



LIMPSFIELD PARISH COUNCIL MONTHLY MEETING

Minutes of meeting held on 11 November 2019 at Tandridge District Council Offices.

PRESENT:

Chair:	Mr J Thompson (JT)
Parish Cllrs:	Mr P Bailey (PB), (AF), Mr. M Wilson, (MW), Mr T Briggs (TB), Ms A Fosdike (AF), Mr B de Haldevang (BdH), Ms Ann Osborn (AO), Mr Robert Harvey (RH), Ms Laila Turner (LT)
District Cllrs:	Ms C Blackwell (CB)
Clerk:	Sophie Martin (interim clerk)

MINUTES

- APOLOGIES** for absence.
Phil Davies
Cameron McIntosh
- MINUTES** of the previous meetings to be confirmed and signed. Please note that Minutes are displayed on the Parish Council website and can be obtained from the Clerk.
No comments
- DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**
Philip Bailey – regarding 2019/1622 53 Mountain Ash.
- PUBLIC SESSION:** *a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 5 minutes.*
David Wickham, Limpsfield Chart to discuss Chart Playground Extension.
Item 10 – substituted in – see below.
- DISTRICT and COUNTY COUNCILLOR REPORTS**
 - Cllr Cameron McIntosh (Absent)
 - Cllrs Philip Davies (Absent) & Claire Blackwell

Claire Blackwell

Base station up near Moorhouse. PD and CB liaised with Daniel Power, who agreed it was inappropriate site. However due to mis-information in terms of deadline date for objections, date to object has now passed. The application has therefore gone through. TDC planning department say they are happy with it. Potential for discreet suggestion to owners to move.

Action: Phil Davies and Claire Blackwell will pursue.

Local Plan – For interest. 50 units proposed for Morrisons Car Park. Despite Car Parking review showing Morrisons car park to be the busiest carpark. CB and PD investigating the details. PB flagged that refusing this development out of hand could mean development in Limpsfield. Study was commissioned by TDC to look into brownfield or other potential development sites in Limpsfield. CB and PD are continuing to investigate.

6. CHAIRMAN'S REPORT *(including correspondence)*

7. FINANCE

7.1 *the overall level of reserves required and the rate at which the reserves should accrue;* We need to agree the reserves target. Currently it's at 50% of the precept – 2019/2020 -£16,235 (therefore just over £12K remaining for this year) According to NALC we should have about 50% of the precept or 6 months of expenditure. 2019/20, excluding projects we are looking at £26,000 for the year. While this is ample for now, going forward, we could hold it at 50% or if the precept increases, we could revisit the reserves.

£26,000 includes staff costs, general admin, footpaths, 10% contingency and various other expenses that may come down. Also included £2,400 for election costs which are unlikely to be billed at this point. *[MW: Re. election expenses – are we going to be billed by TDC for the election. No indication so far. MW suggested asking. If we were going to be billed, we would have received an invoice by now.]*

PB questioned the annual spend.

TB would like councillors to consider if we are looking to increase reserves to 100% of the precept? Or another level? If we aim to increase the precept, what is the rate of accrual?

Also that the council needs to look at tightening costs and making sure we are spending wisely.

TB thinks 50% is probably more than adequate ongoing.

Proposal to keep at 50% of the precept of 2019-2020 level and use that as a basis for review in 2020-2021 (to be debated at next council meeting). Agreed.

7.2 The appropriate level of Playground de-commissioning costs and accrual rate:

Obligation to remove the playground (potentially) at expiry of lease (10 years).

RH will forward leases to TB.

Re cost of decommissioning, TB got quote from builder to restore playground to original state.

Written quote of £5400 + VAT (£6400). If we recognise that amount as a liability, can we look to free up the balance for other activities?

MW notes: Nothing in the papers that sets out that that money is restricted in any way. It should be considered part of the council's general reserves. MW would like to see it stay part of the general reserves for accounting purposes, but proposes that we agree a decommissioning account that must be retained. However, that additional money should only be used for Chart-based project/s.

PB suggests all insurance and all other costs relating to the playground should come out of this account. Potential to invest this money. It could also be put to similar use elsewhere in Limpsfield. Could it be used for playground elsewhere in the parish? What was the lottery fund for exactly?

MW notes: While general repairs and maintenance are paid by TDC, replacement is not. Could we round up to £10,000 to include any replacement needed.

BdH suggests we review the decommissioning on an annual basis.

