

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

**MINUTES of a Meeting held in the Arthur Herbert Room, Woldingham Village Hall on Wednesday 26 June 2024.**

**Present:** Councillors Alex Foulds, Peter Holbrook, Peter Hutchinson, Leanna McEwan, Jason Moore, Carole North, Chris Underwood

Karen Newman – Parish Clerk

Terri Waghorn – Planning Assistant

**1. Apologies:**

Cllr Sherry

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

None

**Declarations of Bias Interest**

Cllr Underwood – The Old Barn

**3. Minutes:** The Draft Minutes of the meeting 29 May 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.

**Fortlands, Southview Road** – no objection

**Lostwithiel, Northdown Road** – no objection but advise that flat roofs are not in keeping with the Neighbourhood Plan.

**Hurst Place** – application received late Wednesday afternoon. 14 days to respond. The Acting Chairman will speak to Gina of the Woldingham Association to see whether they are responding to the new application and if need be, a planning meeting will be held next week.

**5b. 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 remains the same as last month:

Land East of Tillingdown 2023/1430, The Warren 2021/8

Chalcombe Cottage 2024/433/NH– the Planning Assistant advised that this application (Notification of a Proposed Larger Home Extension) had been given ‘prior approval’ on 3<sup>rd</sup> June (although the decision date was listed as 12<sup>th</sup> June). The Parish Council asked the Planning Assistant to go back to the planning officer at TDC and ask them how we should be reviewing PLHE’s and how ‘prior approval’ works on that sort of application.

**5c. Infringements:** Cllr Holbrook, Head of Planning advised that the following infringements were outstanding 1) Woldingham School adventure area - (built form and tree felling in the AONB that is outside the area of the recently refused planning app). It was agreed to continue to track this. 2) Woldingham School 'car park' at front entrance, field still being used as a car park.

The Planning Assistant circulated correspondence received from Woldingham School on 26 June from Charlie Martin Head of Estates advising that the school had indeed exceeded the 28 days per calendar year use due to significant challenges of the contracted work on the sixth form block. The Acting Chairman asked the Planning Assistant to share the email with Tandridge Enforcement. The Parish Council also noted that the school will look into removing the 40-year-old oil tank but this will require specialist equipment and support to ensure safety. The Planning Assistant will go back to the school to ask them to advise once the oil tanks have been removed.

The Chairman in her absence sent round an update on the following infringements:

The Old Barn – unpermitted extension added and the owner will have to submit a planning application. The Acting Chairman asked the Planning Assistant to ask TDC how long they will wait for a planning application to be submitted before they take action.

Land to the West of Highland (Clarence House) - conditions violated by removing trees for which there were express conditions to keep; plan being worked on by enforcement, trees and planning

## **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. **Internal Auditor Replacement:** Cllr Hutchinson advised that personal approaches for a volunteer and a post placed on Facebook, shared via social media and placed on the parish council website had been unsuccessful and, therefore, the services would have to be contracted. Cllr Hutchinson advised that the Clerk had contacted Mulberry & Co and the cost is £70 per hour. The Parish Council voted to ask the Clerk to contact Mulberry & Co and sign up for their services for a year.

## **7.Miscellaneous Matters:**

- a. **Chalk Pit Quarry Application:** - no update
- b. **Donation of land at Halliloo Valley Road:** no update still waiting to hear from the land owner.
- c. **Yellow Lines in Church Road** – nothing to update as still on the list to be repainted.
- d. **Footpath 40** – no update
- e. **Travellers Sites on the Edge of Woldingham** – no update.
- f. **Climate Change Actions** – no update
- g. **Airports** - The Acting Chairman advised that an email had been received from Tony Potter of the Woldingham Association with regards to combining the PC and WA meetings with Biggin Hill. Cllr Holbrook will speak to Tony Potter and Cllr McEwan will speak to David Winstanley on whether he would prefer a combined approach to meetings in the future. No updates from Gatwick Airport.

- h. **Bunds/Planters on the Green** – no update on the removal of the bunds in September. The Acting Chairman advised that she had received a phone call regarding the grass cuttings on the Green being left behind after the grass was cut. District Cllr Sherry contacted TDC and is waiting a response to the question and will report back. The Acting Chairman did mention to the meeting that this seems to be happening all around the district.
- i. **Befriending Service** – no update
- j. **Co-option Policy** – The Clerk had circulated to all Councillors the proposed Co-option Policy. The Parish Council voted and agreed to adopt the policy. The Acting Chairman advised that any candidates who had submitted a letter of interest in being co-opted onto the Parish Council will be invited to come along to talk to the Council at the July meeting if they so wished. The Clerk will contact any applicants after the 1 July cut off.
- k. **PC Website Compliance/Update** – Cllr Moore joined the recent Webinar and asked for confirmation that the website was conforming with the accessibility act 2018. The Acting Chairman advised that the website was redesigned to accommodate the new rules under the act but asked the Clerk to contact the webmaster for confirmation. Cllr Moore also advised that it is recommended to change to a gov.uk email but not compulsory.
- l. **Communication** – The Acting Chairman advised that she had received a large number of complaints regarding lack of signage re the D Day Event. A discussion took place and it was agreed that the road side boards need to be more widely used to ensure residents who do not use Facebook, local WhatsApp Groups, the WPC noticeboard and the Village Club, are aware of community events. The Acting Chairman asked the Clerk to purchase a laminator, laminator sheets, drawing pins and a mallet. These items will be kept in the shed and will be available for all Councillors to use.

