



## LIMPSFIELD PARISH COUNCIL MONTHLY MEETING MINUTES

Attending:

*Parish Councillors: John Thompson, Ashley Fosdike, Ann Osborn, Bernie de Haldevang, Laila Turner, Philip Bailey, Mark Wilson Thomas Briggs, Bob Harvey*

*District/Council Councillors: Cameron McIntosh (SCC), Claire Blackwell, Philip Davies (OLRG)  
Mark Richards (National Trust)*

Clerk: Sophie Martin

1. **APOLOGIES** for absence.  
Claire Blackwell.
2. **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. Accepted as agreed.*
3. **DECLARATIONS OF DISCLOSABLE INTERESTS**  
Mountain Ash. Planning Item 8. Known to Philip Bailey.
4. **PUBLIC SESSION**  
None
5. **COUNCILLORS' REPORTS** (Cameron McIntosh, Philip Davies, Claire Blackwell) plus Mark Richards, National Trust.

### **Mark Richards.**

- Update on the chart and common regarding more people around: Complaint received regarding number of visitors / parking / rubbish. The whole of the Chart is incredibly busy. CMCl has been looking at double yellow lines down Ridlands Lane. Possibly too extreme. Complaint is regarding parking situation in the main. View is that this is a temporary problem. Yellow lines are not really required and would not be enforced. It's not a police issue. To be further discussed with CMCl.
- SCC will not be putting up yellow lines at the moment but may put up yellow backed signs to remind visitors where they cannot park. Potential temporary double yellows on the bend by Ridlands Rise.
- We should potentially wait to see what happens once lockdown is done. Is there anything additional we can do temporarily? Signage in other carparks and time to walk to the animal houses? Word of mouth and social media is bringing them.
- BINS – Tandridge DC has been very good. People have been using the bins. Can we put out some temporary bins if TDC agrees to empty them as well? NT happy to put out extra bins if TDC can take it away. Re bins by Carpenters. Bob Harvey is happy to put out bags etc, but again just need TDC to agree to empty and confirm colour bins are correct. Can we all get some bins together (our old black bins) and put signs on them then ask TDC to pick up? High Chart, Carpenters, Ridlands Grove, British Legion.

**Action: SM to speak to TDC to make sure they would be on board for collection. If TDC don't come on board then we need to rethink. But they have been very good so far in reacting to complaints.**

- NT in general – most of NT staff is furloughed. Reckon to lose around £200m this year. Can only spend on essential tasks which is why grass hasn't been cut etc. Gardens will possibly open soon and alleviate some pressure on local areas.
- The Pound – MR thinks the resident at Loveland's Cottage has a licence in place to cover the bit by the carpark - for turning only as it is common land. Illegal to park on common land. MR will check the licence agreement and can remind the new owner as he may well not be aware of this.
- The Mulberry tree at the front really needs pruning. MR will note for when volunteers are back up and running.
- Chris Thomas – complaints about verges/hedges – most have been dealt with by various parties, including Bob Harvey. It is not NT land.
- Blocked bridleway on Grub Street has been cleared.

### **Cameron McIntosh**

- SCC looking at idea of active travel. Emergency grant of 250m. First tranche 8.5million to promote active travel. Maintenance of cycle lanes, pop up cycle lanes, wider pavements, pedestrianisation... (e.g. outside schools); temporary speed limits.
- **Unitary authorities.** Instead of one unitary authority, would split into two.
- **Local issues** – Pause on most capital works programs. Focus being on maintenance. Now rescheduling capital works.
- **Horizon scheme:** Caterfield Lane, Hall Hill, Limpsfield High Street slurry work/pavement resurfacing. Pavement maintenance. Should we report loose kerbstones. AO to send CMcl re potential work on way up to Limpsfield School.
- **VAS has been approved.** Call tomorrow with Nigel Pond to discuss location and Cameron will let us know about the location. Maintenance by LPC. Is that basically repair or is there a maintenance program? There is (TBC) a 5-year guarantee on the signs but CMcl will come back to us on maintenance details.
- **Vegetation cut back** – new comms gang will be around Oxted next week. Our area may well be done first as comms gang is based in Limpsfield.
- **Utilities** – most utility companies are trying to get the works done now while the traffic volumes are lower than usual.

PB – Detillens lane by horse trough. No yellow lines there so the kerb never gets cleaned. Can the gang look at clearing the kerb? CMcl: District council is responsible for street cleaning, but CMI can look at it if nothing happens in the meantime.

### **Philip Davies**

- Planning application for restricting use of land behind water works on field behind Pains Hill. Water company wants to restrict use for footpath only. Is there some way we can look at safeguarding this piece of land?
- Planning applications to go to committee.
- PD endorses the conservation area assessment & management plan.

