

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

MINUTES of a Meeting held in Arthur Herbert Room on Wednesday 27 March 2024.

Present: Councillors Irina Hoble-Aldersley, Leanna McEwan, Peter Holbrook, Peter Hutchinson, Carole North, Deborah Sherry

Karen Newman – Parish Clerk

Terri Waghorn – Planning Assistant

2 members of the public – part time.

1. Apologies: Cllrs Mann, Holmes and Foulds

2. Declarations of Disclosable Pecuniary Interest (DPI):

None

Declarations of Bias Interest

Cllr Sherry – CIC

Cllr North – Member of another authority TDC

3. Minutes: The Draft Minutes of the meeting 28 February 2024 had been circulated to all Councillors and placed on Woldingham.com and Facebook and accepted as true copies.

4. Matters arising from the Minutes: - will be covered during the meeting.

5a. Planning: Appendix A had been circulated to all Councillors before the meeting and is attached to the minutes.

- 2023/1154/PA Hurst Place, Woldingham Road, Woldingham CR3 7LS
Paul Batchelor Demolition of existing building and construction of 12 apartments.
(Application for prior approval under schedule 2, Part 20, Class ZA.) (Amended plans)

Parish Council voted that objections from October's response still stand.

- 2022/1038/Cond Tudor Cottage, Park View Road, Woldingham CR3 7DH
Lydia Helmsley Details pursuant to the discharge of condition 9 (Construction Environmental Management Plan) of planning permission ref: 2022/1038 dated 28 February 2023 (Erection of 3-bed -).

The Parish Council voted no objection.

- 2023/1488 Tudor Cottage, Park View Road, Woldingham CR3 7DH
FAO Joss Miller Variation of Condition 2 (Drawings) of planning permission ref: 2022/166 (Erection of a detached triple garage) for changes to allow for windows, gable ends, and greater use of the roof space.

The Parish Council voted objection.

- 2024/161 Woldingham School, Marden Park, Woldingham CR3 7YA
FAO Peter Lee Installation of two non turf cricket wickets.

The Parish Council voted no objection.

- 2023/132 South Meadow, High Drive, Woldingham CR3 7EL
Variation of Condition 2 (Plans) of planning permission ref: 2022/1386 (Erection of a single storey rear extension and addition of a storm porch. Partial loft conversion and main roof extension to form habitable accommodation including dormer window to rear and roof lights to side. Demolition of two existing garages and the erection of a timber framed barn to provide three covered parking spaces. Infill of area to form new hallway/main entrance. Erection of replacement gates) to remove the loft conversion and allow for reduction of extension with alterations to roof.

The Parish Council voted no objection.

- 2022/1291/Cond1 Monkton Combe, Slines Oak Road, Woldingham CR3 7HL
FAO Joss Miller Details pursuant to the discharge of Condition 3 (Tree protection Plan) planning permission ref: 2022/1291 dated 28th July 2023 (Demolition of side extension and separate garage and erection of side and rear extensions).

The Parish Council voted Other and deferred to the tree officer.

- 2024/154/TPO 9 Beulah Walk, Woldingham CR3 7LN
T1) - Beech - Crown reduce - by 3m and remove all major deadwood. All branches will be pruned to appropriate growth points. T2) - Beech - Crown reduce by 3m and remove all major deadwood. All branches will be pruned to appropriate growth points. T3 - Ash - Crown reduce by 2.5m and remove all major deadwood. All branches will be pruned to appropriate growth points.

The Parish Council voted other and deferred to the tree officer.

- 2024/214 Woldingham School, Marden Park, Woldingham CR3 7YA
FAO Peter Lee Variation of condition 6 (hard and soft landscaping) of planning permission 2023/759 dd 21/02/2024 (Variation of Condition 2 (Approved Drawings) of planning permission ref: 2021/2210 (Library and Sixth Form Centre and associated landscaping at Woldingham School) to vary hard and soft landscaping on block plan.) to allow amendment of the wording of Condition 6 to reflect the updated hard and soft landscaping drawings.

Parish Council voted no objection.