## 8. Woldingham Neighbourhood Plan:

- a. **CCTV in Church Road** – Cllr Holbrook advised the meeting that he had put a call in with the supplier to talk through the log in details to allow camera access by mobile application and he was now up and running. Other users are still having difficulties so will reshare the details again.
- b. **Security and Safety – Interaction with Surrey Police:** No update
- c. **Crescent works** – Cllr Holbrook will put together a quote for the paving and posts.
- d. **Speedwatch** – Cllr Foulds advised that volunteers were still needed. The Clerk will post on Facebook asking for more volunteers to come forward. Cllr Foulds will review the impact of Speedwatch (which triggers letters from the Police to motorists who are speeding) at the 12 / 18 month anniversary and compare it with previous Speedwatch's which did not trigger letters.

## 9. Reports

In District Councillor Sherry's absence – nothing to report.

D-Day Celebrations – the Acting Chairman advised that the event was very well attended. Thanks were given to the Village Club, Reverend Catherine, Northdowns Consort, Cllr Holbrook, Hutchinson and Foulds for the lighting of the Beacon and the Clerk for her organisation.

## 10. Meetings to attend:

Clerk Forum – 2/7

Councillors Forum 3/7

## 11. Correspondence:

Tony Potter re Biggin Hill

Chris Higson/Glebe – re installation of the fence in the community garden

## 12. Any Other Business:

None

## 13. Articles for Magazine: by 12 August – September issue

Articles to be agreed at the July meeting

Meeting ended at 9.10pm

Appendix A- Planning Meeting

Wednesday 27th June

Village Hall -7.30pm

Applications recently notified:-

Fortlands, Southview Rd, Woldingham. CR3 7AB

FAO Tianjiao Ma August 14

Side porch extension with modified fenestration. Relocation of chimney stack. Addition of roof windows and solar panels.

Lostwithiel, Northdown Rd, Woldingham, CR3 7BB

FAO Lydia Hemsley August 14

Variation of Condition 2 (Drawings) of planning permission ref: 2021/113 (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). To reduce bulk

Planning Outcomes:

No new outcomes

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:

Land East of Tillingdown 2023/1430,

The Warren 2021/8.

Appeals lodged with Planning Inspectorate

2023/1388 Kilmington, Church Road, Woldingham CR3 7JG

Formation of new entrance. Erection of two infill ground floor extensions between the existing and extended built form. Extension to roof form including erection of a dormer over the north 1st floor family bedroom, and the remodelling of the west facing master bedroom external elevation. No Objection

Application Outcome: Refused

Not yet determined

2023/1344 (a) Land to west of High Wold, Park View Road, Woldingham CR3 7DA

Amended plans Erection of single detached dwelling with parking and turning areas using existing access from Park View Road (amended plans) Objection

Application Outcome: Refused

Not yet determined

2022/166/ Appeal 1

Erection of a detached, 6-bedroom dwelling and detached garage, and amendment to the location of the residential curtilage with associated landscaping, following demolition of existing dwelling and outbuildings (Amended Plans and updated Tree Protection plan received 07/08/23)  
 Application outcome: Refused Not yet determined

2023/271 - Appeal 1 Ravello, Upper Court Road, Woldingham, Caterham, Surrey, CR3 7BF  
 Demolition of existing double garage, replacement with triple garage with first floor accommodation over. First floor to have roof light, dormer window and juliet balcony. Erection of new electric sliding gates and fences to side of property at Upper Court Road'. Amended floor plan submitted 28.06.23 DISMISSED

2023/348 - Appeal 1 Rosedene Cottage, Woldingham Road, Woldingham, Caterham, Surrey, CR3 7LA  
 Demolition of existing conservatory. Construction of new upper floor with extended pitched roof and two front dormer windows plus Velux rooflights and new two-storey extension to rear. New/amended openings. DISMISSED

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

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

Gardencraft	£120.00
Nick Dance Agricultural (Hedge at Bug Hill)	£96.00
Hmrc Shipley	£76.46
Zoom	£15.59
K Newman keys for store	£137.50
<b>Total</b>	<b>£445.55</b>

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

J Cornish March/April website updates	£94.50
Clear Insurance Management Ltd Insurance	£1222.58
<b>Total</b>	<b>£1317.08</b>

**Expenses to be authorised for Payment**

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

Village Hall Rent June	£24.00
K Newman wages/expenses	£987.08
T Waghorn wages	£237.88
<b>Total to be authorised for payment</b>	<b>£1,248.96</b>

**Transfers from business to Current**

None

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None

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

None

**Expenses to be authorised by cheque**

None

**Receipts since last meeting to Treasurers Account**

None

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Interest	£105.40
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**Treasurers Accounts (Current)**

<b>Balance as at 28 May 2024</b>	<b>£5,864.19</b>
Payments made during the Month	£445.55
Authorised Payments (made at previous PC Meeting)	£1,317.08
Transfer from Business Account	£0.00
Transfer to Business Account	£0.00
Monies received	£0.00
<b>Balance as of 26 June 2024</b>	<b>£4,101.56</b>

**Gold Account (Deposit)**

<b>Balance as at 28 May 2024</b>	<b>£92,480.79</b>
Transfer to Treasurers	£0.00
Transfer from Treasurers	£0.00
Interest	£105.40
Monies received	£0.00
<b>Balance as of 26 June 2024</b>	<b>£92,586.19</b>

**S137 Expenditure (net) - 1539 residents at £10.81 = £16,636.59**

*Expenditure 2024/2025*