mrs S Field*
Variation of condition 6 of permission TA/2011/670 dated 12th July 2011 to allow integral garages to change to habitable accommodation and for erection of detached single garage to each plot.
Objection on the basis of additional cars with extra habitable accommodation, cars will be parked dangerously on the access road, reduced parking area on drive due to detached single garage, likelihood of garage being used for storage and therefore impacting on already overparked roads.

TA/2012/424 Quarry Mills, Quarry Road, Godstone *Case Officer: Ms A Song*
Display of 2x non-illuminated fascia signs and 4x non-illuminated freestanding signs.
No Comment

Applications Acknowledged as Valid Monday 4th June – Friday 8th June

TA/2012/701 Caterham School *Case Officer: Ms V Riddle*
Erection of 6 x 13m high floodlights serving all weather sports pitch
Objection on basis of light pollution, noise pollution, intrusion on local residents and the application is in a green belt area.

4.2 Planning Appeals

TA/2012/32 117a Commonwealth Road

4.3 Planning Decisions

TA/2011/1278 39 Harestone Hill
Erection of detached 2 bay garage with accommodation/storage over. **Approved (Full)**

TA/2011/1593 126 Harestone Hill
Erection of two semi-detached dwellings each with single garage and access from Harestone Hill on plot 5 **Approved (Full)**

TA/2012/485/TPO 3 The Clares
TPO 1, 1995 – Reduce crown of 1 maple back to previous pruning points and remove crossing branches **Approved by letter**

TA/2012/538 39 Tupwood Lane
Erection of hip to gable roof extensions and dormer windows to north east and south west roof slopes **Approved (Full)**

TA/2012/540 6 Greenwood Gardens
Erection of single storey side/rear extension **Approved (Full)**

TA/2012/545 30A Croydon Road
Erection of detached double garage **Approved (Full)**

5. **Minutes** of the previous meeting held on 9 May 2012 were agreed and signed as a true record.

6. **Matters Arising**

7. **Reports part 2**

7.1 **Clerk's Report – Part 1 for action**

- 7.2 Request for funding from Marden Lodge Primary School – request originally received in February but agreed decision should be left for new Parish Council. **Council agreed to a donation of £500**
- 7.3 Responsibilities – road allocations/finances. **Clerk will circulate the road allocation listing. Councillors keep a check on grit bins and pot holes in the roads they are allocated. District Councillor Caudle has agreed to continue monitoring the accounts.** Clerk
- 7.4 Neighbourhood Plan - **Councillor Dean proposed that Councillors Servant and Gaffney represent the Parish Council on the Neighbourhood Planning Group. All agreed**
- 7.5 Planning Responsibilities – **Councillors Lincoln and Gaffney to attend the Tandridge Seminar on the evening of 20 June.** ML/JG
- 7.6 Newsletter/Advert/Half page article - **All Councillors to submit a photo of themselves together with a brief resume and article to the Clerk. The Clerk will draft the piece for the Independent with material submitted. Parish Councillors to approve prior to submission for printing. Discussion ensued regarding the PR profile and future planning of the Parish. It was agreed a review will be held following the Independent article and review of any feedback and support received.** Clerk/
ALL
Ongoing
- 7.7 Risk Assessment – **Clerk reported that the annual risk assessment had been undertaken and the site of the Marden Lodge notice board is an issue due to height and accessibility. Clerk to liaise with the Caretaker and Bursar at Marden Lodge school regarding resolving the issue.** Clerk

Part 2 for information

23 June	Kenley Heritage Day 2012 – Kenley Aerodrome	
11 July	Parish Council Meeting	ALL
8 August	Parish Council Meeting	ALL
11 September	Legal & Finance Day	
12 September	Parish Council Meeting	ALL
14 September	St Catherine's Hospice Concert at Woldingham School	
22 nd September	Councillor Briefing & Update/Chairmanship Course/New Clerks Battle, East Sussex	
10 October	Parish Council Meeting	ALL
14 November	Parish Council Meeting	ALL
17 November	Councillor Briefing & Update/Chairmanship Course/New Clerks Rowfant, Nr Crawley, West Sussex	

7.8 Chairman's Report

The Chairman raised the issue of the donation being made towards the Food Festival. It had been agreed that reference to Caterham Valley Parish Council would be made on all banners however, it transpired that reference was only on one banner and the side of the bus. Councillor Jones and District Councillor Caudle to raise the issue with the Food Festival Committee. Payment to be withheld for the time being. MJ/JC

Councillor Lincoln reported that The Soper Hall are offering their facilities for Parish Meetings. It was agreed that the Clerk would notify the Lettings Officer for the URC that the meetings may be relocating. Clerk

7.9 Parish Councillors' Reports

Councillor Gaffney raised the question regarding the Parish Meeting in August, having been led to believe there was not a meeting held in that month. Clarification was given that only planning and finance issues were discussed at this meeting.

Councillor Roberts reported that there is a drugs issue in Caterham. Police are aware and it was agreed this is not a matter for the Parish Council.

8. Finance

8.1 Payment of Accounts

The following cheques, apart from the one to Caterham Festival were signed at the meeting:

Came & Company	Parish Council Insurance	£ 807.66
Caterham URC	Room hire	£ 31.00
Knights Garden Centres	Planters maintenance	£ 60.00
Society of Local Council Clerks	Parish Councillors guides & Yellow book	£ 204.65
Surrey Hills Society	Annual Subscription	£ 20.00
Andrew Parr	Jubilee Flags	£ 120.00
Caterham Festival	Donation to International Food Festival	£ 375.00
H Hammer	Refreshments for annual meeting	£ 18.21
M Gibbins	Phone charge	£ 20.00
M Gibbins	Gifts for retiring councillors	£ 14.99
St Catherine's Hospice	Donation	£ 250.00
Peter Frost	Internal Auditor	£ 204.40
M Gibbins	Net salary & office allowance	£ 434.09

Petty Cash payments made since last meeting:

There have been none

8.2 **Review of Expenditure 2012-13**

Receipts and Payments for the year to the end of May to be approved. (already circulated)

8.3 **Other Financial Matters**

8.4 **Audit**

Internal audit completed on 12 June. (report attached)

Signing of official documents. **The Chairman signed the annual return.**

9. Correspondence – to be noted but all documents available for the meeting

Response from S Gyimah following letter to Royal Mail

Audit Commission – Confirmation of BDO LLP as auditors for next 5 years

Concert for St Catherine's Hospice

Raffle tickets for Queen Alexandra Hospital Home

Downlands Trust AGM notice

The meeting concluded at 2145