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

## 7. FINANCE COMMITTEE (Cllr Tom Briggs)

### 7.1 Internal Audit note and sign off

We need to rearrange our online banking arrangements for two people to sign off on banking payments. Need to review financial regulations to make sure they fit process.

TB to circulate a draft document for discussion at end of the week for input and then for financial committee to discuss.

Specifically to look at line items approval and ratification of those items and payment process. Make some changes to allow approval via email.

Assertion 4 has to be checked NO due to previous year's return as per explanation published on website. No further explanation or action is required (confirmed by PKF LittleJohn)

### 7.2 AGAR – PART 3 – Sections 1 & 2 to sign and approve by John Thompson.

**BDH proposes for JT to sign the AGAR. Seconded: Ann Osborn. Full house approval.**

JT to sign off camera due to technical issues. Clerk has signed already.

### 7.3 Agree notice of public rights – set for 9<sup>th</sup> June for 15<sup>th</sup> June – 24 July.

### 7.4 S137 policy – for approval

Not ready to approve this, as needs further discussion on grant levels and approval process. £500 may be too high. AO – perhaps lower the amount to £200.

We don't have a specific line item identified for s137 in the budget, just £1500 for "councillor largesse". We need a threshold where we don't need to agree.

PB believes every grant amount should be agreed by the council, however low.

SM notes that internal auditor agrees that expenses and grants can be agreed over the email.

BH/TB agrees that for one-off items, even if they are small, we can request further information about them if required.

LT – suggest that for first year all requests go to full council. MW – often these entities have their accounts published anyway. Shouldn't be an issue.

PB – normally we agree a list all in one go. Not very onerous.

### 7.5 June payments & receipts (see annex 1).

We are looking to create the best template possible going forward - Noting amounts for pre-approved budget items and those that actually need approving.

HMRC Q1 withholding needs to be paid by July 22.

Regarding Came & Co, All agreed to continue on 3-year contract with 5% discount for cost-saving.

No objections to any payments raised/noted.

***Any suggestions on the monthly payments format to be sent to SM or TB.***

## 8. PLANNING COMMITTEE (Cllr Mark Wilson)

### 8.1 Current applications for discussion / update (annex 2)

2020/856 65 Stoneleigh Road, Limpsfield RH8 0TP

New application following on from one in March. Issue was blocking of the next-door bungalow. We didn't comment last time, but planning committee is looking at this. Local residents saying that they can't access drawings as the office is closed and ones online are difficult to read.

MW suggests we may be able to get copy of the plans from TDC for residents to view.

2020/828 Mountain Ash, Brassey Road, Limpsfield RH8 0ET

Existing approval. Integrated garage to separate garage. No objection.

2020/781 98 Bluehouse Lane, Limpsfield RH8 0AJ - to look at further and comment

2020/762 Land to the South of Priest Hill House, High Street, Limpsfield RH8 0DT

LPC has submitted objection due to LNP criteria – need for 3-bedroom houses. Also due to diversion of footpath nearer to the road due to access to A25. Letters have been circulated to council and TDC.

2020/741 Green Hedges, Westerham Road, Limpsfield RH8 OEE

NB this is not in the green belt. Previous application approved on appeal. Discarded. New application 12/13 flats.

PD – Question: How does the LNP affect this application? Specifically, to do with the character of the area. LNP2 and LNP3.

PB: There was a need identified in the survey for flats, over 3-bed houses. He has view that flats are better as long as they are in character with Limpsfield. Issue is also the accommodation they are providing. Do they fit into the character of the area? We need to look at applications for flats seriously as there is a need as long as they fit.

AF: printed off the appeal from last application – three key points:

- a. Footprint was about the same size as the former building. However, the footprint of the new application is substantially larger.
- b. The approved building was lower in height and would not impact Padbrook, but the new application is a storey higher.
- c. Previous was approved because they were using existing access. New application asks for access from A25.

PB - is this application better than the one that was previously approved? The previous application can still be upheld and is approved. We will get a build here, it's a case of considering which would be the better option.

AF & BH - agree that the size and access issues will be the difference and these need to be carefully considered.

BH - suggests we discuss offline further to site visit and Planning Committee comments.

PB – objected previously due to parking and view for Padbrook. If the new application is better or worse than the approved one.

BdH – concerned that this may set a precedent so more houses along the road are bought up for flats. There are views that there should flats, but would be better for houses to be converted to flats as opposed to new build apartment blocks.

AF – notes that there are now 3 nearby applications requesting access to same stretch of A25.

PB – the access issue is SCC. AF/BH/BdH agree that we have to comment on access.

