



LIMPSFIELD PARISH COUNCIL

MINUTES OF MONTHLY MEETING - SEPTEMBER 14TH 2020 (ONLINE)

Attending LPC councillors:

John Thompson (JT) – Chair

Ashley Fosdike (AF), Ann Osborn (AO), Bob Harvey (BH), Laila Turner (LT), Mark Wilson (MW), Philip Bailey (PB)

District Councillors: Claire Blackwell (CB) and Phil Davies (PD)

County Councillor: Cameron McIntosh (CMcl)

1. **APOLOGIES** for absence.

Bernie de Haldevang. Thomas Briggs

2. **DECLARATIONS OF DISCLOSABLE INTEREST**

None

3. **PUBLIC SESSION**

None

4. **COUNCILLORS' REPORTS** (Cameron McIntosh, Philip Davies, Claire Blackwell)

Claire Blackwell. Very pleased Green Hedges refused due to lack of sufficient parking. Everyone agreed that standards must be maintained. They are likely to come back with smaller development. Philip Davies – Green Hedges. In LNP good definition of character is outlined. But being ignored by TDC. Believes this is an issue. Issue may become apparent, if it's approved on appeal because there will be overspill parking and this will likely be across the cycle lane. Will there be parking restrictions? We need to know this. Concern regarding planning documentation produced by TDC was very poor. Was not a balanced presentation. Mark responded to this: PD is right in many respects on the character. Previous application was approved and we lost battle on the density at that time. However, we will still try to fight hard on the density and character. Re Highways – there was no objection on safety grounds. Cameron arranged a conversation with Highways, but nothing was done. Concerns regarding unitary authorities, as SCC has standard of 1 spaces per apartment, TDC has 1.5 spaces per apartment. If we go to unitary structure, will we have SCC standards imposed on us. We do not have the same public transport.

CB: Report done by the officer wasn't great. Previous application for sheltered housing required fewer spaces anyway. In Tandridge, we have 1.6 cars per dwelling, which is higher than average, so it should be up to TDC planning dept to ensure the developers put in the right amount of parking for this specific area. OLRG, MW and CMcl all had conversations about this with TDC, but the temporary planning officer did not take them into account.

AF asks if we should we write to TDC and put this on the record. PD says yes definitely as the previous application that was approved was very different and the planning officer's report did not take this into account. We will need additional documentation to highlight these issues. Bob

Harvey: Can you be fined for parking on a cycle way? MW believes not. MW / Ted Beresford Knox (TBK) thinks this will go to appeal and suggests that LPC writes to Highways.

Cameron McIntosh – Green Hedges/ Planning: On AF's point, we can write to TDC regarding lack of consultation and concerns, but he doesn't believe it will make any difference. Highway's local parking team did have concerns and did voice them, because SCC would then have to spend money on further parking measures, e.g. double yellow lines. CMcl believes that the *local highways* team should always be a consultee. Re Unitary Authority, SCC will put forward business case for unitary authority, but CMcl is not for this as Surrey is too big. He believes there is likely to be a compromise of 2 authorities (East/West mix). CMcl is working with local leaders on this matter. AO: notes that Districts and Borough are putting forward proposal for 3 authorities. CMcl believes that Surrey MPs are more in favour of one authority – hence compromise of 2. NB. Upper limit is being pushed to 700,000 people for a unitary authority.

Local issues – 1. *VAS sign confirmation for Bluehouse Lane*. Just the one for the time being. Local Highways officer is looking at location at the moment. Location TBC. 2. *Verge cutting on A25, and some trees removed*. 3. *Thank you to TB with regards to Ridlands Lane*. There will be a double yellow line down Ridlands Lane. Residents are in agreement following consultation with residents on the road. Has been pushed into the September review/this year's budget. There will be officers there on Tuesdays and Thursdays. Ridlands Lane is a simple procedure compared to A25 due to lesser consultation process. Will therefore cost a lot less. Has brought forward due to the Ridlands Lane issue.

5. CHAIRMAN'S REPORT

5.1 TDC Grant (£1500) for local Covid-related emergency assistance: SM spoke to Amanda Bird at TDC about this. It's really for anyone who we think is in need in the parish (food, clothing, school supplies). We have to apply on their behalf as it has to filter through the Parish Councils. SM has contacted local volunteer leaders and MW suggests we show this to the school as they have been supporting local families.

5.2 Unitary Authority Webinar/Workshop - JT to attend Tuesday 15 September. Organised by Paul Smith at TDC. JT will report back following the event.

6. FINANCE COMMITTEE (Cllr Tom Briggs)

6.1 Conclusion of Audit 2020 – Review and acceptance of Conclusion of Audit 2020. Noted and accepted. To be posted to website immediately.

