

Woldingham Parish Council
Draft minutes to be approved at the next meeting

MINUTES of a Meeting held on Zoom on Wednesday 31 March 2021 at 7.30 pm.

Present: Alex Foulds, Rebecca Fuller, Peter Holbrook, Carole North, Becky Rush, Deborah Sherry (Chairman), Denise Todd
Karen Newman (Clerk) and Terri Waghorn (Planning Administrator)

Janine Battersby joined the meeting and gave an update to the Parish Council on the work of “viralkindnessWoldingham” and the Crescent regeneration.

Update 31 March 2021

These efforts are ongoing and undertaken on behalf of the WPC Crescent Regeneration Project 2017

#viralkindnessWoldingham - Volunteers - some still in place and 'working' for residents

Working with a few more complex personal care and safety residents - fully supported by appropriate services from Westway and TDC / Adult Social Service

Will remain in place to Dec 31, 2021 subject to monthly review of pandemic status and needs.

For discussion: need to use the viralkindness information to form a database - not by name but by address, of age related and / or health issues - especially those living alone

Woldingham Future Resilience Plan 2021-2026 drafted by Janine B will be available for a sub-committee of WPC (to be identified) to review in early May as this needs to be signed off by September and submitted to TDC / SCC Resilience Forum etc.

Memorial Service for Gunther Zumbrink who died (natural causes) in the road (Long Hill) in November 2020 will be held April 20th, 2021 at St Agatha's Churchyard (14.30). a Woldingham Resident is paying all the funeral costs as Gunther did not have any traceable family in the UK or Germany.

Crescent Regeneration - In hand

Still waiting for 3rd quote - seems everyone is stacked out with work.
Has WPC contacted One Stop Shop to establish when they propose to carry out the works for which they have permission - this is crucial?

Two residents also requested to speak before the meeting:

Hugo Wymer – Chairman of Woldingham Cricket Club joined the meeting to talk about the proposed installation of the pathway around the Glebe which will affect adult cricket.

Olly Lees – the ongoing problems at Forest Ridge and the submitted planning application.

1. Apologies: Cllrs Jecks and Sculthorpe

2. Declarations of Disclosable Pecuniary Interest (DPI):

None declared

Declarations of Bias Interest:

Cllr Rush – SCC

Cllr Sherry – CIC

Cllr Fuller – Snow contract

3. Minutes: The Draft Minutes of the meeting of February 24 2021 had been circulated to all Councillors and placed on Woldingham.com and facebook. The minutes were accepted as a true record except for the following amendment:

7b. NDGC. Last sentence reads Cllr Hollbrook mentioned that there may be a covenant on the Club house and is investigating the matter – should be replaced with Janine Battersby mentioned that there etc.

4. Matters arising from the Minutes: -

Any matters arising would be covered during the meeting.

5. Planning:

Appendix A had been forwarded to all Councillors before the meeting and are attached to the minutes.

Sequoia – objection

Fleetwood – no objection

Birchwood Farm – no objection

Bourne House – no objection

Southdean – no objection

Espinette – no objection

Silver Trees – no objection

Farmdale – objection on size

(Cllrs Foulds, Rush and Todd stated that they were not happy to object on the grounds of appearance)

Forest Ridge – a discussion took place over this planning application, but it was agreed that the Parish Council needs to take action and in the first place Cllr Holbrook will contact Tandridge District Council to ask for an Officer to visit the site. It was noted that two previous Officers had visited the sited but

had now moved on. Cllr Rush felt that the Parish Council should push TDC to rebuild a retaining wall and charge back to the owner and asked that as many Villagers as possible should write in their concerns to TDC otherwise we could have the houses in Park View Road landing on Station Road!

Cllr Rush advised that she is meeting with a Surrey County Council Officer the next day to talk about the chalk face and will report back.

The Chairman advised that the Parish Council needs to take action, immediately on the enforcement of the safety and also to find out exactly what work has been done by the owner and whether this has been in line with planning permission. Cllr Holbrook will investigate and report back.

