

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 11TH JULY 2012
AT THE UNITED REFORM CHURCH HALL, HARESTONE HILL, CATERHAM

Attendees:	Cllr. M Lincoln – Chairman	County Cllr. S Marks
	Cllr. J Servant	
	Cllr. M Dean	District Cllr. J Caudle
	Cllr. J Gaffney	District Cllr. J Ingham
	Cllr. P Roberts	Mrs M Gibbins - Clerk

AGENDA – PART 1

1. **Apologies for absence**
Cllr. M Jones, District Cllrs. M Cooper and B Connolly.
2. **Public Participation** – issues raised by members of the public.
No issues were raised by members of the public. A member of the press from Surrey Mirror was in attendance.
3. **Reports Part 1**
 - 3.1 **County Councillor's Report**

County Cllr. S Marks commented that it was encouraging to observe that, despite the dreadful weather, that Croydon Road was not flooded.

The car parking consultation is progressing and is scheduled for September.

County Cllr. S Marks expressed concern that although the new contract for road maintenance was working well with pot holes filled more quickly and top dressing to roads being applied; with the East receiving the lions share of the bad weather all the good work being done is damaged more quickly. More money is needed in the East to maintain the road works and for more gully gulching to be undertaken. County Cllr. Marks is addressing this issue.

County Cllr. Marks reported that she is aware of a number of good Ofsted reports for local schools.

County Cllr. Marks has received a complaint from a Croydon Road trader that the 1 hour parking bays are not being monitored and time enforced. The parking bays are regulated by Reigate and Banstead enforcement officers. Following on from County Cllr. Marks contacting Reigate and Banstead the bays were monitored. The traders are being requested to take photos of the offending cars and send them to County Cllr. Marks.
 - 3.2 **District Councillors' Report**

District Cllr J Ingham had nothing to report.

District Cllr. J Caudle reported she had attended the Caterham Cars planning meeting and raised three further concerns which were not considered at the meeting.

District Cllr. J Caudle attended the Standards Committee meeting. The new Code of Conduct was available and will be considered at a full TDC Council meeting on 19 July. The Disclosable Pecuniary Interests are mandatory for the Councillors and their spouses/partners.

4. Planning

4.1 Current Planning

The following Planning Applications were discussed at the Council Meeting on Wednesday 11 July 2012:

Applications Acknowledged as Valid Monday 11th June – Friday 15th June

TA/2011/1094 14 Dome Hill Peak *Case Officer: Mr M Briant*
Erection of low level wooden platform (retrospective) - **No Comment**

Applications Acknowledged as Valid Monday 18th June – Friday 22nd June

TA/2012/822 37 Tupwood Lane *Case Officer: Mr W Spencer*
Erection of detached single garage - **No Comment**

TA/2012/741 40 Croydon Road *Case Officer: Ms V Riddle*
Change of use from retail (use class A1) to a mixed use restaurant and hot food takeaway (use class A3/A5) and installation of associated kitchen extract system with flue to rear elevation. **Councillors objected to this application on the basis there are too many takeaway/restaurant food outlets in Caterham. Retailers are to be encouraged not removed from the area. There is lack of parking facilities for potential customers, delivery vehicles would double park thereby blocking traffic on Croydon Road. Additional littering of the area due to another takeaway.**

Applications Acknowledged as Valid Monday 25th June – Friday 29th June

TA/2012/861 15 Dome Hill *Case Officer: Mr W Spencer*
Formation of terracing in the rear garden (Retrospective) - **No Comment**

TA/2012/869 215 Stafford Road *Case Officer: Mr M Briant*
Erection of single storey extension to rear elevation - **No Comment**

TA/2012/852 202 Croydon Road *Case Officer: Mr M Briant*
Formation of hardstanding and associated vehicle crossover - **No Comment**

Applications Acknowledged as Valid Monday 2nd July – Friday 6th July

TA/2012/484 19 Station Avenue *Case Officer: Ms V Riddle*
Partial conversion of lower ground floor for cycle and bin store. Part conversion of ground floor to residential. Erection of two storey extension to rear elevation to provide a total of 9 flats and erection of dormer window to rear elevation. **Comments awaited from councillors**

TA/2012/776 77 Croydon Road *Case Officer: Ms V Riddle*
Change of use of basement and ground floor from retail to radio station and community hub. - **No Comment**

All planning applications including supporting documents and plans can be viewed at the Caterham Valley Library and on the Tandridge Planning website on: <http://e-access.tandridge.gov.uk/planning/aup.asp>. Just log on and follow the instructions.

4.2 Planning Appeals

TA/2012/32 117a Commonwealth Road **Appeal has been DISMISSED**

4.3 Planning Decisions

TA/2012/343 Caterham School, Harestone Valley Road
Installation of solar panels on gym roof. **APPROVED (FULL)**

TA/2012/546 Little Orchard, 8 Aldercombe Lane
Erection of single storey extension to north west elevation incorporating
Chimney/flue. (Certificate of Lawfulness for a proposed development)
CLOPUD – PP NOT REQUIRED

TA/2012/594 25 Tillingdown Hill
Erection of single storey front extension and conversion of garage into
habitable accommodation.
APPROVED (FULL)

TA/2012/638 30 Dome Hill
Erection of single storey rear extension (Certificate of Lawfulness for
a proposed development)
CLOPUD – PP NOT REQUIRED

TA/2012/685 35 Crescent Road
Erection of timber decking and balustrading together with an extension to
Existing vehicular crossover.
APPROVED (FULL)

5. **Minutes** of the previous meeting held on 13 June 2012 were agreed and signed as a true record.