TB – does the application require objection or just comment regarding access etc. Does agreeing here alleviate pressure on other areas of Limpsfield? BDH - Or will it simple encourage more similar applications throughout Limpsfield?

MW – notes this area is one of the only areas in Limpsfield that is non-green belt.

**Action – MW and TBK to do a site visit. Planning committee will circulate notes this week, including notes from Ted Beresford Knox who need to voice his views as well. To discuss further.**

2020/661 Mountain Ash, Brassey Road, Limpsfield RH8 OET

PB is looking further into this one.

2020/543 Chartlands, Caxton Lane, Limpsfield RH8 OTD

To object in order to be consistent with LNP with regards to urbanising rural sites by the conversion of outbuildings to accommodation.

2020/484 Hazelwood School, Wolfs Hill, Limpsfield RH8 OQU

Letter has been circulated. Site visit held. Proposal looks reasonable for the pavilion and the pitch. The issue is with the lighting due to impact on nearby housing. LPC is Proposing cut-off time for lighting and bookings of 9pm.

Stand is out of keeping but Hazelwood is happy to forego the stand if necessary.

Decision was to support with restrictions on the lighting as a compromise to the local residents and without the stand.

## 8.2 Recent determinations (annex 2)

See annex.

## 9. NEIGHBOURHOOD PLAN COMMITTEE (Cllr Ann Osborn)

### 9.1 Conservation Assessment & Management Plan – update

Asked TDC to take up references with Horsham Council for Steyning's Conservation Assessment & Management Plan. Horsham did not give a good reference so to still continue to talk to BHC and also either Aecom or SCC. Aecom is too expensive. No money coming from Tandridge or Lottery Fund.

BHC should still be considered despite the reference. They are definitely very qualified.

TB notes it may be that they need more handling by LPC.

MW to discuss further. Suggest we do not go to Aecom as they are too expensive. We should interview BHC and Surrey more rigorously as next step and consult with TDC.

### 9.2 Trim Trail update – all further information has been sent to TDC with regards to the planning application. Lease is ready to go with the NT. All ready to go pending planning application approval. Could be installed over the summer for back to school in September.

### 9.3 Playground update – on hold at the moment pending funding. Very positive survey in terms of agreement with idea and potential location, but we need to look at funding as Lottery Fund only focusing on Covid-19 related projects until at least Sept/October. On the backburner at the moment as the Legion is closed until further notice anyway.

### 9.4 Assets of Community Value update - Awaiting registration to come through for Carpenters and Memorial Stores. Need to chat to TDC about map for The Brook Field Application. SM has noted and spoken to TDC about updating records/list which should include both The Bull and The Glebe Field.

### 9.5 Footpaths update – some progress, but a bit slow due to lockdown. Will pick up again as soon as SCC and Ramblers are able to carry on with gates/stiles installation etc.

Fly tipping in farmers field south of Ridlands Lane on footpath. Has been reported.

TB to send his list/notes on various footpaths' condition to AF to reconcile with SCC list.

## 10. PARISH PROPERTY (Cllr Bob Harvey)

### 10.1 Noticeboards and info signs – maintenance. LT has cleaned up the history board in the high street. BH meeting Barry Chandler re sticking locks on Chart Noticeboard. One outside Memorial Stores.

### 10.2 Parish Office – ideas? Stop for walkers, something relating to history. To discuss offline.

## 11. CHART PLAYGROUND (Cllr Bob Harvey) – Report. Still closed.

## 12. HIGHWAYS (Cllr Bob Harvey) – see Councillor updates.

## 13. NEWSLETTER/ ANNUAL REPORT

### 13.1 Update – should be printed this week. Distribution online and hopefully by hand with covid-19 Volunteer network. MW do we need to approve that

## 14. ANY OTHER BUSINESS

### 14.1 St Peter's / Parish Noticeboard – confirmation of license approval? More work to be done. AO is dealing with this now.

14.2 BH - NOTE re last month's minutes on the proposed crematorium. BdH - Should we in fact comment or object on the application? AF – applications have gone into 3 different sites. There is a lot of impact. AF to circulate to other councillors. MW - we can object as a Parish Council and could get together to express views if we feel appropriate.

**15. NEXT MEETING** July 13<sup>th</sup> 2020. ONLINE.

**Meeting ended 9.55PM**

Signed John Thompson  
Chair Limpsfield Parish Council

A handwritten signature in black ink that reads "J Thompson". The signature is written in a cursive style with a horizontal line underneath the name.

