

**MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 14<sup>TH</sup> SEPTEMBER 2011**  
**AT THE UNITED REFORMED CHURCH HALL, HARESTONE HILL, CATERHAM**

|                   |                            |                             |
|-------------------|----------------------------|-----------------------------|
| <b>Attendees:</b> | Cllr. H. Hammer – Chairman | County Cllr. S. Marks       |
|                   | Cllr. J. Caudle            | District Cllr. J. Ingham    |
|                   | Cllr. M. Dean              |                             |
|                   | Cllr. M. Lincoln           | Mr. W. Ridley – Clerk       |
|                   | Cllr. J. Servant           | Mrs. M. Gibbins – New Clerk |

**AGENDA – PART 1**

**1. Apologies for absence**

Cllr. P. Lavington, District Cllr. B. Connolly, District Cllr. M. Cooper

**2. Public Participation**

Mrs Olive Wood of 38 Harestone Valley Road enquired whether there was any possibility of stopping the demolition of the Marie Curie building. It was confirmed that this was not an option. County Cllr. Marks explained that the suggestion is the site will be SMALL UNITS for supported living for epileptics and head office space.

Mrs Betty Smythe of 27 Beechwood Road expressed concern regarding the out datedness of the information on the CVPC website. Cllr. Hammer explained the website is a priority now the new clerk has been appointed. Cllr. Caudle will arrange a meeting with the web designer. **JC**

Ms Jenny Gaffney of 23 Beechwood Road requested the presence of a councillor to speak at the Planning Meeting on 22 September where the application for the former adult education centre would be discussed. Cllrs Caudle and Cooper would be attending as District Councillors and Cllr. Hammer would ask Cllr. Lavington if he would represent the Parish Council. Ms Gaffney stated that the main problems were parking and the number of rooms on the site. Cllr Marks stated that speakers at the meeting should emphasize that the preferred option of the residents was dismissed by the developers. **JC/MC/HH/PL**

Mr Martin De Freitas of 23 Beechwood Road raised the following queries:

- Did anyone know what was happening with the Valley public house – it was confirmed That Tandridge Planning Enforcement Officers had halted demolition as a planning application has not been submitted for demolition.
- Why was the Farningham Road application allowed when it was back garden development – it was confirmed that the planning permission was granted 2 years ago and current application is a minor amendment.

**3. Reports Part 1**

**3.1 County Councillor's Report**

County Cllr. S Marks reported that the mini roundabout at junction of Harestone Valley Road and Church Hill is being undertaken during October half-term. Clerk reported that an issue has very recently been identified regarding the funding but he is addressing it.

Best set of GCSE examination results have been achieved. De Stafford, Warlingham, Oxted and Sunnydown schools have all seen excellent results. Caterham school has achieved best ever results, broken 5 records and rated 24 in the country. Cllr. Hammer expressed concern that local residents have lost adult education provision in Caterham and have to travel to Redhill or Reigate to undertake courses. Caterham School could offer excellent courses such as ECDL(IT course) to the community. The new clerk agreed to raise this with the school again. **MBG**

**3.2 District Councillors' Report**

Cllr. Caudle reported that there had been discussion regarding the Front Runner document; Neighbourhood planning proposals. Discussion regarding the methodology for developing the Harestone Design Statement elsewhere – Tandridge Officers do not have sufficient time and will not for at least a year.

Cllr. Ingham had nothing to report

**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 8<sup>th</sup> August – Friday 12<sup>th</sup> August**

TA/2011/1067 North Downs Hospital, 46 Tupwood Lane **Council had no comment**  
Permanent stationing of 2 modular buildings to provide offices, toilet and medical records unit. (Amended description).

TA/2011/1020 6 Milner Close **Council had no comment**  
Erection of first floor side/rear extension with alterations to roof.

#### **Applications Acknowledged as Valid Monday 15<sup>th</sup> August – Friday 19<sup>th</sup> August**

TA/2011/1097 Hatchlands, Harestone Hill **Council had no comment**  
Demolition of garage. Erection of single storey side extension.

TA/2011/948 35 Stafford Road **Council had no comment**  
Erection of conservatory and single storey side extension (Certificate of Lawfulness for an Existing Development).

TA/2011/1058/TPO 1 Loxford Way **Council had no comment**  
TPO 3 (C & W) – Fell 2 Yew trees.