The Clerk and Planning Assistant will respond back to Olly and Claris.

The Councillors looked at Planning in April are Cllrs Foulds and Holbrook.

b. Infringements: Nothing to report.

6. Finance:

- A. **Payments:** The payments as listed in *Appendix B* were circulated to all Councillors before the meeting. The Parish Council voted to agree that all payments were authorised and should be signed as approved. The Parish Clerk had advised all Councillors that the two items which were listed under s137 pertaining to equipment purchased for the Village Club and for the use of the pop-up coffee shop are being moved to power LGA 1976 s.19.
- B. **Pay Review for Clerk and Planning Assistant:** The Chairman had circulated to all Councillors the 3% pay review for both the Clerk and the Planning Assistant. This takes the Clerk to SP31 and Planning Assistant to SP24. A vote was taken and carried to support this pay rise which will be due from April pay day. The Clerk will advise the payroll officer of new rates.
- C. **Review of Internal Control and Risk/Financial Risk Assessment:** The Vice Chairman Cllr Foulds had reviewed the documents Governance Risk Assessment, Internal Control and Internal Audit and had assessed the risks. The amended documents were forwarded to all Councillors before the meeting for comments. The Parish Council voted that they had i) Reviewed the system of internal control and found it to be effective ii) Reviewed the risks facing the Council and taken appropriate steps to manage those risks iii) Reviewed the effectiveness of the system of internal audit and found it to be adequate and effective.
- D. **Finance Software Package Rialtas –** The Clerk had advised the Parish Council that both herself and the internal auditor had been looking into accounts packages. After looking at 3 packages it was felt that best fit for the Parish Council would be Rialtas. The Clerk had circulated all the information to the Parish Council before the meeting. The system would allow for 3 user licenses although more could be bought if needed – these would be used by the Clerk, Internal Auditor and the Councillor in charge of Finance. The start up cost would be £645 and then yearly after that

£231. The Council voted that they were happy to go ahead with purchasing the Rialtas package and the Clerk will make the necessary arrangement to get this set up as soon as possible.

- E. Grant Request WRCIC – The Chairman as a share holder of the CIC left the meeting and the Vice Chairman, Cllr Foulds took over the discussion of the agenda item. Cllr Foulds advised that we had been presented with a grant request for £2,000 to protect the wildlife and chalk grasslands along Madeira Walk, the bridleway and the lands adjacent to it. The Madeira Walk area is a Site of Nature Conservation Interest (SNCI), listed in paragraph 8.8 of the Woldingham Neighbourhood Plan (NP) as one of eight areas designated as Local Green Spaces in Policy L8, that should be conserved as such. The Clerk had been requested to go back and ask for more information which she had circulated to the Councillors not involved with the CIC before the meeting. The Parish Council voted and agreed that they supported the grant request but the Cllr Foulds will speak with the CIC to ascertain what money is needed to maintain the land in the long term and the Council will discuss the suggestion that the cost may need to be built into the precept in the future.

7. Miscellaneous Matters:

- A. **Gas Works** – Cllr Rush advised that the new contract starts on 5 April by Essex Utilities. The next scheduled work will be taking place in High Drive, Butlers Dene Road and Southfields Road. The bottom end of Northdown Road will also be carried out under temporary traffic signal control.
- B. **NDGC** – The Chairman advised that the working team are still operational, and things are moving forward slowly. The Chairman also confirmed that no planning application had been made by the owner to-date.
- C. **Snow/Grit Procedures** – The Chairman advised that Cllr Sculthorpe had circulated a draft new contract and this will be progressed during the coming month. The Clerk confirmed that she had contacted the Clerks of Tatsfield, Whyteleafe and Warlingham about sharing the cost of the new salt spreader and responses received favourably from Whyteleafe and Tatsfield but no response received as yet from Warlingham. .
- D. **Website** – The Clerk advised that Julie Cornish had sent the brief to 3 website designers. Still waiting for some information which will be forwarded to Councillors before the next meeting for discussion. Item deferred until April meeting.
- E. **Storeroom on the Glebe** – The Chairman gave thanks to the Clerk and Planning Assistant for sorting out the store and the Clerk for overseeing the move to the Glebe. The Clerk gave thanks to Cllr Holbrook for helping with the removal of the broken marque to the CRC.
- F. **Newsletter** – Cllr Foulds will recirculate initial draft to all Councillors over next week.
- G. **Open Spaces** – Cllr Foulds and North have been looking into the open space document. It was acknowledged that TDC had taken the PC's comments on board but had not inserted them with other Parish Council's feedback. Cllr North will contact TDC to see whether our comments could be moved in line with other Parish Council's. They were submitted but were missing from the Council feedback section. Cllr North advised that Youth Provision came up in the report and discussion took place on what