6.2 Grant request for Community Orchard. AO community orchard has been going for 10 years now and needs grant to help them continue with the project. They would like to fund getting water to the site. They have received a grant from the community foundation and are asking if LPC would help fund them. They work closely with the school children from Limpsfield CofE. PB raised issue of process for grant applications and accounts (which will be requested) and that grants should be reviewed annually. AO agreed with process and accounts etc, but annual review may not be possible for one-off requests. LT – Have they had other quotes for the installation. SM/AO to enquire. To be discussed at upcoming Finance Meeting and process agreed at next PC meeting.

6.3 Interim Audit proposal. Do not believe there is a need for this as we are on track following the last audit. Agreed.

6.4 Closure of LNP bank account – for agreement. PB believes it be good to keep it as a separate account for projects / activities and rename it. MW we could potentially keep this open for the Conservation Area Assessment or for other key projects. Proposes to

transfer funds from the account to general expenditure, less £100 and rename the account to Project Account if possible. All agreed.

6.5 September Reconciliation / Payments for approval (annex 1).

CIL – to note, income pending for October 2020 - £884.92 The Moorings and Part one of 19-21 Gresham Road. £6,506.36 [second instalment will be received in April - £13012.72]

7. PLANNING COMMITTEE (Cllr Mark Wilson)

7.1 Planning applications for discussion (annex 2)

7.2 Recent determinations (annex 2)

7.3 Unitary Authority proposal re. Planning. As above. MW has note from TBK. Note to be circulated regarding parking standards and possible impact on cycle routes etc and local communities. Suggestion we talk about this at the next meeting. Consultation out at the moment - **Future of Planning** - with deadline for comments on 29 October. The LPC can and should comment on this and submit a consultation response. MW will talk to CMcl and TBK about our response. CMcl – some of the restructure is to speed up the planning process.

PB: Recently involved in a planning application to Sevenoaks. Interesting point is that when the parish council objects to an application, the council gives a 7-day notification if an approval is going to be made so that some sort of consultation can be undertaken between the local authority and the parish council. We need to engage with TDC to have a similar process put in place. Sevenoaks also has a form that they submit that is much more structured. PB would like to suggest that this is instigated with TDC/LPC. CMcl believes it is very important for LPC to look how it can help streamline the planning process. Govt is currently looking at the whole local planning process and how much input there should be on a local level. Proposal also to get rid of CIL and be replaced with Infrastructure Levy. CMcl believes it would be in the LPC's interest to submit a response to the Future of Planning document.

MW will take this on to move forward a response. CMcl to send MW a links of the Future of Planning paper.

MW will also explore Sevenoaks district process as above..

8. NEIGHBOURHOOD PLAN COMMITTEE (Cllr Ann Osborn)

8.1 Conservation Assessment & Management Plan – update (MW)

Timing: need to get consultation going before it starts getting dark. First part of the process is the appraisal, historical context. Consultation – in Oxted & District History Society should be involved. Could PB talk to Chris Pendred. Winter months – drafting then Spring publish draft for consultation with final draft for annual meeting.

Implementation - Coordination: set up a working group similar to LNP -AO and AF happy to be part of this with TBK and /Oxted & District History society. Communication: Not particularly strong on communication. SM could be used on project basis (i.e. potential additional hours) to help with the communication to Parishioners and any other stakeholders.

Mark Wilson proposed outline for coordination and communication of the CAAMP going forward. See attached note with proposal wording. All Agreed.

MW: authorised to sign the agreement for the provision of the CAAMP for Budget shall be @£10,000 plus VAT. 20% deposit up front and 80% when it is finished and we are happy with it. All agreed.

- 8.2 Trim Trail update (AO) – as above. Comments to be received by 2 October. TB has agreed final lease with the National Trust.
- 8.3 Playground update (Legion) AO. MW and AO went to meeting with the Legion who have some concerns and it will be discussed at the AGM in January. MW – Covid complication as have been using their garden area a lot more and will be a factor in their decision.
- 8.4 Footpaths update (AO/AF). Two gates being fitted next month. AO met Maggie Morgan who is on the Friends of Limpsfield Common Committee, and offered to join the committee to liaise between the two organisations. They are running a survey on the use of the Common.
- 8.5 Parish noticeboard AO – is being built at the moment. AF noted about the other businesses' signage. LT – is talking to the church committee about signage for the other businesses using the meadow. AO would like to look at assisting the hall committee and businesses. AO to talk to LT prior to LNP meeting.
- 8.6 Cookery School Christmas Fair – support for High Street & local business. The Limpsfield Cookery School is intending on hosting a small socially distanced Christmas fete in their courtyard and parking areas – with Chic and Limpsfield Ceramics. AO believes this would be a good endeavour to get behind with regards to support for local business/the high street. SM outlined Jacqui Derbyshire's plans for Christmas Event. LPC's involvement/support (non-financial) to be discussed at LNP committee meeting
NOTE: LNP meeting (online) 29 September 4pm