Agreement to set aside amount of £10,000 for decommissioning and replacement.

VOTES:

PB Proposal for the remaining to be allocated for Playgrounds. 3 for, 6 against.

MW Proposal for projects of benefit to the Chart (can include pro-rata amount for projects that span Chart and other areas of the Parish, e.g. footpath/cycleway etc. Voted. 6 for 3 against. Carried.

7.3 any restrictions on use of Playground account funds; *see above*.

7.4 CIL update (Cllr MW). *Work in progress in terms of previous applications. To report at next meeting.*

7.5 **Early termination of previous clerk's mobile phone** - TB has taken over the account in order to terminate it. Rolling cost expires 5 May 2021. Early termination would be £234. Proposal to pay early termination fee: **APPROVED**

7.6 Cheques required for signature (see annex)

8. NEIGHBOURHOOD PLAN COMMITTEE (Cllr Ann Osborn)

8.1 Footpath overview and funding – approval required

Have now walked over 40miles of Limpsfield. Four main areas. 1. Vegetation and how to manage it for next year. 2. Signage – footpaths, waymarks and signposts. 3. Resurfacing – aggregate required in places. 4. Stiles and gates – replacement of some stiles to kissing gates. Budget proposal has been submitted. Ramblers put in their time, not cash. On all the main footpaths, at each junction there should be a post and a disc.

PB – style of kissing gates etc should be top quality and oak if possible. Important to get quality.

To consider possibility of having discs made with our new logo.

Updating works would qualify for CIL, but not TDC CIL pot.

BdH notes need to factor any LPC owned gates into insurance and need to consult with landowners.

Action: SM to cost discs. AO/AF to consult with landowners.

Proposal for funding of repairs and upgrades – Approved by full house.

8.2 ToR – NP Committee Terms of Ref: PB Proposed to accept, TB seconded. **Approved full house.**

8.3 Conservation Area assessment & management update (Cllr Mark Wilson)

Meeting with Sarah Thompson to discuss the process. ST confirmed no money available from TDC at present to fund assessment. Suggested we could talk to some other parish councils for comparison and good governance. Additional info to be circulated – examples of other plans. TBK has drafted a paper for the process - to be circulated for recommendation at next meeting. Cost potential £10,000. ST estimates £5000-10,000.

PB: Whose report is it? LPC with Tandridge consultation. LPC to come up with the 'colour and historical context'.

TB: asks if the local authority has the responsibility to carry out an assessment. MW responds it is not a requirement. We have to let TDC know our initial intentions for their planning policy meeting in March. We will then be in regular contact and dialogue so that we are providing what TDC needs to see because TDC needs to be behind it and can then approve quickly.

Rationale for the Conservation Area – important for communication to Parishioners: At the moment we don't have the clear basis to protect the area. AO suggests we put something in the newsletter/website that outlines why and what value it brings.

NB There is a consultation process but not a referendum.

TBK has written a document on the process. MW to circulate.

MW: Suggested that once we have carried out the assessment, we should look at drafting a new (and existing residents), which outlines the dos and don'ts of planning and development within the Conservation Area. We may need to review and amend the list of historical buildings/historical assets.

Actions: MW to circulate TBK document. Initial statement of intent to be drafted (MW/SM) for inclusion in newsletter. Benefit and further clarification of rationale to be researched and

circulated. MW to gather examples (via TDC) of other councils' statements and look into other potential authors (other than Martin Higgins). TDC to provide some contacts.

Bluehouse Lane. Zebra Crossing is not possible. Massive safety measure. Now it's Annabel and Tony's onus to do a residents' survey).

Assets of Community Value – Carpenters Arms about to be circulated.

9. PLANNING

MW refers to the minutes of the meeting notes with regards to recent determinations.

9.1 Planning Applications & Objections (Cllr Mark Wilson) – *see attached annex*

9.1.1 2019/1822 - 57 Park Road, Limpsfield (driveway and cross-over as that may have visual impact on park road)

9.1.2 2016/2190/Cond1 – Mollstone Cottage, Red Lane, Limpsfield

9.1.3 2019/1799 – 57 Park Road Limpsfield (as above)

9.2 To note the following recent planning determinations:

9.2.1 2019/1562 – 2 Trevereux Cottages, Trevereux Hill – Withdrawn

9.2.2 2019/1180 - Land and garage on the West of Pains Hill, opposite Lockes Cottage, Limpsfield – Approved

9.2.3 Land south of 5 Sylvan Close has been approved.

9.3 ToR – *not ready for approval. To be carried over to next meeting.*

9.4 **Cookery School** – parking review bit sketchy. Both change of uses are outstanding.

