

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

**MINUTES of a Meeting held in Arthur Herbert Room, Woldingham Village Hall on Wednesday 29 May 2024.**

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

Karen Newman – Parish Clerk  
Terri Waghorn – Planning Assistant

1 member of the public

**1. Apologies:** Cllr McEwan  
Chairman due to a clash of a meeting held at TDC joined the meeting at 7.52pm after the discussion of planning.

**2. Declarations of Disclosable Pecuniary Interest (DPI):**  
None

**Declarations of Bias Interest**

Cllr Sherry – Member of another authority TDC; Director of CIC

**3. Minutes:** The Draft Minutes of the meeting 24 April 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.

2024/405 Little Nutfield, Long Hill, Woldingham CR3 7EQ

FAO Lydia Helmsley Demolition of ground floor side conservatory and erection of replacement single storey side extension.

The Parish Council voted no objection

2024/433/NH Chalcombe Cottage, Slines Oak Road, Woldingham CR3 7HL

FAO Lydia Helmsley Erection of a first floor extension built on top of original dwelling.

(Notification of enlargement of a dwelling house by construction of additional storeys under Schedule 2, Part 1, Class AA)

The Parish Council voted objection

2024/442 Atherfield, Park View Road, Woldingham CR3 7DJ

FAO Joss Miller Variation of condition 2 (Approved Plans) of planning permission 2023/1259 dd 16/04/2024 (Variation of Condition 2 (Plans) of planning permission ref: 2019/2247 (Demolition of existing dwelling house and erection of four dwelling houses and associated

development.) to allow for a slight reduction in footprint to each of the house types.) to allow alterations to plot sizes.

The Parish Council voted no objection

2021/113/NMA1 Lostwithiel, Northdown Road, Woldingham CR3 7BB  
Replacement of pitched roof above garage and game room with flat roof and parapet wall.

The Parish Council voted no objection

2024/373 Two Cottage West, Lunghurst Road, Woldingham CR3 7EJ  
FAO: Lydia Hemsley Erection of rear infill extension of lower ground floor courtyard

The Parish Council voted Other. Refer to Tandridge District Council re lack of measurements on the drawings

**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 was amended and agreed as follows:

Land East of Tillingdown 2023/1430, The Warren 2021/8, Chalcombe Cottage 2024/433

**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 advised that she had written to Woldingham School and sent photographs of the oil containers dumped on their land. She had chased today and resent copies of the correspondence and photographs again and is still waiting for a call back.

The Vice Chairman advised the meeting that she had bumped into the Bursar of Woldingham School and spoke to him regarding the car park and its restricted use. He advised Cllr North that they were aware they could only use the over-flow car park for 28 days per year and keep records of use. Cllr North advised that she would contact the Bursar to ask for sight of the register and for future planned activities of use. The Parish Council agreed once they have the register, they will monitor the car park on days when there are no events on to see if it is in use; Cllr North to co-ordinate.

The Vice Chairman advised the meeting that the Planning Working Group now consists of the following Councillors: North, Moore, Holbrook, Underwood and McEwan.

The Chairman joined the meeting at 7.52pm.

The Chairman advised that she had been contacted regarding Clarence House in Butlers Dene Road as the builders had removed trees in violation of planning approval conditions. She advised that visits have taken place by the tree officer and enforcement office and they have requested that new planting plans are submitted.

The Chairman advised that she had been contacted regarding The Old Barn and building works being carried out without planning permission. She has written to the Head of Enforcement along with photographic evidence – no response to-date but will chase tomorrow.

The Chairman advised the meeting that the new Enforcement Plan is going to Policy Committee in June 2024.