could be provided and where. One example was a basketball area at the Glebe. Cllrs Foulds and North will put together a list and report back at the next Parish Council meeting.

- H. APM/Annual Meeting** – The Clerk had forwarded to all Councillors the Government’s letter advising that they are not extending permission for remote meetings after 7 May. The Chairman advised that the AM/APM will be held on the same day, 12 May 2021, and at present will be held face to face. The APM is the Annual Parish Meeting to update all of the community. At the AM (WPC Annual Meeting), the new Councillors meet and sign their acceptance of office forms and then select a new Chairman and Vice Chairman. The Clerk advised that several things have to be put in place to ensure that all Councillors and any members of the public are safe. The Clerk will speak to the Village Hall. The Chairman advised that MP Claire Coutinho had agreed to attend our meeting for half an hour but this could now change as this was agreed before the letter from the Government about the removal of remote meetings from 7 May. Cllr Rush has also agreed to attend if she is re-elected at the May elections as our Surrey County Council representative. Cllr Rush advised the meeting that there is a lot of work going on behind the scenes in response to the Government’s decision so this could all change again before May. It was agreed that Cllr North would speak to the Village Hall in respect of installing broadband which would enable people to join a meeting via Zoom if they didn’t wish to attend face to face.
- I. Forest Ridge** - covered above.

8. Woldingham Neighbourhood Plan:

- a. **CCTV** – Cllr Fuller had circulated an email to all Councillors and will work with the Clerk on obtaining further estimates for solar cameras at the view point and a new service contract for existing cameras.
- b. **Speeding** – Cllr Rush advised that Highways will be in touch with the Clerk soon to set up the speed survey on Station Road. In light of concern raised with the speed of cyclists going down Station Road and the danger this causes with people trying to get out of their drive-ways, Cllr Rush will look into possible safety measures that can be taken.
- c. **Electricity on the Green** – Cllr Holbrook advised that the live cable has now been fitted into the box and has contacted Octopus energy for installation of a meter.
- d. **Additional Crescent and Green works** - The Parish Council acknowledged receipt of Janine Battersby’s update and that a third quotation is still outstanding for Crescent works. The Chairman reminded the meeting that the Green is TDC land and we have reached out to them to install bollards to prevent illegal occupation of the Green. TDC have a dedicated person they use to carry out work on their behalf. In this respect the Clerk will go back and ask for a breakdown of the cost but reiterated that it is their recognised contractor and their land.
- e. **Path signage and regeneration** – Cllr Todd advised that things were progressing slowly and she had been in contact with Nick Fuller with regard to obtaining quotes and finding out what materials he would use for repairing Maderia Walk – Long Hill to Garden Village and Long Hill to Station Road. Cllr Todd will report back once the quotation is received. Cllr Todd advised

that she had contact Mary Ann at SCC with regard to replacing stiles on private land and was waiting for confirmation with regard to the legality of doing this. Cllr Rush advised she will chase up on Cllr Todd's behalf.

9. Reports:

Cllr Rush advised that from 2 April Warlingham CRC will be taking a wide range of waste, black bin liners and bulky waste and had advertised this on facebook.

10. Meetings to attend

No meetings to attend.