9. PARISH PROPERTY (Cllr Bob Harvey)

- 9.1 Gritter: Bob Harvey enquired about the Parish Gritter he has in his shed – needs to be repaired. Should we hang onto this and make it function? MW: We have used it a few times on the high street, but it hasn't been serviced and maintained. MW would keep it if it can be useful. To appeal on social media for someone to help get it back working.
MW proposes we get a quote to repair it. All agreed.
- 9.2 Footpath Maps: AF if we sell them could this go towards binding or keeping minutes etc. PB would be happier to spend money on leather bound documents. Agreement to try to sell the maps.
- 9.3 Parish Maps: PB wants to retain them for local use. Can be of use in conservation plan. Longer term we should consider digitisation programme and also copies for local exhibit. They are very much part of our local history. Digitisation of key maps only due to cost.
- 9.4 PB Proposes: 1. We retain the maps in Limpsfield. 2. That we get a quote to digitise / copied, setting a budget to do this over a certain period and 3. to then place originals in long-term storage. PB happy to work with AF to do this. Chris Pendred has volunteered to get quotes from the same people who did the first map. AF added she has also found some other old maps that should probably be considered. AF would like a full list of all of these items with PB named as formal custodian. Currently PB has 33 maps and other documents plus 2 other maps and tithe register. All in agreement of above proposal.

10. **CHART PLAYGROUND** (Cllr Bob Harvey) – Bob Harvey inspected on 14 September and all in good order.

11. HIGHWAYS (Cllr Bob Harvey)

- 11.1 Proposal for warning signs on Kent Hatch Road (Deer), New Road (Horses crossing). SM to liaise with Cameron regarding confirmation of cost for supply and installation by SCC.
- 11.2 Hookwood Park speed/horses warning signs following emails from resident. MW / SM to look into this further.

12. ANY OTHER BUSINESS

- 12.1 Parish Records & Office update (AF) – Deborah Langton is helping AF with parish records. Working through all the documents from the Parish Office. JT reminds all about proposed removal of vegetation/ debris from the roof of the parish office? MW agrees to look at that.
- 12.2 Telephone box (PB) – Repairs have been done on the telephone box – some of the panels. PB will look at the cleaning of some of the other existing panels. There is still one piece of metal missing. PB to enquire as to replacement. It is on a list for redecoration, but this extends to next year... PB proposes we wait until next year and do a cleaning job on it ourselves in the meantime. BH – investigated painting it ourselves, but it is BT property (It is also Grade II listed) and we can be fined if we use the wrong red! All agree we should wait for BT to paint it.
- 12.3 Memorial plaque request from Sara White (SM). BH would recommend talking to the National Trust as most of the common is Trust land. SM awaiting response from Sarah White.
- 12.4 Glebe Field proposal not yet received by Mr. Wilcox and cannot be discussed without a formal proposal. *To Note*, we do not own the land and would be a matter for Titsey/leaseholder.
- 12.5 Waste bins on the Chart/Common – MW – mainly still being used. If they're not really being used in October, we can remove them and keep them by the parish office. To keep monitoring rubbish situation.
- 12.6 Verges and lamp-posts on the chart. Regarding letter from Chris Thomas, SM to look at the possibility of volunteer scheme and what it entails (must be sponsored by Parish Council for Public Liability Insurance). SCC do not clean road signs any more.

Meeting ended 9.19 PM

- 13. **NEXT MEETING.** *Next meeting – OCTOBER 12th – will be online again as TDC offices not open for large meetings..*



John Thompson, Chair

NOTE TO 8.1

Motion for LPC Meeting -September 14th 2020

Mark Wilson proposes:

That the parish council agrees to the creation of a Conservation Area working group to be responsible for the delivery of the Limpsfield Village Conservation Area Appraisal and Management Plan (CAAMP) project.

The working group shall consist of a minimum of three parish councillors (MW, AF and AO), Mr Ted Beresford-Knox, and any other person that (in the opinion of the working group members) would make a positive contribution to the CAAMP project because of their knowledge of local history or other relevant experience.

MW is authorised to finalise and sign the agreement between Limpsfield Parish Council and Surrey County Council (as previously circulated to members) for the provision of a Conservation Area Appraisal and Management Plan for the Limpsfield Village Conservation Area.

The budget for the CAAMP project shall be £10,000 plus VAT.

