

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

**MINUTES of a Meeting held on Zoom on Wednesday 21 April 2021 at 7.30 pm.**

**Present:** Alex Foulds, 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 project that she is helping the Council with.**

Update 21 April 2021 - These efforts are ongoing and undertaken on behalf of the WPC Crescent Regeneration Project 2017

**#viralkindnessWoldingham** – 38 Volunteers on the books and 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.

**Crescent Regeneration:**

Fence Panel down at the BT PO Exchange – the Clerk will contact and ask for replacement.

Meeting Bela, contractor at the Crescent to obtain 3<sup>rd</sup> quote.

Cost of soil had been sought for use around the new tree. The Clerk advised that she had responded by email but was still waiting for a response. The Chairman advised that the Parish Council were happy to pay for required soil at a cost of £60. Upon receipt of the invoice the Clerk will arrange payment.

Woldingham.com - Julie Cornish who is the Woldingham Webmaster for Woldingham.com attended the meeting to take Councillors through the bids for the redesign of the website. The current website is over 20 years old and needs to be accessibility compliant. Working with the Clerk, Julie had approached three companies and submitted the same brief to each. The responses to the brief and costs had been circulated to all Councillors before the meeting for their consideration. Julie went through each company's response and advised the meeting that her preference was the Parish Council Website Company.

The Chairman advised that this would be discussed under miscellaneous matters. The Clerk and Chairman thanked Julie for all her hard work on putting this together on behalf of the Parish Council.

**1. Apologies:** Cllrs Jecks, Fuller and Sculthorpe

**2. Declarations of Disclosable Pecuniary Interest (DPI):**

None declared

**Declarations of Bias Interest:**

Cllr Rush – SCC

Cllr Sherry – CIC

The Chairman advised that Cllrs Jecks, Rush, Sculthorpe, Todd and Fuller would be standing down from the Council and thanked them for all their hard work on behalf of the community, noting how much they would be missed.

**3. Minutes:** The Draft Minutes of the meeting of March 31, 2021 had been circulated to all Councillors and placed on Woldingham.com and facebook. The minutes were accepted as a true record.

**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.

Forest Ridge – Cllr Holbrook advised that he had spoken to Building Control and to the Planning Officer, Hannah Middleton at Tandridge District Council. Building control are not interested as the wall was not considered part of a building so it is not under their domain. It is up to the owner to ensure the structural rigidity. Ms Middleton advised that the owner had been asked to provide more details of the retaining wall by 6 May, with respect to the planning application, and if no details were forthcoming then the matter would go straight to enforcement due to safety concerns. Cllr Holbrook was asked to go back to Ms Middleton to find out how much excavation can be carried out without a permit. Cllr Holbrook will liaise with the Planning Administrator on wording for the planning application, but the Parish Council voted to object on the grounds of insufficient detail.

Ridgewood – no comment

Bourne House – The Chairman had circulated to all Councillors the Woldingham Associations response to Bourne House in which they objected. The Parish Council, looking at further evidence supplied agreed that their decision should be to object.

The Councillors looked at Planning in May are Cllrs Foulds, Holbrook and North.

b. Infringements: The Planning Administrator had submitted three infringements to Tandridge District Council – will chase up and update at the next meeting.

Feather Farm, Southfields Road  
Valley Fields, Southfields Road  
Orchard Farm, Southfields Road

## **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 off as approved. Cllr Todd asked whether the grant issued for the Artworks Project had been returned – the Clerk confirmed that both the Artworks grant and the History Society grant had both been returned due to delays caused by the pandemic.

## **7. Miscellaneous Matters:**

A. **Gas Works** – Cllr Rush advised that the new contract started on 5 April by Essex Utilities, but work had now stopped on Butlers Dene Road. Cllr Rush advised that she would look into who to contact within Essex Utilities to obtain an update and will report back.

B. **NDGC** – Nothing to report - the planning application is still pending.

C. **Snow/Grit Procedures** – The Clerk confirmed that she had received a no response from Warlingham Parish Council but advised that Whyteleafe were interested in an hourly contract as they only have one road that requires extra gritting. The Parish Council agreed that Whyteleafe PC should take up their contract directly with Warren Barn Farm. The Chairman advised that a new Councillor would take over the snow contract and the purchase of the salt spreader next month. The Clerk will recirculate the cost of the salt spreader to all Councillors.

