

**MINUTES OF THE ANNUAL STATUTORY MEETING FOR THE
CATERHAM VALLEY PARISH COUNCIL HELD ON WEDNESDAY 14TH MAY 2014
AT THE SOPER HALL HARESTONE VALLEY ROAD, CATERHAM**

Attendees: Cllr. M Lincoln – Chairman
Cllr. M Jones
Cllr. J Gaffney
Cllr. J. Servant

District Cllr. M Cooper
District Cllr. J Caudle

Mrs M Gibbins - Clerk

AGENDA – PART 1

- 1. Election of Chairman**
Cllr Mick Lincoln - nominated by Cllr Jenny Gaffney
Seconded by Cllr Jackie Servant
Cllr Lincoln was duly elected.
- 2. Declaration of acceptance of office by Chairman**
The Chairman signed the declaration of acceptance.
- 3. Election of Vice-Chairman**
Cllr Mark Jones - nominated by Cllr Jenny Gaffney
seconded by Cllr Mick Lincoln
Cllr Jones was duly elected.
- 4. Declaration of acceptance of office by Vice-Chairman**
The Vice-Chairman signed the declaration of acceptance.
- 5. Apologies for absence**
Parish Councillors Margaret Dean and Peter Roberts, District Councillor Jane Ingham and County Councillor Sally Marks.
- 6. Declarations of Disclosable Pecuniary Interest:** To receive any disclosure by members of personal interests in matters on the agenda, the nature of any interests, and whether the member regards the interest to be prejudicial under the terms of the new Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question. Anyone with a prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.
Cllr Mark Jones declared a personal interest in the DeFest and St John's School funding applications.
- 7. Minutes of meeting held on 9th April and 12th March were agreed and signed as a true record**
- 8. Public Participation** – issues raised by members of the public.
Two young residents attend the meeting to request funding of £400 towards goal posts for the recreation grounds in Stafford Road. £1000 is being provided from local committee via County Councillor Sally Marks. Permission for the goal posts which will be permanently fixed has been granted. Steve Hyder from TDC has confirmed that TDC will insurance and maintain the goal posts. The Councillors confirmed a decision will be made at the end of the meeting.
- 9. Reports Part 1**
 - 9.1 County Councillor's Report**
No report as County Councillor was on holiday
 - 9.2 District Councillors' Report**
District Councillors Beverley Connolly and Michael Cooper reported that Barnfield is applying to change business from skip hire to scaffolding commencing work at 0630. If the application is not successful a conversion of an old barn to residential is proposed. The skip storage has no time limits. Scaffolding storage is being undertaken without planning permission. Residents are monitoring the situation. If permission is granted for the scaffolding business the CLUED which was issued would be

invalid. The main issue with the change of business use is the commencement time of 0630 including weekends. The Parish Council will be discussing this application later in the meeting.

The former Marie Curie site has a new planning application submitted which will be discussed later on the agenda.

Caterham School will be having an ecological survey undertaken on the proposed playing fields in the next few weeks.

White Knobs Way is still being progressed.

Rose and Young site has a planning application submitted. This will be discussed later in the agenda.

District Councillor Connolly expressed her concern that rumours are spreading that Soper Hall is being put up for sale due to not being profitable. Councillor Connolly has had Soper Hall as one of her charities during her year as Chairman of TDC. Louise Round Chief Executive of TDC who has only heard the views from one of the Directors of Soper Hall. General discussion ensued regarding the building and issues raised regarding lack of business plan and budget. It was known that major repairs were required when the building was taken over. District Councillor Cooper encouraged all to become members of Soper Hall and to attend the AGM once the date is confirmed.

Action: All to support Soper Hall, register as members and attend the AGM.

District Councillor Jill Caudle

Piers Mason is dealing with results of the Planning Policy Meeting and considering a compulsory purchase.

District Councillors Caudle and Ingham will be meeting with the planning officer and the application goes to the Planning Committee on 19th June. There are too many flats, too big a building and should have retail on the ground floor. If the application is successful it will shorten the town centre.

Bronzeoak house - The main concern is the loss of another employment site and need to encourage small businesses and start ups, Pegasus Court residents are concerned about size proposed.

Orbital House has been agreed to go to residential (offices to residential is permitted development)

102 Stafford Road, no objection to one addition however there is not sufficient parking for 2 houses.

Caterham festival starts next week

Cllr Caudle left the meeting

10. Planning

10.1 Current Planning

The Following planning applications to be discussed at the Council Meeting on Wednesday 14th May 2014

APPLICATIONS ACKNOWLEDGED AS VALID 31st March - 4th April 2014

TA/2014/384 Former Marie Curie Hospice, Harestone Drive *Case Officer: Mr T James*

Erection of building comprising 24 apartments, 3 terraced houses and a detached house.