ANNEX 1 - PAYMENTS & RECEIPTS

Monday, 31 August 2020

LPC Account 60-16-09 75573407	Payments	Receipts	Balance	NOTES
Balance August 1 2020			£33,073.61	
EDF Electricity	£17.00			
SM monthly salary	£731.04			
SM WFH allowance	£18.00			
SM tax repayment		£48.74		
Balance 1 September 2020	£766.04	£48.74	£32,356.31	
<i>Oustanding payments/uncashed cheques for September:</i>				
EDF	£17.00			
Cox & Co final payment	£45.00			
Bob Harvey	£11.97			
SM monthly salary	£833.04			
SM WFH allowance	£18.00			
Surrey Hills Society	£25.00			s137
Open Spaces Society	£45.00			s137
ICO Direct Debit	£35.00			
PKF Littlejohn	£240.00			
McVeigh Parker & Co	£859.20			
SM overpayment repayment		£23.21		
TOTAL	£890.01	£23.21	£31,489.51	
LNP Account 60-16-09 75647745	Payments	Receipts	Balance	NOTES
Balance August 1 2020			£1,207.35	
<i>Oustanding cheques/payments:</i>				
TOTAL			£1,207.35	
Playground Account 60-16-09 75573415	Payments	Receipts	Balance	NOTES
Balance August 1 2020			£17,334.43	
<i>Oustanding cheques:</i>				
TOTAL	£0.00	£0.00	£17,334.43	
CIL Account 60-16-09 75657562	Payments	Receipts	Balance	NOTES
Balance August 1 2020			£7,114.97	
<i>Oustanding cheques/payments:</i>				
TOTAL	£0.00	£0.00	£7,114.97	
<i>CIL – to note, income pending for October 2020 - £884.92 The Moorings and Part one of 19-21 Gresham Road. £6,506.36 [second instalment will be received in April - £13012.72]</i>				
TOTAL PARISH BALANCES			£57,146.26	

Payments for approval / to note

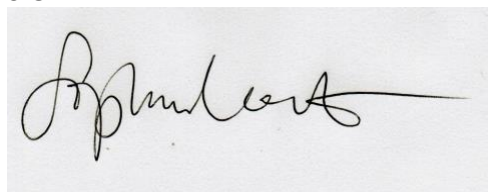
ITEM	Amount (inc VAT)	PAYEE	VAT amount	Approval / notes
Cox & Co - LNP website - final payments	£45.00	Cox & Co	£0.00	
Heather for Horse Trough	£11.97	Bob Harvey	£0.00	
Kissing Gates for footpaths	£859.20	McVeigh Parker & Co	£143.00	Within Footpaths approved project budget
Audit 2020 Fees	£240.00	PKF Littlejohn	£40.00	Approved Budget item
ICO - via direct debit	£35.00	ICO		Approved Budget item
<i>SURREY HILLS SOCIETY SUBS renewal</i>	<i>£25.00</i>	<i>SURREY HILLS SOCIETY</i>	<i>£0.00</i>	<i>approved 13/7 . Received 12 September.</i>
<i>Open Spaces Subs renewal</i>	<i>£45.00</i>	<i>Open Spaces Society</i>	<i>£0.00</i>	<i>approved 13/7 Received 15/9</i>
<i>SATSWANA GDPR AGREEMENT - RENEWAL</i>	<i>£180.00</i>	<i>SATSWANA</i>	<i>£30.00</i>	<i>approved 13/7 - Awaiting renewal confirmation</i>
<i>Clerk Salary</i>	<i>£833.04</i>	<i>Sophie Cross</i>	<i>£0.00</i>	<i>As per contract - renewed August 2020</i>
<i>Clerk WFH</i>	<i>£18.00</i>	<i>Sophie Cross</i>	<i>£0.00</i>	<i>As per contract - renewed August 2020</i>
<i>Clerk repayment</i>	<i>-£23.21</i>	<i>Sophie Cross</i>	<i>£0.00</i>	<i>As per contract - renewed August 2020</i>
TOTAL	£2,269.00			

Upcoming payments

Kissing Gate installation (estimate only) - for payment after works completed and invoice received.	£396.00	Andy Jones - Just the Jones	£66.00	Within Footpaths approved project budget
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SOPHIE MARTIN (CROSS)
CLERK TO Limpsfield Parish Council

SIGNED:



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ANNEX 2

PLANNING APPLICATIONS to be discussed

1. *2020/3041 Chartlands Caxton Lane.*
Previous application was turned down. This is another application. We previously objected due to development on green belt and should be commented on.
2. *2020/262 Land to the South of Priest Hill.*
The planning committee and Claire Blackwell we keep an eye on this. The single dwelling has been approved with some notes that we commented on. To keep an eye on this.
3. *2020/683 Trim Trail at Limpsfield Infants School*
This has finally been submitted.
Planning committee to monitor its progress and any issues that may arise.
AO suggests we could talk to the residents on Pebble Hill in case they don't understand the application or what's being installed.

RECENT DETERMINATIONS

1. 2020/781 98 Bluehouse Lane - Refused - LPC commented. Refused it due to over-division
2. 2020/741 Green Hedges, A25 - Refused – LPC commented. See above discussion with Cameron McIntosh.