D. **Website** – After Julie Cornish's presentation at the start of the meeting, the Parish Council reviewed and discussed each bid and agreed that they would go with the Parish Council Website whose quote was for £649. Cllr Foulds asked the Clerk to make sure that the £649 quoted is the total figure for the design of the new website, with no hidden extra costs. The Chairman asked to find out how long the website would be down while the new one was switched over and how long the new site would take to be up and running. The Clerk will go back to Julie Cornish and together they will work on the new design of Woldingham.com.

E. **Storeroom on the Glebe** – Nothing to report.

F. **Newsletter** – Cllr Foulds will recirculate initial draft to all Councillors over the weekend for comment.

G. **Open Spaces** – Cllrs Foulds and North have been looking into the open space document on behalf of the Parish Council. They advised the Parish Council that they felt the lack of Allotments in Woldingham was not the biggest issue but would liaise with the community through the magazine. Cllr Foulds will put something into the magazine to ask how the community feel about allotments and to ask for volunteers of a group of young people to talk about youth provision in the Village and what they would like to see.

- H. APM/Annual Meeting** – The Chairman advised that the outcome of the Court Case was still pending. The Chairman advised that the AM will be held on 12 May 2021 and at present will be held face to face. If required, the APM would be the same day. The first order of the Annual Meeting is to get all Councillors to sign their Declarations of Office forms and a new Chairman and Vice Chairman will be appointed. The Clerk advised that several things must 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. Cllr North would speak to the Village Hall in respect of installing fibre optic broadband which would enable people to join a meeting via Zoom if they did not wish to attend face to face.
- I. Open Reach** – Cllr North advised that she had been looking into bringing fibre optic broadband into Southfields Road and had just received the final offer letter which would cover 87 houses. Cllr North advised that the cost will be covered by the Government’s Gigabit Voucher Scheme but asked whether the Parish Council would be the legal entity. Concern was raised over the risk involved for the Parish Council if the vouchers do not cover all the costs involved then the Parish Council would be responsible for those outstanding costs. Cllr North will go back to Openreach and will contact Sheila Castle who organised fibre optic broadband in Lunghurst Road. The Council was favourable provided there was no financial risk.
- J. Rubbish/recycling/foodwaste collections:** The Clerk confirmed that she had been liaising with Tandridge District Council to obtain recycling/rubbish collections in the Village which had been missed at the start of the new Biffa programme. The Clerk advised that things had improved but a few missed deliveries were still coming through which she was forwarding on – the biggest concern was assisted collections as a number of these had not taken place. TDC had advised the Clerk that all the assisted collections were on the list and would chase Biffa to find out why these were not collected as other properties in the Street had had their rubbish/recycling collected.

### **8. Woldingham Neighbourhood Plan:**

- a. **CCTV** – In Cllr Fuller’s absence there was nothing to update. The Chairman advised that a new Councillor will be taking this forward, as Cllr Fuller is stepping down.
- b. **Speeding** –The Clerk will contact Surrey Highways to get the traffic survey on Station Road arranged.
- c. **Electricity on the Green** – Cllr Holbrook advised that the live cable had now been fitted into the box. Octopus energy have opened an account but we are still waiting for the installation of a meter.
- d. **Additional Crescent and Green works** - The Clerk will go back to Tandridge District Council to ask for a quotation for white posts to be put on the Station Road side of the Green. Once this quotation has been received, she will circulate to all Councillors. Cllr Rush advised that she was able with her budget allowance to get the Crescent resurfaced but would need a £5,000 contribution from the Parish Council. The Parish Council voted to support this contribution but asked Cllr Rush to liaise with the Shop and the Garage on when they were planning to carry out their building works to ensure their

works, the resurfacing of the road and the Crescent pavement repairs were properly project managed.

e. **Path signage and regeneration** – Cllr Todd advised that she was happy to keep progressing things on the Parish Council's behalf; a new Councillor will be appointed to oversee the project.

#### **9. Reports:**

The Chairman advised that there would be no election in Woldingham as it was uncontested with 9 Councillors who would serve a 3-year term.

#### **10. Meetings to attend**

No meetings to attend.

#### **11. Correspondence:**

Ian Mathers re infringement of Orchard Farm

Various correspondence re the non-collection of Rubbish/Recycling which is being dealt with by the Clerk.

#### **12. Any Other Business:**

Cllr Todd advised that she was happy to organise the next Litterpick alongside the new Councillor, for the Parish Council which would be held in the Autumn.

Cllr Todd advised that she had been approached by James Brain regarding borrowing the children's litterpickers which the Parish Council agreed.