11. Correspondence:

Emails received from Ian Mathers about the fence at Yeddings. This is being looked at and if necessary, will be reported to TDC.

An email had also been received from Ms Eziashi asking the Parish Council 'what is the Council's role specifically to Highways and can the Council express an independent position from Surrey County Council without presenting a conflict of interest?'. The Parish Council discussed Ms Eziashi's questions and it was agreed that their response did not change from those in the February minutes. The Chairman will draft a response and circulate to all Councillors for comments before issuing.

12. Any Other Business:

Cllr Rush asked if the Parish Council would formally respond to Hugo Wymer and it was agreed that the Chairman would reach out to the Glebe chairman and Mr Wymer. Cllr North volunteered to lead the work with Janine Battersby on the Resilience Plan and the subcommittee agreed to meet with Janine and Carole includes the Chairman and the Vice Chairman. The Clerk confirmed that after the deadline of 8 April has passed and she has been advised whether there will be an election, the bio of prospective candidates will be changed on Woldingham.com.

13. Parish Council Calendar/articles for magazine:

The following articles were agreed for the April edition – deadline by 8 April latest.

Fencing/How to design boundaries – Cllr Holbrook
Annual Meeting/Annual Parish Meeting – 12 May – Chairman
Electricity on the Green – Cllr Holbrook
Concrete blocks on the Green – Chairman

Virtual meeting closed at 1030pm.

Next virtual meeting is being held a week early on Wednesday 21 April 2021 7.30pm by Zoom.

Appendix A – Planning Meeting March 31st 2021 - ZOOM

Other Applications recently notified by Tandridge District Council

2021/88 Sequoia, Northdown Road, Woldingham CR3 7AA

Erection of front entrance gates and secondary \"in only\" equestrian vehicle access.

2021/139 Birchwood Farm, Woldingham Road, Woldingham CR3 7LR

Erection of agricultural barn and relocation of existing sand school.

2021/2282 Southdean, Northdown Road, Woldingham CR3 7BD

Replacement gates to front boundary, replacement of visible fence and addition of a pedestrian gate

2021/2194 Bourne House, Park View Road, Woldingham CR3 7DN

Erection of a single storey pool house, landscaping to the garden area and retention and completion of retaining walls.

2020/961/Cond 2 Fleetwood, Lunghurst Road, Woldingham CR3 7EG

Details pursuant to the discharge of Condition 3 (Materials) and 4 (Renewable Energy) of planning permission ref: 2020/961 dated 5th August 2020 (Erection of 4-bed dwelling and detached garage with workshop, new driveway and associated landscaping.).

2021/331 Farmdale, Butlers Dene Road, Woldingham CR3 7HX

Demolition of existing conservatory and erection of single storey rear extension. Changes to fenestration.

2021/470 Espinette, Slines Oak Road, Woldingham CR3 7HN

Erection of a timber framed garden shelter. (Certificate of Lawfulness for a Proposed Development)

2012/267 Silver Trees, Upper Court Road, Woldingham CR3 7BF

Conversion of existing garage to habitable accommodation including the replacement of garage door with external wall and window. (Certificate of Lawfulness for Proposed Use or Development)

2021/367 Forest Ridge, Station Road, Woldingham, CR3 7DX

Formation of retaining wall, car parking & turning area.

Application Outcomes notified by Tandridge District Council

2020/2284 Flemings, The Ridge, Woldingham CR3 7A

Conversion of outbuilding (Magazine Block) into annexe with associated internal and external alterations.

WPC Recommendation: Objection Application Outcome: Approved

2021/2295 Little Oaks, Park View Road, Woldingham CR3 7D
Demolition of existing double garage and erection of new triple garage in alternative location. Erection of replacement porch to front door of main dwelling.

WPC Recommendation: No Objection Application Outcome: Approved

2020/2061 Feather Farm, Southfields Road, Woldingham CR3 7BG
Demolition of existing timber poultry shed and steel feed store shed. Erection of steel construction agricultural barn.