The scale of the development is still unacceptable and in the CV Design Concept statement it states that if no community facility is feasible then the site should be for residential purposes. The unlawful use of the site for offices should be stopped and planning permission for offices on the site should not be allowed as the site is in a predominantly urban area with no other office development in the Harestone Valley Road area. There is also a surplus of empty office accommodation in Caterham and as the site is no longer needed for a nursing home or for accommodation for epilepsy sufferers we question the need for offices on the site. The use of the existing buildings for offices is already creating the need for 24-30 parking spaces on a daily basis and as there appears to be provision for only 54 car spaces for the apartment block and houses where will they all park?

The site contains a wide range of trees and makes an important contribution to the sylvan character of Harestone Valley. CSP 18 of the core Strategy requires all development to be of a high

Demolition of two garages. Erection of part single storey, part two story extension with conservatory to the east elevation, and detached double garage. **No Comment**

TA/2014/535 30 Colburn Avenue *Case Officer: Mr Robin Evans*
Erection of single storey front/side extension, pitched roof over garage and partial conversion of garage into habitable accommodation. **Leave to neighbours**

TA/2014/602 6A Aldercombe Lane *Case Officer: Miss S Milne*
Erection of detached garage to front elevation and associate excavation works. **No Comment**

TA/2014/578 46 Dome Hill *Case Officer: Mr G Finch*
Demolition of existing front porch and pergola. Erection of single storey infill extension to front elevation. **No Comment**

TA/2014/15 67-69 Croydon Road *Case Officer: Ms V Riddle*
Demolition of existing buildings. Erection of 68 flats (16 x 1 Bed and 52 x 2 Bed), parking and associated works and landscaping.

Caterham Valley Parish Council would like to object to the proposed development of 68 units on the Rose & Young site at 67-69 Croydon Road.

TDC's Core Strategy CSP19 specifies a residential density within Caterham town centre of 40 to 75 dwellings per hectare. This site is specified as being 0.22 hectare, which equates to a maximum of 17 dwellings. When compared to the nearby Caterham Cars site currently under development which is 0.19 hectare and the number of units to be built on this site which is 35, then this application far exceeds the acceptable maximum for the location and should not be allowed to set the precedence for the acceptable density of developments within Caterham.

The provision of an additional 68 units with a potential of another 130-150 people will put extra pressure on already stretched local services such as schools and GP surgery. Overflow parking will of course go into the already saturated local roads, exacerbating an already acknowledged problem. The volume of cars exiting and entering the site will also present a safety risk.

The height and overpowering design of the building will tower over its surroundings and dominate the street scene and again set an unwelcome precedence for any future development and will destroy the look and feel of Caterham town.

Caterham also needs retail units and we note that no retail units are provided with this development. It is clear that the aim of this design is to take advantage of the desperate need to the develop the site to cynically cram in as many units as is possible at a time when Caterham is desperately in need of a regeneration of its town centre.

Caterham Valley Parish Council has very serious concerns that a development of this size and height will set a precedent for all future developments in the local area. The existing building heights should not be exceeded if the character of the town is to be maintained.

TA/2014/600 Orbital House, 85 Croydon Road *Case Officer: Ms M Taylor*
Erection of two inset balconies to ground and first floor rear elevation, erection of second floor extension to rear elevation and alterations to fenestrations on rear and side elevations. **No Comment**

APPLICATIONS ACKNOWLEDGED AS VALID 21st – 25th April 2014

TA/2014/632 Land at the former Downs Traveller Site *Case Officer: Ms M Taylor*
Tupwood Lane

Remediation, restoration and change of use of former local authority traveller site to public access countryside. (Additional Information) (Consultation from Surrey County Council) **No Comment**

TA/2014/630 Barnfield, War Coppice Road *Case Officer: Ms V Riddle*
Change of use of land for the storage of scaffolding equipment in three sea containers and external scaffolding racks; the stationing of a portacabin for office purposes; a toilet; parking and landscaping works. (Retrospective)

The Parish Council is aware of concerns of the local residents and feels that these must be addressed. Consideration should also be given to the local residents regarding the start time of

11. Reports

11.1 Clerk's Report – Part 1 for action

- i) Approval of internal auditor – The Council approved the appointment of Peter Frost as internal auditor for this, and the ensuing year.