6. **Matters Arising**

6.1 **Responsibilities – road allocations/finances**

Bank mandate still in progress due to change of opinions by staff at bank. Cllr Gaffney is delivering the mandate on 12 July following signature by Cllr Lincoln.

Road allocations – After discussion it was agreed the road allocations to Parish Councillors remains as circulated.

6.2 **Neighbourhood Plan**

Next steering committee meeting being held on Monday 16th July at 0800 at The Whyteleafe Tavern. Cllrs. Gaffney and Servant are attending the meeting. Clerk is taking the minutes.

6.3 **Parking**

Clerk has received an email from a Croydon Road trader regarding the 1 hour parking bays. This has been dealt with under the County Councillors report.

7. **Reports part 2**

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

a) Website – **Progress is being made. Clerk to arrange a meeting between the web designer, Cllrs. Gaffney and Roberts and the Clerk.** Clerk

b) Request from East Surrey Museum for donation. **Clerk to ascertain the level of donation required.** Clerk

c) Request for donation from Victim Support. **Clerk to ascertain where the donation will be spent as VS has moved from Surrey.** Clerk

d) Newsletter. **Cllr Roberts to submit words and photo to the clerk. Clerk will collate the information and circulate to the Parish Councillors prior to submission to the Independent.** Clerk

e) Marden Lodge Notice Board. **Clerk met with the Bursar at the school and identified a new location. However subsequent from the meeting it has been suggested that, to save costs for the Parish, one of the Parish Councillors maintain the notice board. Clerk to communicate with the Parish Councillor.** Clerk

- f) New Homes Bonus. **Clerk emailed TDC and is awaiting a response from Alistair Montgomery. Reply subsequently received and circulated to Parish Councillors.**
- g) New Code of Conduct and forms. **Following the Standards Committee meeting the Clerk circulated the new Code of Conduct together with the new Declarations of Interests forms to all Parish Councillors. Issues/Concerns regarding the Code and new forms to be communicated to the Clerk and Parish Councillors. Clerk to resend email from TDC to Parish Councillors.** **ALL Clerk**
- h) Union Flags - **It was agreed that the Union flags should remain on lamp posts until after the Olympics. Clerk to inform organiser.** **Clerk**

Part 2 for information

23 July	East Surrey Community Mediation AGM Old Council Chamber, Town Hall, Reigate. 6.30 for 7.00pm	
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	
12 December	Parish Council Meeting	ALL

7.2 Chairman's Report

- a) Soper Hall. **Chairman reported that although the URC had offered to reduce the charge for the Parish meetings, it was agreed that with immediate effect all Parish meetings will be held at the Soper Hall. Clerk to communicate decision to the Lettings Officer at the URC.** **Clerk**
- Clerk to publicise that the Parish meetings are moving to Soper Hall.** **Clerk**

- b) Food Festival Payment. **Following on from last month's meeting, it was agreed that the agreed donation be made but that, all future payments will be tied in with more definite P/R requirements.** **Clerk**

7.3 Parish Councillors' Reports

Cllr J Servant attended the Tandridge Access Group meeting and the Celebratory Meeting at Soper Hall.

Cllr J Gaffney attended the Celebratory meeting at Soper Hall. Cllr Gaffney is attending the Neighbourhood Plan workshop on 24 July with Cllr Howard of Chaldon Parish Council.

Cllr M Dean has heard about some toxic land and will report back. **MD**

Cllr Lincoln and Cllr Gaffney attended a seminar by TDC in Oxted. Concern was expressed that Paul Newdick and Piers Mason from TDC seem very negative about the Neighbourhood Plan but the Core Strategy will stand.

8. Finance

8.1 Payment of Accounts

The following cheques were signed at the meeting

Caterham Festival	Donation to International Food Festival	£ 375.00
Caterham URC	Room Hire	£ 31.00
Knights Garden Centre	Planters maintenance	£ 60.00
M Gibbins	Stationery	£ 16.09
Marden Lodge School	Donation towards playground shelter	£ 500.00
Tandridge District Council	Election Expenses	£4,387.64
M Gibbins	Net Salary & Office Allowance	£ 434.09
Caterham Festival	Contribution to fireworks	£ 100.00

8.2 Review of Expenditure – June 2012 receipts and payments were approved.

8.3 Other Financial Matters – Refund of VAT in sum of £2,099.37 received

8.4 Audit

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

a) Letter of thanks from St Catherine's Hospice

Meeting ended at 21:20

**MINUTES FROM PREVIOUS MEETINGS CAN BE VIEWED ON THE
CATERHAM VALLEY PARISH COUNCIL WEBSITE.**

WWW.CATERHAMVALLEYPC.ORG.UK