WPC Recommendation: No Objection Application Outcome: Approved

2021/57 Espinette, Slines Oak Road, Woldingham CR3 7HN
Erection of double garage. (Certificate of Lawfulness for a Proposed Development.)

WPC Recommendation: Objection Application Outcome: Approved

2021/78 Birchwood House, Woldingham Road, Woldingham CR3 7LR
Erection of a single storey outbuilding over existing outdoor swimming pool.

WPC Recommendation: Objection Application Outcome: Refused

2021/64 52 Hilltop Walk, Woldingham CR3 7LG
Erection of a Single storey rear and side extension

WPC Recommendation: No Objection Application Outcome: Approved

2019/1932/Cond Aboyne, Slines Oak Road, Woldingham CR3 7BH
Details pursuant to the discharge of Condition 3 (Materials) and Condition 4 (Landscaping works) of planning permission ref: 2019/1932 dated 21st February 2020 (Replacement two-storey dwelling with detached garage including demolition of existing dwelling.).

WPC Recommendation: No comment Application Outcome: Approved

2020/1055/Cond1 Barnfield, Lunghurst Road, Woldingham CR3 7EJ
Details pursuant to the discharge of Condition 4 (Soft landscaping & Planting) of planning permission ref:2020/1055 dated 30th September 2020 (Erection of entrance gate with associated brick walls and piers and wooden side fence and gate).

WPC Recommendation: No comment Application Outcome: Approved

2021/85 Ingledene, Station Road, Woldingham CR3 7DX
Erection of detached outbuilding.

WPC Recommendation: No Objection Application Outcome: Approved

2021/113 Lostwithiel, Northdown Road, Woldingham CR3 7BB
Erection of single storey side and front extension with new dual pitched roof over extending over existing rear single-storey garden room and conversion of garage. First floor rear extension to enclose existing balcony and formation of extended balcony to rear. Changes to fenestration. New facade and roof treatment incorporating , brick, render, roof tiles and alterations to fenestrations.

WPC Recommendation: No Objection Application Outcome: Approved

2020/2155 West Hawke, Gangers Hill, Woldingham CR3 7AD
Erection of single storey rear extension. (Certificate of Lawfulness for Proposed Use or Development)

WPC Recommendation: No comment Application Outcome: Approved

Appeals lodged with Planning Inspectorate

No new appeals have been reported by Tandridge District Council

WOLDINGHAM PARISH COUNCIL

APPENDIX B

30 March 2021

Expenses to be authorised for bank transfer

Karen Newman Wages LGA (1972 s.111)	£702.40
General Expenses LGA (1972 s.111)	£110.03
Terri Waghorn Wages LGA (1972 s.111)	£230.72
Total Expenses	
£1,043.15	

Expenses paid during the month – Treasurers Account

Karen Newman Expenses Zoom, ICO Fee, Van Man
£124.39

Total Expenses
£124.39

Transfers from business to Current

30/3/21
£2,000.00

Total
£2,000.00

Transfers from Current to business

None

Expenses paid during the month – Business Account

None

Expenses to be authorised by cheque

None

Receipts since last meeting to Treasurers Account

Receipts since last meeting to Business Account

Treasurers Accounts (Current)

Balance as of 24 February 2021	£933.90
Payments made during the Month	£124.39
Transfer from Business Account	£2000.00
Transfer to Business Account	£0.00
Monies to be authorised for payment	£1043.15
Monies received	£0.00
Balance as of 30 March 2021	£1,766.36

Gold Account (Deposit)

Balance as of 24 February 2021 £90,215.13

Transfer to Treasurers	£2000.00
Transfer from Treasurers	£0.00
Interest 9/3/21	£0.70
Monies received VAT	£0.00
Balance as of 30 March 2021	£88,215.13

S137 Expenditure (net) - 1539 residents at £8.32 = £12,804.48

Expenditure 2020/2021

J Battersbury postcards re Viral Kindness	£35.39
Air Ambulance Grant	£1,000.00
Total to-date	£1,035.39

137 Expenditure Total Left £11,769.09