#### **Application Acknowledged as Valid Monday 22<sup>nd</sup> August – Friday 26<sup>th</sup> August**

TA/2011/1082 Marie Curie Hospice, Harestone Drive **Council regret loss of building**  
Demolition of 3 storey former Marie Curie Hospice building, 2 storey former care home and office building, single storey prefabricated timber building and single storey office building. (Notification of Demolition).

#### **Applications Acknowledged as Valid Tuesday 30<sup>th</sup> August – Friday 2<sup>nd</sup> September**

TA/2011/1124 40 Beechwood Gardens **Council had no comment**  
Demolition of garage. Erection of Erection of single storey rear extension.

TA/2011/899 13 & 15 Clareville Road **Council had no comment**  
TPO 1, 1995 (T) – Reduce crown of 1 Beech tree by removal of no more than 3m in branch length.

TA/2011/1088 Chandlers Place, 1 Harestone Valley Road **Council object on size and a distraction**  
Display of non illuminated free standing main stack “V” board for a temporary period of 6 months (advertisement)

#### **Applications Acknowledged as Valid Monday 5<sup>th</sup> September – Friday 9<sup>th</sup> September**

TA/2011/1178 97 Harestone Hill **Council had no comment**  
Demolition of North and South facing dormer windows. Erection of 3 x dormer windows to North roof slope and 1 x dormer window to South roof slope with crown roof over. Internal alterations and alterations to fenestration.

TA/2011/1148 120 Harestone Valley Road **Council had no comment**  
Erection of single storey rear/side extension.  
Cllr Caudle declared an interest in that she is a friend of the applicant.

TA/2011/1132 218 Croydon Road **Council had no comment**  
Excavation of earth bank to provide hard surface and formation of vehicular crossover. (Retrospective).

TA/2011/1173 40a Underwood Road **Council had no comment**  
Erection of conservatory to rear elevation.

TA/2011/1106 Caterham School, Harestone Valley Road  
Erection of 8 x 15m high floodlights serving all weather sports pitch.  
**Council objected on the grounds that it is inappropriate development in the green belt.**

#### **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**

TA/2010/588 59 Stafford Road *Appeal dismissed*  
Demolition of existing chalet bungalow and outbuildings. Erection of 3 x 4 bed town houses with associated parking, access onto Stafford Road and landscaping.

TA/2011/681 55 Croydon Road *Advertisement consent*  
Display of 2 x externally illuminated fascia signs (Advertisement consent).

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

Minutes of the previous meeting held on Wednesday 10<sup>th</sup> August to be agreed as a true record and signed by the Chairman.

**Approved and signed by the Chairman**

#### **6. Matters Arising**

##### **1. Post Box**

Clerk wrote to the Area Collection Support Manager requesting consideration to re-opening the old post box outside the Post Office or installing a new one in the town centre. Clerk read a letter received from the Post Office explaining the circumstances and rationale behind the closure and the failures to provide a new box elsewhere. Clerk to share news with Andrew Browne, Chairman of the Caterham Business Partnership.

**Clerk**

##### **2. Christmas Lights Donation**

Clerk wrote to the Manager at Barclays Bank requesting a contribution towards the proposed new Christmas Lights. To date no response has been received. Cllr Dean wanted to know whether she or the Caterham Business Partnership would be responsible for collecting the additional £2,000 required to fund the lights. Clerk to discuss with Andrew Browne.

**Clerk**

#### **7. Reports Part 2**

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

##### **1. Soper Hall Community Centre**

Request received from SHCC for payment of the agreed funding contribution of £5,000

**Agreed**

##### **2. Christmas Lights**

Contract received from Festive International Lighting for the new Christmas Lights at a cost of £6,000 pa plus VAT for a three year deal. Payment to be made in two stages each year:

1. Deposit of 50% (£3,000 plus VAT)
2. Dismantling (£3,000 plus VAT)

Contract to be agreed by Council and signed by the Chairman and forwarded with the deposit.

**Completed at meeting**

##### **3. Ridge Radio**

Request received from Ridge Radio for donation of £500 for a new PC which includes the licence fee and software for music editing. Also invitation to attend Ridge Radio's coffee morning on 30<sup>th</sup> September from 9.00 to 15.00 in support of McMillan Nurses. (See10 below) Council agreed no further donation will be made.

