



Minutes of the remote* Council meeting (no.230) held on 8th February 2021

Councillors (Cllrs) present:

Celia Rudland (Chair), John Cheetham,
 Fatima Kamara, David Lee and John Moffatt

Attending:

none

In attendance:

Simon Bold (Clerk)

Meeting opened at 7:48pm and closed at 9:00pm

1.	<p>APOLOGIES FOR ABSENCE NOTED: Cllrs Chirag Vadhia and Jamshid Zack had provided their apologies prior to the meeting.</p>	
2.	<p>CODE OF MEMBERS' CONDUCT</p> <ul style="list-style-type: none"> • Cllr Lee confirmed his additional roles as a Cllr at Tandridge District Council (TDC) and Surrey County Council (SCC) and that he had updated his Notification of Interest form since the last meeting. • No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda. 	
3.	<p>MINUTES RESOLVED:</p> <ul style="list-style-type: none"> • That the Chair sign the minutes of the meeting of 11th January 2021 as a correct record. <p>ACTION:</p> <ul style="list-style-type: none"> • The Clerk to display the minutes on the Council's notice boards and website. 	SB
4.	<p>COMMUNITY RESILIENCE</p> <p>a) NOTED: The number of people in Tandridge testing positive for the COVID-19 virus had reduced in the last few weeks. There were a few areas within Surrey undergoing surge testing (rapid testing of asymptomatic people) due to the detection of variant(s) in localised communities. The delivery of vaccines to the most vulnerable was progressing well with everyone over the age of 70 being offered a vaccination (by government).</p> <p>b) NOTED: Over recent weeks, due to exceptional rainfall in both December and January, the local groundwater levels had risen rapidly. The Clerk confirmed that the Environment Agency (EA), in conjunction with SCC, were monitoring the situation closely. If the weather continues in a similar vein, there will be an increasing risk to some dwellings and businesses in Whyteleafe along the Caterham Bourne. Both the Village Council and TDC were mindful of the need to issue localised notifications in the case of a Flood Alert (“be prepared, flooding possible”) by the EA. The Clerk reported that SES Water hoped to be able to reinstate groundwater monitoring at Ampersand Apartments (old Ann Summers site) which would complement other local groundwater data.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • The Clerk to display a recent EA Community Flood Risk Report on the Council’s website and noticeboards. • Cllrs to provide information about ground conditions (where possible) to the Clerk for passing on to TDC and the Whyteleafe Flood Group. The Clerk to regularly pass information received from local observations back to TDC’s coordination team. 	SB ALL SB

	<ul style="list-style-type: none"> • Cllrs to help, if available, to distribute a notification letter in the event of a Flood Alert covering the Bourne in Whyteleafe. 	ALL
5.	<p>BUSINESS PLAN</p> <p>In the absence of Cllr Vadhia, the Clerk confirmed that the new Council domain name for web and email had been agreed with the Registrar and that, as a result, the contractor had been instructed to start on a new website design.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Cllr Vadhia and the Clerk to populate the first iteration of the new website for review at a future Council meeting. • Cllr Moffatt confirmed that, after liaison with the Chairman, he would undertake some research of other local Parish Councils and circulate his observations to fellow Cllrs. 	CV SB JM
6.	<p>TRANSPORT AND SURREY HIGHWAYS.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • The Clerk to chase-up SCC Highways for news on replacement Vehicle Activated Signage on both Whyteleafe Hill and the Godstone Road. 	SB
7.	<p>PLANNING</p> <p>a) RESOLVED:</p> <ul style="list-style-type: none"> • See Appendix 2 – Planning Application cases. <p>ACTION:</p> <ul style="list-style-type: none"> • The Clerk to advise TDC of the Council's comments in respect of Appendix 2. <p>b) NOTED:</p> <ul style="list-style-type: none"> • The Clerk had brought correspondence relating to 2020/1327, 16-18 Southview Road to the attention of TDC (the Local Planning Authority) and been advised by them that if and when an appeal is received from the applicant, due process (including consultations) will be followed. • That the TDC refusal in respect of 2019/1988, 38 Court Farm Road and 2020/2015 Torwood Farm, Torwood Lane had gone to appeal. 	SB
8.	<p>CATERHAM, CHALDON AND WHYTELEAFE NEIGHBOURHOOD PLAN</p> <p>a) RESOLVED:</p> <ul style="list-style-type: none"> • To contribute £125 towards the creation of a new Plan website in preparation for the scheduled referendum in May 2021. <p>b) Cllrs discussed the subject of Assets of Community Value (ACV) and the relevance to Whyteleafe.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Cllr Cheetham to attend the next Caterham on the Hill Parish Council meeting where the subject of ACV will also be discussed (re: allotments). • The Clerk to complete and submit an ACV nomination form to TDC in respect of the allotment site on Church Road. 	JC SB
9.	<p>CLERK'S REPORT</p> <p>a) Cllr Cheetham reported on changes at the Surrey Association of Local Councils with effect from 1 April 2021. No action, at this stage, was deemed necessary other than the organisation's performance to be monitored over the next twelve months.</p> <p>b) Cllr Cheetham provided his assessment of the government's Night Flight Restrictions consultation. No action was deemed necessary.</p> <p>c) ACTION:</p> <p>The Clerk to write the next CR3 article on the subjects of Census 2021, the next local election, registering to vote and (if space) gritting roads/pavements and a warning about wearing dark clothing at night in the context of road safety.</p>	SB