Action : *MW to call TCC to establish credentials of the parking review for this site.*

10. PLAYGROUND EXTENSION (Cllr Bob Harvey)

Robert Harvey has spoken to Mark Richards (National Trust). Response is that as leaseholders, LPC must contact the NT solicitor to express intention to extend as it is common land. MR is on secondment. We need to have a lot more detail in terms of the legalities and costs regarding the planned extension. NT Solicitor needs to give guidance on enclosing common land. This was also the process with the initial playground.

David Wickham asked about funds retained in the playground account and suggests there are also other parties that could contribute. RH advises that there will need to be a new contract and legal fees are likely to be where this falls down, as could be very costly.

ACTION: RH to pursue response from MH / NT Solicitor regarding details of legal process and costs. To keep David Wickham in the loop.

JT notes that this is not something the LPC has actually agreed to in terms of a project as yet and that it needs to be formally approved.

RH – proposes repair of swing rope – to council. **Action: To get costs.**

11. Highways (Cllr Robert Harvey). Horse Trough repairs. Large stones outside of Detillens house need to be repaired. Dangerous for pedestrians. **Action: Bob Harvey to report to Cameron McIntosh**

12. Parish Property (Cllr Robert Harvey) – Bench outside health centre cannot be installed due to space. Have contacted the bus company. **No further action.**

13. COMMUNICATIONS (PR, Social Media) & WEBSITE

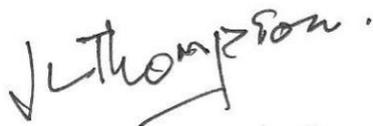
- I. **LPC Logo competition winner** – *approval required. Approved - 8:1 for the logo - contemporary version.* Potential to make a stamp and signage.
- II. Newsletter (Cllr Mark Wilson). Draft to be supplied in next 48 hours and passed to the clerk for formatting/colour etc.
- III. **TB proposal to cost database together to do a mailing for next newsletter (Agreed).**
Action: Clerk to get costs / database together.

14. ANY OTHER BUSINESS

- **Parish noticeboard** – (Cllr Mark Wilson) Joint venture for new noticeboard to replace it. Are we happy to co-fund in principle? **Action: MW to circulate quotes.**
- **Oxted Health Centre donation.** Need to respond either way. PB Health centre is in our Parish and should we be seen to be donating something. TB: it qualifies for CIL money. PB would like to propose we donate £600 for a piece of kit to be recognised as donated by LPC. **Vote: Yes, 4; No, 3 and 2 abstentions (BdH and LT).** **Action: Clerk to establish this option is possible.**
- **Cycleway** - Ashley Fosdike has spoken to Friends of Limpsfield Common and Cameron McIntosh. Complexity due to changing use for some of the existing pathways. Met and walked with Robert O'Donovan. AF will put together findings and suggestions for what is possible and circulate.
- **Playground/Trim Trail for village** - Laila Turner is currently talking to Jon Rayner / Ali Thompson re trim trail playground and parking at Glebe Meadow. **(NB needs to be discussion with Diocese)**

15. **NEXT MEETING** 9 December 2019 at 7.30pm, Parish Council Meeting – TDC Offices, Oxted

SIGNED



JOHN THOMPSON
CHAIRMAN
LIMPSFIELD PARISH COUNCIL

ANNEX 1

11 November 2019 – Accounts for Payment and Receipts

Limpsfield Neighbourhood Plan Account 60-16-09 75647745

Cheque Number	Amount	Payee	Description
none			

Balance of account **£1, 207.35**

Playground Account 60-16-09 75573415

Cheque Number	Amount	Payee	Description
none			

Balance of account: **£17,334.43**

Community Infrastructure Levy (CIL) Account 60-16-09 75657562

Cheque Number	Amount	Payee	Description
Incoming payments	Amount	From	Description
	£1,207.33	TDC	CIL payment

Balance of account **£10,893.73**

Limpsfield Parish Council Account 06-16-09 75573407

Cheque Number	Amount	Payee	Description
DD	£20.00	EDF	Electricity
00576	£240.00	PKF LittleJohn	External Auditor
SO	£825.00	Sophie Cross (Martin)	Interim Clerk wages – Sept/Oct

Incoming payments	Amount	From	Description
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Balance of account **£29,886.22**