- 2024/129 Tudor Cottage, Park View Road, Woldingham CR3 7DH
Variation of Condition 2 (Plans) of planning permission ref: 2022/1038 (Erection of detached 3 bed dwelling) to amend the front elevation.

Parish Council voted no objection

- 2023/177/NMA1 Highways, Butlers Dene Road, Woldingham CR3 7HD
Design alterations to single storey rear extension glazing from three sets of double-glazed doors to one set of six panel folding doors

Parish Council voted no objection

The following two new applications were for reviewing.

- 2024/201 - 52 Hilltop Walk

Erection of a single storey rear extension

Although this application is located in the Green Belt, and as such Policy DP13 of TLP Part 2 - Detailed Policies - applies, it was noted that application 2021/64, which was seeking a 39.3% increase over and above the original dwelling as it stood on 31st December 1968, was approved in 2021.

It was also noted that the above-mentioned application, which was seeking an increase in the gross external area of 21 sqm, has not been implemented, and that the proposed reconfiguration of the rear extension under this application equates to 17 sqm.

The Parish Council voted no objection.

- 2024/146 Dukes Hill Cottage

Variation of condition 2 (Approved plans), 5 (hard and soft landscaping) and 9 (Drainage) of planning permission 2021/657 dd 21/10/2021 (Demolition of existing dwelling. Erection of replacement dwelling as low-energy two storey chalet-style house with part basement and new access and parking area with associated landscaping, land raising, steps, retaining wall) to allow new proposed parking and repositioned driveway and replace cesspool with a Hydroclear sewage treatment plant.

Parish Council voted no objection

5b. Infringements: The Planning Assistant advised that the following infringements were outstanding 1) Woldingham School 'car park' at front entrance, field still being used as a car park; 2) Foxbury: Cllr Holbrook advised that he would go along to look at the cameras and the fence bordering the football pitch adjoining Foxbury.

The Chairman advised that correspondence had been received from Russell Hicks regarding the car park at Woldingham School and reminded Councillors that evidence must be collected and dated. The Planning Assistant will contact Woldingham School to ask them when the car park will be in use, and it was noted that a folder of evidence must be created to track the infringements in order to have sufficient grounds for TDC to take enforcement action. It was noted that the last letter received from TDC, late last year, had stated that no action would be taken as visual harm appeared to have been abated, so only new evidence can trigger action.

The Chairman advised that TDC is in the process of producing a Traveller Policy and want to take stock of the existing sites in Tandridge so that TDC can report what land they are providing. They are asking the Parish to let them know of any traveller sites in their area.

5c. Planning List: The Parish Council agreed that they would review which applications would go on the Planning List to call into TDC Planning Committee at each monthly meeting:

The list was amended and agreed as follows:

Little Meadow 2023/1065; Land East of Tillingdown 2023/1430

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.
- b. **Review of Internal Control and Risk/Financial Risk Assessment:** The Head of Finance, Cllr Hutchinson 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.
- c. **Pay Review for Clerk and Planning Assistant:** Peter Hutchinson advised that the Parish Council had reviewed the 2023-2024 performances of both the employees of the Council and the Council had recommended that in recognition of the excellent performance of both employees, the following merit pay rise was suggested, effective for the 2024-2025 financial year. The Parish Clerk will move to SCP 34 which is banded at £22.04 per hour (2.4% increase) and the Planning Assistant will move to SCP 27 which is banded at £18.58 per hour (2.7% increase). A vote was taken and carried to support this pay rise which will be due from 1 April 2024. The Chairman thanked the Parish Clerk and Planning Assistant for all their hard work during the year. The Clerk will advise the payroll officer of the new rates.