Councillor Mark Jones left the meeting prior to discussion of the next three items

- ii) DeFest – Caterham Festival application for funding to cover the cost of St John's Ambulance services. The Council agreed to fund to the maximum of £500 under S137
- iii) The Council agreed to fund £400 for the football goal posts under S137. It was further agreed the youngsters need to look after, take responsibility and safeguard the investment.
- iv) St John's Primary School applied for funding of £384 for the replacement of the school maypole. The Council agreed under S137.

Action: Clerk to communicate with applicants and arrange cheques

Councillor Mark Jones rejoined the meeting

- v) St Catherine's Hospice application for funding of £500 was agreed under S137
- v) The Council agreed to renew the Insurance with Came & Company together with renewing the 3 year contract to maintain the 10% discount on the premium.
- vi) World War 1 Commemoration – TDC has circulated an email pertaining to the display of poppies. It was agreed the Clerk will declare an interest and request further details.
- vii) Caterham Planning Application; JG was approached by a Parish Councillor from Woldingham regarding the planning application in Whyteleafe Road. It would have been ultra vires for the parish Council to fund or comment on an application outside the area which had no immediate and direct impact on the Parish. Clerk to communicate with Woldingham Village Council.
- viii) CR3 Public Consultation – The Caterham Valley public consultation for the Neighbourhood Plan is being held on 21 June at Soper Hall. Displays of posters to be posted in shops in Church Walk, Croydon Road and Godstone Road. Notices to be placed on parish notice boards, in Caterham Independent and distributed at the street party. Clerk to speak to Church Walk manager for permission to put a display in one of the empty units.
- ix) Exercise Equipment - Steve Hyder from TDC has agreed to insure and maintain the equipment. General discussion ensued regarding the location of the equipment. It was agreed to seek the views of residents. Posters to be displayed, advert Caterham Independent on-line, Website and Facebook.
- x) Clerk holiday - 4 August - 14 August. Clerk will prepare all papers prior to going away. Cllr Lincoln will collect the plans and Cllr Gaffney will record the minutes.
- xi) CVPC Logo – Cllr Jones will obtain an updated draft from the Street Youth Centre.
- xii) Police meetings – to be reviewed at the June meeting.

Part 2 for information. - change

11 June	Parish Council Meeting – Soper Hall	ALL
9 July	Parish Council Meeting – Soper Hall	ALL
13 August	Parish Council Meeting – Soper Hall	ALL
10 September	Parish Council Meeting – Soper Hall	ALL
8 October	Parish Council Meeting – Soper Hall	ALL
12 November	Parish Council Meeting – Soper Hall	ALL
10 December	Parish Council Meeting – Soper Hall	ALL

11.2 Chairman's Report

Attended the horticultural show and presented prizes.

Met with Fr Jerry pertaining to the memorial at St John's and now await architects drawings.

11.3 Parish Councillors' Reports

JG – attended Steering Group meetings, Neighbourhood Planning Consultation in Chaldon and Caterham on the Hill.

MJ – assisted the homeless man on the Rose & Young site and set up a mental health assessment and transport. Holding a Dementia awareness day. Organising DeFest, Caterham Festival and helping residents of Milner Road.

JS – attended memorial meeting, site meetings Steering Group, Access Group, Neighbourhood Planning Consultations

12. Finance

12.1 Payment of Accounts - The following cheques were signed at the meeting

Knights Garden Centre	Planters maintenance	£ 60.00
M Gibbins	Net Salary/ Office Allowance/expenses	£ 622.30
Soper Hall Community Ctre	Room Hires & use of coffee machine	£ 70.02
Peter J Consultants	Internal Audit	£ 144.47
Surrey Hills	Membership	£ 25.00
Diane Malley	Payroll Clerk	£ 45.00
Surrey ALC Ltd	SALC & NALC subscriptions	£ 1691.53
SSALC Ltd	Local Council Forum (50%)	£ 13.20
Jill Caudle	1 & 1 Internet domain	£ 8.38

12.2 Review of Expenditure – to follow

12.3 Approval and signing of internal audit and annual audit papers – The internal auditors report was approved and accepted. The annual return was approved and signed.

13. Correspondence – to be noted but all documents available for the meeting
Letter from Lorin LaFave

Meeting ended at 22:10

MINUTES FROM PREVIOUS MEETINGS CAN BE VIEWED ON THE CATERHAM VALLEY PARISH COUNCIL WEBSITE. WWW.CATERHAMVALLEYPC.ORG.UK