Cllr Rush mentioned that another horse accident had been reported near Warren Barn Farm and a site visit will be taking place. Cllr Rush will report back once details are known and whether more signage is needed.

Cllr Holbrook advised that he had sent the two emails regarding Biggin Hill airspace proposals forwarded from the Clerk to Tim Brymer, our unpaid expert adviser, to look at and report back. Cllr Rush mentioned that she is attending the Biggin Hill Airport consultative committee meeting next week and will raise the issues.

#### **13. Parish Council Calendar/articles for magazine:**

The following articles were agreed for the June edition – deadline by 5 May latest.

Infringements/update – Chairman

Open Spaces – Cllr Foulds

Open Reach – Cllr North

Virtual meeting closed at 10.14pm

**Next meeting will be held on Wednesday 26 May 7.30pm in the Village Hall.**

**Woldingham Parish Council  
Appendix A**

**(21<sup>st</sup> April – 7.30pm via Zoom)**

**Applications recently notified by Tandridge District Council**

(correct at 17 April 2021)

2019/2195/Cond Ridgewood, Northdown Road, Woldingham CR3 7BB  
Details pursuant to the discharge of Condition 3 (Preliminary ecological survey), Condition 4 (Garage demolition), Condition 5 (Landscaping), Condition 6 (Plans), Condition 7 (Materials), Condition 8 (Tree protection) of planning permission ref: 2019/2195 dated 16th March 2020 (Partial demolition and alterations to existing dwellinghouse to provide a two storey building (with part mezzanine level) together with single storey garage and store attached, and associated landscaping).

2021/237 Forest Ridge, Station Road, Woldingham CR3 7DX  
Formation of retaining wall, car parking & turning area.

**Discussed at last meeting. Final wording to be agreed at 21/4/2021**

Application Outcomes notified by Tandridge District Council

2051/159 Badgers Bank, High Drive, Woldingham CR3 7EL  
Demolition of Existing Barn Outbuilding and Replacement Outbuilding with Home Office Above (amended resubmission of planning application ref. TA/2020/1360).

**WPC Recommendation: Objection Application Outcome: Approved**

2021/231 By-The-Church, Church Road, Woldingham CR3 7JG  
Erection of single storey garden building to provide home office, gym and loose box. (Certificate of Lawfulness for a Proposed Development)

**WPC Recommendation: no comment Application Outcome: Refused**

2021/216 PETRA, Lunghurst Road, Woldingham CR3 7HF  
Erection of gazebo in rear garden (Certificate of lawfulness for a proposed development)

**WPC Recommendation: No Objection Application Outcome: Approved**

2021/88 Sequioa, Northdown Road, Woldingham CR3 7AA  
Erection of front entrance gates and secondary "in only" equestrian vehicle access.

**WPC Recommendation: Objection Application Outcome: Refused**

Appeals lodged with Planning Inspectorate

No new appeals have been reported by Tandridge District Council

Appeals determined by the Planning Inspectorate

No new determined appeals have been reported by Tandridge District Council

**WOLDINGHAM PARISH COUNCIL**

**APPENDIX B**

**21 April 2021**

**Expenses to be authorised for bank transfer**

**Total Expenses**

**£0.00**

**Expenses paid during the month – Treasurers Account**

Julie Cornish March Website LGA 1972 s.111  
 £200.00  
 CIC Grant Enclosure Act 1845, Local Gov Act 1894 s8 (4)  
 £2000.00  
**Total Expenses**  
**£2200.00**

**Transfers from business to Current**

None

**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**

Return of History Grant due to Covid 19  
 £850.00

**Receipts since last meeting to Business Account**

**Treasurers Accounts (Current)**

Balance as of 30 March 2021	£1,766.36
Payments made during the Month	£2,200.00
Transfer from Business Account	£0.00
Transfer to Business Account	£0.00
Monies to be authorised for payment	£0.00
Monies received	£850.00
<b>Balance as of 21 April 2021</b>	<b>£416.36</b>

**Gold Account (Deposit)**

Balance as of 30 March 2021	£88,215.89
Transfer to Treasurers	£0.00
Transfer from Treasurers	£0.00
Interest 9/4/21	£0.76
Monies received VAT	£0.00
<b>Balance as of 21 April 2021</b>	<b>£88,215.89</b>

**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
<b>Total to-date</b>	<b>£1,035.39</b>

**137 Expenditure Total Left £11,769.09**