7. Miscellaneous Matters:

- a. **Chalk Pit Quarry Application:** - no update
- b. **Donation of land at Halliloo Valley Road:** The meeting set up on the 14 March was postponed awaiting confirmation of new meeting dates.
- c. **D-Day Celebrations:** The Vice Chairman advised that the celebrations will be a simple affair. The Parish Council discussed where to locate the ceremony and voted to hold it on the Green next to the flagpole. The Clerk will contact Reverend Catherine to see if she is available to lead the tribute at 9.15pm when the Beacon is lit. The Clerk was asked to contact Derek Harris to ask him to fly the Union Jack flag permanently.
- d. **Yellow Lines in Church Road** – nothing to update as still on the list to be repainted.
- e. **Footpath 40** – no update
- f. **Travellers Sites on the Edge of Woldingham** – The Chairman advised that TDC had forwarded a document explaining what actions can be taken re enforcement. She will circulate to all Councillors.
- g. **Climate Change Actions** – In Cllr Mann's absence he had submitted an email for consideration: had attended a bio-diversity workshop on behalf of the Parish Council and had circulated his report to all Councillors before the meeting:

'One matter I wanted to raise is a survey that we have received from Surrey CC asking about our interest and intended approach to biodiversity which I wanted to test with you. They would like to know what our level of interest is in this, whether we intend to carry out a spatial plan and whether we'd like support from the Council. They have already committed to providing us with a reporting framework and best practice toolkits.

I do think that having a spatial plan will help us with having a framework against which we can assess planning applications, but it is not something that we can necessarily do on our own. Unless you object, I would like to say yes – high priority, but still in the early stages, that we need to build the networks and that we welcome support from the council to have a spatial plan.

And a couple of your suggested names of people in the village that I need to contact - If you could let me have them that would be great'

The Parish Council voted in favour of a spatial plan and for taking support from Surrey County Council to help the Council put on an event.

- h. Airports:** no update.
- i. Bunds/Planters on the Green** – nothing to update from previous month. The direction from TDC was to raise the discussion again in the new budget year.
- j. Website/Emails:** The Chairman advised that she had contacted PC Websites directly to confirm a few details. The Chairman explained that the free service would mean us leaving Outlook and using an open-source free provider called Round Cube who provide no support. The Chairman will contact other Parish Councils who use Round Cube to find out how they are getting on but confirmed that she will also contact Microsoft to find out costings for a small Council.
- k. Parish Council Election Update:** The Chairman noted that the Vice Chairman had been approached by a number of people re standing and it is looking likely that we will have more than 9 candidates so an election may well take place. The Chairman thanked everyone who had submitted a form and advised she would be attending TDC the following day to hand the forms in for submission.
- l. Befriending Service:** The Clerk had circulated the email from TDC advising that TVA were looking for funding to help keep their Befriending Service going. The Vice Chairman advised that this was a fantastic service that a few people in the Village use. The Vice Chairman mentioned that she was aware that Janine Battersby has engaged with MP Claire Coutinho on her Friendship Project (launched in 2022) and would make contact to obtain more details and find out whether this project is more/equally appropriate to support.

8. Woldingham Neighbourhood Plan:

- a. CCTV in Church Road** – Cllr Holbrook advised the meeting that the new cameras were now in place but there was an issue with the old power socket that would now need replacing at a cost of £156.50 including call out fee. The Parish Council voted to agree this cost. The Chairman reminded the Clerk that the GDPR policy needs to be updated.

Cllr Hutchinson advised the meeting that he has been giving thought to using CIL monies for the new cameras but has now reviewed this in case we receive further requests for repairs, and this is the only money which the Parish Council can use for infrastructure. He advised the meeting that we can always use the monies towards the proposed work in the Crescent and the bunds on the Green. The Chairman reminded the Council that we had received correspondence from the Chairman of Butlers Dene Road fund regarding help with repairs caused by building work in the vicinity. The Chairman reminded the Council that we did not receive CIL for two years before the October payment and that funds from CIL were often limited and not intended as a repair fund. It was agreed that a CIL policy needs to be created and Cllr Hutchinson agreed to produce a draft for review.