## ANNEX 1 - PAYMENTS RECEIPTS

## PAYMENTS &amp; RECEIPTS

Monday, 8 June 2020

LPC Account 60-16-09 75573407	Payments	Receipts	Balance	NOTES
<b>Balance May 1 2020</b>			<b>£21,793.91</b>	
Precept Part 1		£16,658.00		
EDF	£22.00			
Mulberry & Co	£252.00			
Clerk Salary	£661.24			
Clerk WFH allowance	£18.00			
TVA	£20.00			
Reimbursement from CIL for Pitchfont		£500.00		
<b>Balance 31 May 2020</b>			<b>£37,978.67</b>	
<i>Oustanding payments/uncashed cheques:</i>				
Clerk Salary adjustment May due to code change	£139.60			
Clerk Salary June	£731.04			
Clerk WFH June	£18.00			
EDF Electricity June	£22.00			
<b>TOTAL</b>	<b>£910.64</b>	<b>£0.00</b>	<b>£37,068.03</b>	

LNP Account 60-16-09 75647745	Payments	Receipts	Balance	NOTES
<b>Balance May 1 2020</b>			<b>£1,207.35</b>	
<i>Oustanding cheques/payments:</i>				
<b>TOTAL</b>			<b>£1,207.35</b>	

Playground Account 60-16-09 75573415	Payments	Receipts	Balance	NOTES
<b>Balance bfwd May 1 2020</b>			<b>£17,334.43</b>	
<i>Oustanding cheques:</i>				
<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£17,334.43</b>	

CIL Account 60-16-09 75657562	Payments	Receipts	Balance	NOTES
<b>Balance bfwd May 1 2020</b>			<b>£7,614.97</b>	
Transfer to Current Acc (Pitchfont reimbursement)	£500.00			
<b>Balance 31 May 2020</b>			<b>£7,114.97</b>	
<i>Oustanding cheques/payments:</i>				
<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£7,114.97</b>	

<b>TOTAL PARISH BALANCES</b>			<b>£62,724.78</b>	
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## ANNEX 1 - PAYMENTS RECEIPTS

## Payments for authorisation / cheques

ITEM	Amount (inc VAT)	PAYEE	VAT amount	Approval / notes
<b>Pre-approved budget line items</b>				
Clerk Salary June - as per contract	£731.04	Sophie Cross	£0.00	
Clerk WFH June - as per contract	£18.00	Sophie Cross	£0.00	
NALC membership (annual)	£1,160.12	NALC	£0.00	
Domain renewal Reg 123	£38.38	credit card payment to 123-Reg)	£6.40	
Dropbox renewal	£95.88	Sophie Cross (reimburse for credit card payment)	£15.98	
Insurance renewal (annual)	£983.64	Came & Co	£0.00	
TVA Room Hire	£110.00	TVA	£0.00	
<b>Payments for approval</b>				
Survey Monkey - one-off, one month upgrade	£29.00	Sophie Cross (reimburse for credit card payment)	£4.83	
Keys for noticeboards by SDS London Ltd	£67.20	Reimbursement to Barry Chandler	£11.20	
HMRC Q1 Contribution	277.71	HMRC	£0.00	
<b>TOTAL</b>	<b>£2,388.02</b>		<b>£38.41</b>	

SOPHIE MARTIN  
 CLERK TO Limpsfield Parish Council

SIGNED: .....



## ANNEX 2

### PLANNING APPLICATIONS

#### APPLICATIONS FOR DISCUSSION

- 2020/856 65 Stoneleigh Road, Limspsfield RH8 OTP
- 2020/828 Mountain Ash, Brassey Road, Limspsfield RH8 OET
- 2020/781 98 Bluehouse Lane, Limspsfield RH8 OAJ
- 2020/762 Land to the South of Priest Hill House, High Street , Limspsfield RH8 ODT
- 2020/741 Green Hedges, Westerham Road, Limspsfield RH8 OEE
- 2020/661 Mountain Ash, Brassey Road, Limspsfield RH8 OET
- 2020/543 Chartlands, Caxton Lane, Limspsfield RH8 OTD
- 2020/484 Hazelwood School, Wolfs Hill, Limspsfield RH8 OQU

#### RECENT DETERMINATIONS

- 2020/90 White Hatch, Uvedale Road, Limspsfield RH8 OEW - APPROVED
- 2019/2054 Limspsfield Lawn Tennis Club, Detillens Lane, Limspsfield RH8 ODH - APPROVED
- 2019/882 Land west of Tenchleys Lane, Itchingwood Common Road, Limspsfield RH8 ORJ - APPROVED
- 2019/976 Orchard Cottage Farm, Red Lane, Limspsfield RH8 ORT - REFUSED
- 2020/278 Stonesmead, Stoneswood Road, Limspsfield RH8 OQY - WITHDRAWN
- 2020/275 Former Dorothy's Cottage, High Street , Limspsfield RH8 ODG - REFUSED
- 2020/497 White Hatch, Uvedale Road, Limspsfield RH8 OEW - APPROVED