10.	<p>PAYMENTS AND EXPENDITURE RESOLVED:</p> <ul style="list-style-type: none"> To approve the list of payments (see Appendix 1: Schedule of Payments) circulated prior to the meeting including a subscription to the Local Green Belt Council. To appoint a new Internal Auditor (based on details circulated by the Clerk prior to the meeting) and related expenditure (est. £240 plus mileage). <p>AGREED:</p> <ul style="list-style-type: none"> To consider, in principle, a financial contribution (from Community Infrastructure Levy funds) towards the purchase of gritting equipment to provide the Council with the option to deploy additional gritting to some of the roads in Whyteleafe (should the need arise). <p>ACTIONS:</p> <ul style="list-style-type: none"> The Clerk to dispense these payments and instruct the new auditor to proceed. <p>NOTED:</p> <ul style="list-style-type: none"> That SCC had changed the qualifying criteria for Festive Lighting contractors (those attaching displays to highways lighting columns) which could necessitate a change of contractor for the Village Council. 	SB
11.	<p>NEXT COUNCIL MEETING NOTED:</p> <p>a) The next scheduled meeting of the Council to be held on 8th March 2021.</p> <p>b) To wait until national lockdown restrictions had eased before considering whether to make arrangements for an Annual Parish Assembly.</p>	ALL
	<p>SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960: None.</p>	

APPENDIX 1: SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
036	Surrey County Playing Fields Association	10.00	Affiliation fee for 2020/21 (retrospective)
037	A Siddall	60.00	Community garden maintenance in January 2021.
038	Simon Bold	**	Clerk's salary in January 2021
039	Surrey Pension Fund	268.16	Clerk's Pension - employee and employer contributions for January 2021
040	Simon Bold	147.70	Reimbursement of costs incurred (inc. confidential waste service)
041	SSALC Limited	36.00	Training (Communications) attended by Clerk (£30.00 net of VAT).
042	London Green Belt Council	25.00	Annual subscription w.e.f January 2021
043	Caterham on the Hill Parish Council	125.00	Neighbourhood Plan website contribution (LGA 1972, s137)
	TOTAL	£1,710.48	

APPENDIX 2: PLANNING APPLICATION CASES

Application Number	Address	Village Council resolution	Type
2020/2315 Proposal TDC Decision	49 Whyteleaf Hill, Whyteleaf, CR3 0AJ Erection of proposed roof extension and conversion of roof space to habitable accommodation. Not yet determined	No objection	Householder Developments
2020/2304 Proposal TDC Decision	201 Godstone Road, Whyteleaf, CR3 0EL Erection of a single storey extension to the rear of shop (Part Retrospective). Not yet determined	No objection	All other Developments
2020/2296/NC Proposal TDC Decision	52 To 54 Godstone Road, Whyteleaf, CR3 0EA Change of use from Shops (A1) to Dwellings (Class C3) together with a change of the front elevation to provide windows for the 3 proposed flats Not yet determined	No comment	Change of Use
2020/268/Cond2 Proposal TDC Decision	Mobil Oil/43/45, Godstone Road, Whyteleaf, CR3 0EG. Details pursuant to the discharge of Condition *2 (floodlight) of planning permission ref: 2020/268 dated 7th May 2020. (Installation of 2 new EV (Electric Vehicle) charger bays and associated substation (Retrospective)) Not yet determined	Cllrs requested that the Planning Officer ensure adequate mitigations to avoid nuisance to neighbours	Approval of conditions details
2020/2251/NC Proposal TDC Decision	6 Whyteleaf Business Village, Whyteleaf Hill, Whyteleaf, CR3 0AT Change of use from B1(a) (office use) to C3 (residential use) to provide 6 flats. (Prior approval Class O Part 3 Schedule 2) Not yet determined	No comment	Offices to residential
2020/1994 Proposal TDC Decision	Former, 4 Station Road, Whyteleaf, CR3 0EP External alterations to shop frontage in conjunction with Prior Approval to C3 use granted under 2019/1962/NC Not yet determined	No comment	All other Developments

Application Number	Address	Village Council resolution	Type
2020/1956	158 Whyteleafe Hill, Whyteleafe, CR3 0AF	No objection	Householder Developments
Proposal	Erection of single storey side/rear wrap-around extension.		
TDC Decision	Not yet determined		

Adjoining Parishes

2020/1434	Edgehill, Succombs Hill, Warlingham, CR6 9JG	Cllrs objected due to over-development, out of character, lack of amenity space and surface water attenuation. Also conflict with policies within emerging Neighbourhood Plan.	Dwellings
Proposal	Demolition of the existing dwelling and the erection of two blocks containing a total of 14 apartments, incorporating altered access arrangements and associated hard and soft landscaping (amended plans)		
TDC Decision	Not yet determined		

2020/2041	De Stafford School, Burntwood Lane, CR3 5YX	Cllrs objected to development of Green Belt land and lack of flood mitigation details.	Other Developments
Proposal	Demolition of existing bungalow and erection of 7 dwellings (located land South-West of de Stafford School) to facilitate a new external Artificial Grass Pitch, associated car parking fencing and lighting for the school and local community.		
TDC Decision	Not yet determined		

Notes:

TDC is the Local Planning Authority

**Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.*

*** Payments relating to salary have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4.*