- b. Security and Safety – Interaction with Surrey Police:** The Chairman advised that 22 people attended the recent Police Commissioners meeting. In the last 3 months there has been 2

burglaries and 3 car crimes – criminal statistics have reduced, and it is due to the apprehension of criminals who had been carrying out these crimes in the area. The Chairman will type up the notes from the meeting but advised the following: The number of police in Surrey is at its highest in history, more police on the beat and the investment focus is to ensure there is never an empty cell and that all calls to 999 are answered promptly.

c. **Crescent works** – this work is deferred until next fiscal year.

d. **Speedwatch** – The Chairman read out the following report sent in by the team leader of the speedwatch team:

We conducted five sessions in February 2024, with others cancelled due to the heavy rain and Half Term, when the roads were noticeably quieter. We recorded 65 vehicles exceeding the 36-mph threshold that we monitor, representing 18% of all vehicles. It is becoming clear that vehicles entering the village along Northdown Road are much more likely to exceed 36 mph by as many as 1 in 4, and regularly over 40 mph.

As the mornings and afternoons get lighter, we will be able to monitor commuting traffic but require more volunteers to enable us to provide the necessary deterrence that our presence has on traffic speed, so please volunteer.

9. Reports

The Vice Chairman reported that she is working alongside TDC and SCC to get the white lines on the Ridge reinstated. TDC has swept the road, but it is likely a further sweep will be required once the line painting is scheduled.

The Vice Chairman advised that she had been contacted by a resident concerned about dog walkers who are using Manor Park in Whyteleafe.

Planning Showcase – Cllr Holbrook advised that he had attended, and it was to show the way Surrey deals with Planning.

10. Meetings to attend:

24/4 – 7.30pm – SALC forum

23/4 – 10am – Clerks Forum

11. Correspondence:

Russell Hicks letter to the Parish Council's response – 30 days to respond. The Chairman asked the planning assistant to get together the evidence when she raised enforcement re the Woldingham School car park.

12. Any Other Business:

None

13. Articles for Magazine: by 6 April – May issue

No articles due to the pre-election period communication restrictions.

Meeting closed at 9.48pm

The next meeting of the Parish Council will take place on Wednesday 24 April 2024 in the Arthur Herbert Room, Village Hall at 7.30pm.

Appendix A

2023/1154/PA Hurst Place, Woldingham Road, Woldingham CR3 7LS
Paul Batchelor Demolition of existing building and construction of 12 apartments.
(Application for prior approval under schedule 2, Part 20, Class ZA.) (Amended plans)

It was noted that ZA objections from October's response still stand. Application documentation changes have no impact on the validity of the original objection.

2022/1038/Cond Tudor Cottage, Park View Road, Woldingham CR3 7DH
Lydia Helmsley Details pursuant to the discharge of condition 9 (Construction Environmental Management Plan) of planning permission ref: 2022/1038 dated 28 February 2023 (Erection of 3-bed dwelling).

The CEMP appeared in order and no objection was recommended.

2023/1488 Tudor Cottage, Park View Road, Woldingham CR3 7DH
FAO Joss Miller Variation of Condition 2 (Drawings) of planning permission ref: 2022/166 (Erection of a detached triple garage) for changes to allow for windows, gable ends, and greater use of the roof space.

It was recommended Objection due to overdevelopment and potential separate dwelling.

2024/161 Woldingham School, Marden Park, Woldingham cr3 7ya
FAO Peter Lee Installation of two non turf cricket wickets.

No Objection was recommended.

2023/132 South Meadow, High Drive, Woldingham CR3 7EL
Variation of Condition 2 (Plans) of planning permission ref: 2022/1386 (Erection of a single storey rear extension and addition of a storm porch. Partial loft conversion and main roof extension to form habitable accommodation including dormer window to rear and roof lights to side. Demolition of two existing garages and the erection of a timber framed barn to provide three covered parking spaces. Infill of area to form new hallway/main entrance. Erection of replacement gates) to remove the loft conversion and allow for reduction of extension with alterations to roof.

No Objection was recommended.

2022/1291/Cond1 Monkton Combe, Slines Oak Road, Woldingham CR3 7HL
FAO Joss Miller Details pursuant to the discharge of Condition 3 (Tree protection Plan) planning permission ref: 2022/1291 dated 28th July 2023 (Demolition of side extension and separate garage and erection of side and rear extensions).