## 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 Hutchinson, Head of Finance advised that CIL (community infrastructure levy) had been received in the sum of £6,762.46 and a sum of over £10,000 CIL monies sitting in the bank account.
- b. **End of Year Accounts, AGAR Form 2023/2024:** The Parish Council acknowledged that they had received and noted the Annual Audit Report.
  - i. The Clerk had circulated to all Councillors before the meeting a copy of the AGAR form: Section 1 – Annual Governance Statement 2023/24 – acknowledge our responsibility for ensuring that there is a sound system of internal control including arrangements for the preparation of the Accounting Statements. Confirm to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024: the Parish Council agreed that questions 1 – 8 the answer is yes and question 9 is N/A.
  - ii. The Clerk had circulated to all Councillors before the meeting a copy of the AGAR form Section 2 Accounting Statements 2023/24. The Parish Council approved the figures stated on the form, which the Head of Finance had checked for submitting to the External Auditor.
- c. **Renewal of Insurance:** The Head of Finance advised that he had been sent the renewal notice by the Clerk and had gone through the policy and cover. He advised the Parish Council that he was happy for the policy to be renewed. The renewal was agreed. The Clerk will arrange payment.
- d. **Adoption of NALC Financial Regulations:** The Head of Finance had circulated a copy of the proposed regulations to all Councillors before the meeting. He advised that he had gone through the document and tailored it to meet the interests and needs of the Parish Council, with input from the Clerk, the Chairman and the Vice Chairman. The Chairman thanked Cllr Hutchinson for his hard work going through the lengthy document. The Parish Council voted to adopt the NALC Financial Regulations. The Clerk confirmed that this will be placed on Woldingham.com and she will also read through the standing orders to propose any changes were necessary to tie in with the new Financial Regulations adopted.
- e. **Grant request for Village Fete:** The Clerk had circulated a grant request from Denise and Daniel Todd with regard to the Parish Council supporting the Children's entertainer at the Village Fete on June 29<sup>th</sup>. A yes vote had been received by email and the Parish Council voted to ratify this decision of a grant up to £250. The Clerk confirmed that she had paid the deposit of £120 and the next £120 will be paid the day before the event.
- f. **Precept:** Cllr Hutchinson advised the meeting that, whilst it had been agreed that the precept would be raised by 5% as minuted in the November 2023 minutes and confirmed at the AGM on May 9, when applying for the precept in January 2024 to Tandridge District Council, the amount requested was at the previous year's level. He confirmed that there had been no increase in precept for 2024/2025 and reassured the Parish Council that this would not affect the budget forecast as it was in a more favourable position at the end of March 2024 than expected.
- g. **Internal Auditor Replacement:** Cllr Hutchinson advised that the Parish Council was still looking for a volunteer Internal Auditor, Chartered Accountant to replace the outgoing Auditor

of 21 years. Personal approaches for a volunteer had been unsuccessful and the Council agreed that a post would now be put on Facebook and in WhatsApp groups before the Council looked to pay a firm to carry out this task.

## **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. D-Day Celebrations:** The Vice Chairman advised that the celebration arrangements had now been confirmed. The Village Club will be open from 6pm offering a BBQ and will remain open as long as needed after the short celebrations.

9pm people arrive to take part in the celebrations – on the Green by the flagpole  
9.15pm the beacon will be lit (Cllrs Holbrook and Foulds) and Reverend Catherine will lead the tribute.

9.20/25pm Northdowns Consort will sing “I vow to thee my Country”.

- d. Yellow Lines in Church Road** – nothing to update as still on the list to be repainted.
- e. Footpath 40** – The Chairman advised that SCC Rush had emailed with an update that this was now on list. She confirmed that the team will aim to clear the moss and will cut back as much vegetation as possible, but they have indicated that the surface of the steps could be compromised in the process. Removing moss off concrete can sometimes disturb the surface underneath and if this happens then additional works/repairs will need to be carried out.
- f. Travellers Sites on the Edge of Woldingham** – no update. The Chairman advised that the Clerk had forwarded a survey in relation to the Gypsy & Traveller Accommodation Assessment Update which will quantify the accommodation and housing related support needs of Gypsies and Travellers including Travelling Showmen. The Chairman confirmed that she is happy to complete this on behalf of the Parish Council and will forward to all Councillors for comments before sending.
- g. Climate Change Actions** – In light of the resignation of Cllr Mann this project will be put on hold until another Councillor takes responsibility to carry forward.
- h. Airports:** Cllr Holbrook advised that the only update was that he would be attending a meeting at Biggin Hill on 12/6 – Residents & Action Forum - and will report back.
- i. Bunds/Planters on the Green** – The Chairman advised that TDC will carry out the works during the low season of travellers in September 2024. Cllr Hutchinson confirmed that there is a £2000 budget set aside, if TDC cannot fully fund it, to help TDC carry out these works.
- j. Befriending Service:** The Vice Chairman advised that she will be attending a meeting with Claire Coutinho MP and Janine Battersby– who is managing the Loneliness Project in Woldingham and will report back to the Parish Council.
- k. Legal Requirements for Correspondence:** The Chairman advised that she had asked the Clerk to reach out to the legal department at SALC for confirmation on what the Council’s legal requirements were regarding answering correspondence. The Chairman confirmed that Parish Council’s do not have a legal requirement to respond to general correspondence but obviously it is best practice to do so. FOI and SAR requests are still legally required to be answered within 30 days.
- l. Resignation of Councillor and Process:** The Chairman advised that Cllr Mann had resigned after the unpleasant events at the APM/AGM. The Clerk followed procedures upon receiving the resignation and contacted Democratic Services at TDC who issued a Notice of Vacancy for a Parish Councillor under Section 87(2) of the Local Government Act 1972 upon confirmation of the resignation of Daniel Mann. Under Rule 5(2) of the Local Elections (Parish and Communities) Rules 2006 allows for ten electors for the Parish to request a by-

election in order to fill the vacancy. If no such request is made the vacancy will be filled by the Parish Council through co-option. Requests must be received within 14 working days of the notice which is 6 June.

If no by-election is called, the Parish Council can issue a notice of co-option from 7 June and can co-opt a candidate at the June meeting.