#### 4. Surrey Minerals & Waste Development Framework

Council has been invited to comment on Surrey's aggregates recycling development plan document which also includes the environmental report. Full details are contained on an enclosed CD. Clerk to review disc **Clerk**

#### 5. Caterham Barracks Community Trust

CBCT is a charity set up in 2000 to provide community facilities and support for the people of Caterham. It came from a collaboration between the developer Linden Homes and Tandridge DC. There will be a vacancy next year for the Caterham Representative and the Trust is inviting Councillors to a briefing on the history of the Trust, its role and its ambitions. The meeting will take place in the Officers' Mess, Coldstream Road at 7.30pm on 22<sup>nd</sup> September. Cllr Hammer to check with Helen Broughton (clerk on the hill) whether anyone from the Hill PC was attending.

**Cllr. Hammer**

#### 6. SCAPTC AGM

The SCAPTC AGM and Conference will be held at East Horsley Village Hall on Tuesday 27<sup>th</sup> September with registration, refreshments and networking from 9.30 am for a 10.00 am start. No attendance possible

#### 7. Surrey Hills Partnership & Board

A volunteer is required to represent local councils on the SHP. Ideally the volunteer will be a serving councillor in a parish located in the Surrey Hills AONB with a particular interest in the area. No volunteer.

#### 8. Surrey Police Service

Surrey Police Officers are offering a free service called the Active Citizen Scheme and the Council has been asked if it would like to join. The scheme is an effective and efficient engagement tool between Surrey Police and key members of the community. Members will receive information and crime alerts through email. Cllr Caudle already on the service

#### 9. Proposal to Empower Local Councils

Council has been asked to support a proposal that was agreed by Leiston-cum-Sizewell Town Council on 7<sup>th</sup> June 2011 and by the Suffolk Association of Local Councils on 13<sup>th</sup> June 2011 and then submitted to the government under the Sustainable Communities Act. The proposal seeks new planning guidance to major developers urging them as a matter of planning procedure to:

1. Attend a local council meeting to answer questions about their planning application, if the local council wishes.
2. Attend a town meeting, should one be duly called, to answer questions from all electors.
3. That any applicant who submits an application that will have a significant effect on an area must, if requested by the council, pay for the council to get an independent assessment carried out as to how the proposed development will affect the sustainability of the local communities.

No action

#### 10. World's Biggest Coffee Morning

The Chairman of Tandridge DC invites councillors to participate in the World's Biggest Coffee Morning in support of McMillan Cancer Relief. The event will take place between 10.00 and 12.00 noon on 30<sup>th</sup> September in the Lyndsay Narcisi Room. If councillors are unable to attend they are asked to make a small donation. Forms will be distributed at the meeting. Forms distributed.

#### 11. Surrey Hills Society

Invitation received for the Society Members' Day and AGM to be held at Amesbury School, Hindhead on Saturday 29<sup>th</sup> October. The meeting will be followed by a buffet lunch and a guided walk around the Devil's Punchbowl.

Cllr. Caudle to attend.

**Cllr. Caudle**

#### 12. 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 to draft appropriate letter.

**Clerk**

### 13. Caterham & Warlingham CAB

Invitation received to attend the AGM on Tuesday 4<sup>th</sup> October at 8.00pm. at the Soper Hall. Guest speaker will be Graham Tapley of the Soper Hall Community Centre Ltd. Cllr Servant to attend. **Cllr. Servant**

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

##### 1. Local Bus Services

New bus times have been introduced in the Caterham and Warlingham area with effect from 3<sup>rd</sup> September.

- **Route 400** is a new hourly service linking Caterham with Godstone, Redhill, East Surrey Hospital, Gatwick South and Warlingham area.
- **Route 409** is revised to operate every 30 minutes at most times between Caterham Station and Selsdon Sainsbury's. Some peak hour journeys operate via The Village and are extended to and from Croydon.
- **Route 411** is withdrawn but replaced by new Route 400 and enhanced frequency on Route 409.
- **Route 540** is transferred to Metrobus and is extended to Oxted via Tatsfield. Most journeys will also serve Alderstead Caravan Park. East Surrey Hospital is no longer served by Route 540 – but Caterham residents now have a more frequent service there using Route 400. Includes a new morning peak journey from Caterham to Redhill.
- **Routes 541 & 542 (Caterham Villager)** are withdrawn but partly replaced by Route 400 and enhanced frequency on Route 409. Southdown PSV's Route 509 provides an off peak service to The Village.