It was recommended that the WPC defer to tree officer Alistair Durkin -OTHER.

2024/154/TPO 9 Beulah Walk, Woldingham CR3 7LN
T1) - Beech - Crown reduce - by 3m and remove all major deadwood. All branches will be pruned to appropriate growth points. T2) - Beech - Crown reduce by 3m and remove all

major deadwood. All branches will be pruned to appropriate growth points. T3 - Ash - Crown reduce by 2.5m and remove all major deadwood. All branches will be pruned to appropriate growth points.

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FAO Peter Lee Variation of condition 6 (hard and soft landscaping) of planning permission 2023/759 dd 21/02/2024 (Variation of Condition 2 (Approved Drawings) of planning permission ref: 2021/2210 (Library and Sixth Form Centre and associated landscaping at Woldingham School) to vary hard and soft landscaping on block plan.) to allow amendment of the wording of Condition 6 to reflect the updated hard and soft landscaping drawings.

No objection was recommended.

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Variation of Condition 2 (Plans) of planning permission ref: 2022/1038 (Erection of detached 3 bed dwelling) to amend the front elevation.

No objection was recommended.

2023/177/NMA1 Highways, Butlers Dene Road, Woldingham CR3 7HD
Design alterations to single storey rear extension glazing from three sets of double glazed doors to one set of six panel folding doors

No objection was recommended.

2024/201 - 52 Hilltop Walk

No objection was recommended, with the following detail:

Erection of a single storey rear extension

- Although this application is located in the Green Belt, and as such Policy DP13 of TLP Part 2 - Detailed Policies - applies, we note that application 2021/64, which was seeking a 39.3% increase over and above the original dwelling as it stood on 31st December 1968, was approved in 2021.

We also note that the above mentioned application, which was seeking an increase in the gross external area of 21 sq.m, has not been implemented, and that the proposed reconfiguration of the rear extension under this application equates to 17 sq.m.

Accordingly, we do not wish to object to this application.

2024/146 Dukes Hill Cottage

Variation of condition 2 (Approved plans), 5 (hard and soft landscaping) and 9 (Drainage) of planning permission 2021/657 dd 21/10/2021 (Demolition of existing dwelling. Erection of replacement dwelling as low-energy two storey chalet-style house with part basement and new access and parking area with associated landscaping, land raising, steps, retaining wall) to allow new proposed parking and repositioned driveway and replace cesspool with a Hydroclear sewage treatment plant.

No objection as changes were not significant.

**WOLDINGHAM PARISH COUNCIL - APPENDIX B
March 2024**

Expenses paid during the month – Treasurers Account (cleared bank account)

Karen Newman Wages/Expenses	£966.43
Terri Waghorn Wages	£231.60
Woldingham Village Hall Rent	£48.00
Karen Newman Zoom	£15.59
HMRC Month 11	£72.04
Julie Cornish website updates	£67.50
IComm Protect & Connect Ltd	£2,247.00
Total	£3,648.16

Expenses authorised for Payment in December meeting (now cleared bank account)

Total	£0.00
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Expenses to be authorised for Payment

(payments will show on the following month's Appendix B as have not cleared bank account)

Total to be authorised for payment	£0.00
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Transfers from business to Current

4/3/24	£3,000.00
21/3/24	£3,000.00

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

None

Receipts since last meeting to Business Account

Interest 9/2/24	£84.69
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Treasurers Accounts (Current)

Balance as at 28 February 2024	£97.84
Payments made during the Month	£3,648.16
Authorised Payments (made at previous PC Meeting)	£0.00
Transfer from Business Account	£6,000.00
Transfer to Business Account	£0.00
Monies received	£0.00
Balance as of 27 March 2024	£2,449.68

Gold Account (Deposit)

Balance as at 28 February 2024	£75,627.65
Transfer to Treasurers	£0.00
Transfer from Treasurers	£0.00
Interest	£82.65
Monies received	£0.00
Balance as of 27 March 2024	£69,710.30

S137 Expenditure (net) - 1539 residents at £9.93 = £15,282.27

Expenditure 2023/2024