## **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.
- 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.

## **9.Reports**

District Councillor Sherry advised that at the annual meeting of Tandridge District Council she was selected onto the Planning Committee and Strategy and Resources Committee. She also advised that she is a substitute on the Planning Policy Committee. District Councillor Sherry thanked Cllr North for her handover.

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

Cllr Holbrook – Biggin Hill 12/6

## **11. Correspondence:**

None

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

Cllr North advised that she had had a meeting with SCC Rush, the History Society and the Woldingham Association. SCC Rush has a £20,000 Community fund and is working with the group to support an application to install historic boards throughout the village and named signs on footpaths.

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

The Chairman asked the Clerk to contact Di Murry to see if we could have an extension as the D-Day celebrations are being held on the day for articles to be submitted.

Meeting closed at 9.40pm

The next meeting of the Parish Council will take place on Wednesday 26 June 2024 in the Arthur Herbert Room, Village Hall at 7.30pm.

## **Appendix A- Planning Meeting**

**Wednesday 29th May**

**Village Hall -7.30pm**

Applications recently notified:-

2024/405 Little Nutfield, Long Hill, Woldingham CR3 7EQ

FAO Lydia Helmsley Demolition of ground floor side conservatory and erection of replacement

single storey side extension. 2024/433/NH Chalcombe Cottage, Slines Oak Road, Woldingham CR3 7HL

FAO Lydia Helmsley Erection of a first floor extension built on top of original dwelling. (Notification of enlargement of a dwelling house by construction of additional storeys under Schedule 2, Part 1, Class AA)

2024/442 Atherfield, Park View Road, Woldingham CR3 7DJ

FAO Joss Miller Variation of condition 2 (Approved Plans) of planning permission 2023/1259 dd 16/04/2024 (Variation of Condition 2 (Plans) of planning permission ref: 2019/2247 (Demolition of existing dwelling house and erection of four dwelling houses and associated development.) to allow for a slight reduction in footprint to each of the house types.) to allow alterations to plot sizes.

2021/113/NMA1 Lostwithiel, Northdown Road, Woldingham CR3 7BB

Replacement of pitched roof above garage and game room with flat roof and parapet wall.

2024/373 Two Cottage West, Lunghurst Road, Woldingham CR3 7EJ

FAO: Lydia Hemsley Erection of rear infill extension of lower ground floor courtyard

### **Application Outcomes notified by Tandridge District Council**

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.

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

2024/201 52 Hilltop Walk, Woldingham CR3 7LG

FAO Joss Miller Erection of a single storey rear extension

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

2024/330 Woldingham School, Marden Park, Woldingham cr3 7ya

FAO John Robinson Refurbishment works to swimming pool building including replacement of existing glazing, recladding of walls and roof including reconstruction and enlargement of existing porch entrance . Addition of a hard-standing plant area to accommodate Air-Source Heat Pump to the outside of the existing plant room. Provision of a back-up LPG storage tank to existing hard-standing area to the north-west of the site together with a new underground fuel line between the swimming pool and existing hard-standing area.

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

### **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

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**  
**May 2024**

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

Karen Newman Wages/Expenses	£988.83
Terri Waghorn Wages	£237.88
Gocardless	£33.60
Zoom	£15.59
JCS IT Solutions re OPAS	£324.00
Wold Village Hall Rent re	£102.00
Deborah Sherry re emergency Locksmith for Storeroom	£244.80
Terri Waghorn – food re APM/AGM	£52.13
Karen Newman – expenses re APM/AGM	£143.45
HMRC Shipley Month 1	£76.41
Gardencraft	£60.00
Karen Newman – Defib Pads	£225.46
Karen Newman – Microsoft Word	£79.99
Happy Kinder Party – grant re Village Fete (deposit)	£120.00
Zoom	£15.59
Gocardless	£33.60
<b>Total</b>	<b>£2,753.33</b>

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

**Total** **£0.00**

**Expenses to be authorised for Payment**

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

Julie Cornish March invoice re website	£40.50
Julie Cornish April invoice re website	£54.00
Insurance – Clear Councils	£1222.58
<b>Total to be authorised for payment</b>	<b>£1317.08</b>

**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**

CIL monies £6,762.46

**Receipts since last meeting to Business Account**

Interest £96.85  
VAT refund £1,458.68

**Treasurers Accounts (Current)**

**Balance as at 24 April 2024** £1,855.06  
Payments made during the Month £2,753.33  
Authorised Payments (made at previous PC Meeting) £0.00  
Transfer from Business Account £0.00  
Transfer to Business Account £0.00  
Monies received £6,762.46  
**Balance as of 28 May 2024** £5,897.79

**Gold Account (Deposit)**

**Balance as at 24 April 2024** £90,925.26  
Transfer to Treasurers £0.00  
Transfer from Treasurers £0.00  
Interest £96.85  
Monies received £1,458.68  
**Balance as of 28 May 2024** £92,480.79

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

*Expenditure 2024/2025*