PAYMENTS FOR AUTHORISATION

SCHEDULE OF PAYMENTS FOR AUTHORISATION AT MEETING	PAYEE	METHOD	AMOUNT (INC VAT)	APPROVAL
Bob Harvey – Remembrance Wreath	Robert Harvey	BACS/CHQ	£25	11/11/2019
Bob Harvey - expenses - plants for horse trough (receipt)	Robert Harvey	BACS/CHQ	£20	11/11/2019
Thomas Briggs	Thomas Briggs	BACS/CHQ	£17	11/11/2019
Early termination fee (Clerk's phone – CDB)	Thomas Briggs	BACS/CHQ	£234	11/11/2019
Interim clerk – incidental hours additional to contract	Sophie Cross	BACS/CHQ	£293.75	11/11/2019
Footpath aggregate to finish Brook Field path	Ann Osborn (reimbursement from Fairalls)	CHQ	£142.45	14/10/2019
Grass cutting – traffic lights (July to Nov)	Michael Butcher	CHQ	£168	11/11/2019
Sophie Cross (Martin) – November interim Clerk services	Sophie Cross	CHQ	£825	14/10/2019 meeting

ANNEX 2

PLANNING AGENDA ITEMS

1. To consider and make comment on the following planning applications:

2019/1822 - 57 Park Road, Limpsfield

Variation of condition No. 5 (Renewable Energy) of planning permission: 2016/1903 dated 21/12/2016 to allow re-wording of Condition 5 (Demolition of Existing Dwelling, Erection of Dwelling).

2016/2190/Cond1 – Mollstone Cottage, Red Lane, Limpsfield

Details pursuant to the discharge of condition 2 (Approved Plans) of planning permission ref: 2016/2190 dated 03/01/2017 (Demolition of existing conservatory. Erection of single storey rear extension).

2019/1799 – 57 Park Road Limpsfield

Re-location of existing crossover and amendment to driveway/parking layout (Part-Retrospective).

2. To note the following recent planning determinations

2019/1562 – 2 Trevereux Cottages, Trevereux Hill - Withdrawn

2019/1180 - Land and garage on the West of Pains Hill, opposite Lockes Cottage, Limpsfield - Approved

Limpsfield Parish Council Project Approval Document (for projects above £1000)

Project Title	Improving footpaths
Proposer/Committee	LNP subcommittee
Project Managers	Ashley Fosdike and Ann Osborn
Brief Project Description	<p>Following the walks by Councillors on all 40 miles of Limpsfield footpaths we propose the following improvements:</p> <ul style="list-style-type: none"> • 15 broken or missing footpath signposts to be replaced • 5 kissing gates to replace old and broken stiles (including some where dogs cannot get through) • Resurfacing of path in Pitchfont lane to provide a through route from Limpsfield via Sandy Lane to the paths on Titsey Park and the North Downs. Because of the linking of paths this is a priority for SCC and Ramblers. • Aggregate for path 597 from Stanhopes to the Common
Project Objectives and Beneficiaries	To improve footpaths in Limpsfield for residents and visitors. Benefits all walkers and dog walkers and links villages.
Priority and Relevance to LNP	Helps implement many LNP objectives including sustainable travel, promoting tourism, connecting the parish: LNP 7, LNP 8, LNP 13, LNP 14. Also set out in LNP Implementation projects as part of the Community infrastructure project – ‘Improvements to existing footpaths’. A visible benefit for the many local residents that voted for the LNP.
Project Scope and Boundaries	Liaison with Surrey County Council, East Surrey Ramblers. Parish Councillor support also needed to walk paths and identify problems. Liaison with landowners for kissing gates.
Budget estimate timing of payments and Contingencies	<p>Missing signposts: two days SCC recommended contractor at £300 per day = £600 by end December</p> <p>5 kissing gates at £400 each = £2000 by end March 2020</p> <p>Pitchfont Lane surface repair £500 by end November 2019</p> <p>Aggregate £200 by end March 2020</p> <p>Contingency £200</p> <p>TOTAL £3500</p>
Completion Date	End March 2020
Risks and Uncertainties	Contractor availability. Liaison with landowners for kissing gates SCC and ramblers availability
Source of Funding (Precept/LP CIL/TDC CIL/other)	Precept and LPC CIL
Required Agreements for Implementation	Agreement from SCC for contractors, landowners and SCC for kissing gates
Date Approved/Rejected by Council	November 11th 2019

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