##### 2. Surrey Crimestoppers

Email received thanking the Council for its donation of £50 and continued support.

##### 3. Victim Support

Letter received thanking the Council for its donation of £50.

##### 4. Important Dates for your Diaries

|        |                                       |              |
|--------|---------------------------------------|--------------|
| 17 Sep | New Clerk's Briefing Day              | <b>MG</b>    |
| 22 Sep | Planning Committee                    | <b>PL</b>    |
| 27 Sep | SCAPTC AGM                            | <b>JC/MD</b> |
| 30 Sep | Ridge Radio Coffee Morning            |              |
| 30 Sep | World's Biggest Coffee Morning        |              |
| 04 Oct | Caterham & Warlingham CAB AGM         |              |
| 12 Oct | CVPC Meeting                          | <b>All</b>   |
| 29 Oct | Surrey Hill Society Members Day & AGM |              |
| 09 Nov | CVPC Meeting                          |              |

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

#### 7.2 Chairman's Report

October/November newsletter is due.

- £5k to Soper Hall – Jackie to report
- £6k Christmas lights – Margaret to report
- Front runner bid – Helen to report
- General note re applying for grants – Jill
- New Clerk – contact details
- Do you want to be a parish councillor?
- To Jill by 30 September.
- To Independent newspaper by 24/10/11

#### 7.3 Parish Councillors' Report

Cllr Dean had attended a meeting with Festive International Lighting on the Christmas Lights.

Cllr Lincoln reported that there was a rumour that the Tupwood Lane travellers site was to close.

Cllr Servant had spoken on Surrey Radio regarding the demolition of the Marie Curie site.

Cllr Caudle had attended the CCPL meeting and would email her report.

## **8 Finance**

### **8.1 Payment of Accounts**

The following cheques were signed at the meeting:

|                                 |                               |           |
|---------------------------------|-------------------------------|-----------|
| Caterham URC                    | Room hire                     | £30.00    |
| Soper Hall Community Centre Ltd | Donation                      | £5,000.00 |
| Festive International Lighting  | Christmas Lights              | £3,600.00 |
| Knights Garden Centres          | Planters maintenance          | £60.00    |
| Viking                          | Stationery                    | £31.64    |
| W. Ridley                       | Net salary & office allowance | £397.74   |
| HM Revenue & Customs            | Income Tax & NIC              | £831.05   |

Petty Cash payments made since last meeting:

|           |        |       |
|-----------|--------|-------|
| W H Smith | Stamps | £9.84 |
|-----------|--------|-------|

### **8.2 Review of Expenditure 2011-12**

Receipts and Payments for the year to the end of August were approved.

### **8.3 Other Financial Matters**

1. VAT refund of £621.10 for 2010-11 received from HM Revenue & Customs on 19 August
2. Notification received from Tandridge that the second half yearly precept of £15,000 will appear in the Council's Bank Account on Friday 9<sup>th</sup> September.
3. Notification received from the Caterham URC that the room hire charge will increase to £31.00 with effect from 1<sup>st</sup> January 2012.

## **9 Correspondence**

Tandridge Press Releases:

- Tandridge DC offers support to neighbouring council
- Illegal house to house clothing collectors arrested
- Council helps residents prepare for digital switchover
- Computers for Rural People
- Call 101: the new non-emergency number for Surrey Police
- Whyteleafe play area official opening
- Good results from mystery shopping exercise
- Proceeds of Crime Act
- Council supports local landowners in crackdown on flytipping
- Make sure your name is on the electoral register
- Policing Surrey
- Join the chairman at the World's Biggest Coffee Morning
- Superfast Broadband in Surrey

Action Surrey Press Release:

- Discover Surrey's Eco-home with English Heritage Open Days

Surrey Hills Society Views – Summer 2011

Tandridge List of Delegated Action Taken – 24<sup>th</sup> August 2011

- Planning Committee

## **AGENDA – PART 2**

Council approved the Job Description for the new Clerk, which will be issued by the Chairman.

HH

**Chairman:**

**Date:**

