



## ***Minutes of the Limpsfield Parish Council Meeting held on 13<sup>th</sup> September in the Millennium Room, St Peters.***

*Attending: Ann Osborn, Bernie De Haldevang, Bob Harvey, Laila Turner, Philip Bailey, John Thompson (Chairman)  
Sophie Martin (Clerk)  
Cameron McIntosh (SCC); Claire Blackwell (District Councillor)*

### **1. APOLOGIES FOR ABSENCE**

Mark Wilson, Thomas Briggs, Ashley Fosdike, Philip Davies

### **2. DECLARATIONS OF DISCLOSABLE INTEREST**

Bob Harvey: Limpsfield House planning application. BH owns neighbouring land.

### **3. MINUTES FROM LAST MEETING**

The meetings have already been posted to comply with 30-day rule, however Philip Bailey would like to record his name as having voted against the motion for the Bridleway Resurfacing at the July meeting. PB requests that all names are noted down against votes as a matter of course. SM to double check procedure, but LT, PB, AO, LT, BdH, BH, JT would all be happy for names to always be recorded if procedure allows.

### **4. PUBLIC SESSION – No public requested to attend.**

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

#### Claire Blackwell.

*Monopole application 2021/1441/T* - There have been many objections to the Monopole application 2021/1441/T.

CB has had a conversation with the planning officer who also shared our concerns.

Another application has been submitted for a different location further down Westerham Road but it is unclear if this is an alternative for Ballards Lane or an additional pole. MW has been liaising with Katy Jessop at Waldon Telecom. The LPC has submitted an objection.

Philip Davies also emailed the company for clarification and request to talk about their plans.

*Buildings of Character* - TDC and SCC are proposing to update the current list of buildings of character. This should be done for early October at which time we can propose buildings to nominate for the list.

This would be buildings that aren't necessarily listed, but should have some protection due to their historic and/or architectural value.

SM to circulate existing list and contact SCC (Charlotte Parker) for criteria and process for nomination etc.

*Barn Owl Kennels application* – looking like it may be refused as Highways has put a strong case against it. There will also likely be Green Belt issues. Not determined as yet, but CB mentions that they have asked for it to be pulled into Committee if they are minded to grant the application. PB would also like to request that it would be called into committee and that LPC would have a chance to speak.

## Cameron McIntosh

*Devolution/County Deal* - Mentions Letter to Secretary of State on the proposed county deal that is a path to potential Devolution.

CMcl does believe that the path to Devolution is the way forward and best for the residents and will update the PC when there is more information.

*Afghan Refugees*: SCC also running a county-wide program for the placement of Afghan refugees. CB confirms Tandridge has committed to housing 2 families.

*A25* – Road surfacing going ahead from Wednesday, including the length of Wolfs Row. However as of Friday, SGN has said they are going to be digging up Wolfs Row shortly! A25 has section 58 on it and the High Street which means it cannot be dug up for 6 months, however, Wolfs Row may not be resurfaced at this time until SGN has done their works, but CMcl confirms it will be done within the year.

BH mentions the loose cover on Limpsfield High Street opposite Memorial Stores that has been reported but still not been repaired (due 27 July). CMcl to chase.

*Your Fund Surrey* – AO gives overview of where we are at in terms of the submission. Now needing to do more consultation after the previously asked for 28 days of consultation.

CMcl believes that we have done enough consultation and will talk to YFS again to chase on progress and process update AO.

6. CHAIRMAN'S NOTES – to defer comment to end of meeting.

7. FINANCE – SM

7.1. Monthly payments/receipts and budget status update. All have seen accounts update. Upcoming payments are all agreed/noted.

As far as budget status update is concerned, PB believes that it does not give a clear account of outstanding balances / available funds for projects. He believes that we do not have any more funds to allocate for this year.

7.2. Conclusion of Audit – The Clerk confirms the conclusion of audit by the external auditors, PKF Littlejohn, with no issues to be addressed. Notice of Conclusion of Audit to be published 14 September 2021.

7.3. Open Spaces membership renewal – to note this is up for renewal this month.

7.4. OPAG funding request. There is some discussion about funding for Oxted Health Centre. However, PB notes that he believes we do not have any available funds for more requests in this financial year. All agree that regrettably we are unable to fund this request out of this year's budget, but may consider something for next year.

SM to call the Clerk of Oxted PC regarding concerns over the Oxted Health Centre, funding and ability to cater for the growing population and how we can perhaps help. To find out what plans TDC has to help improve Oxted Health Centre and / or fund another surgery. To discuss if there is a case for looking at a project that uses CIL for improvement of the health service.

7.5. Minor amendment to Financial Regulations / clarity of contract process / amounts. All present agreed to the discussed amendments.

7.6. Statutory policy documents required for website – There are a few policy documents that we should have on our website. SM to draft and bring to October meeting for approval.

8. LNP - AO

8.1. Your Fund Surrey / Limpsfield Way update - AO presents overview of the Limpsfield Way and cycle route and proposal in general. YFS has not requested exact routing at this point and the final routes, principally the cycle route, may still be slightly changed.

AO notes that so far 135/137 comments have been very positive and that the project has been very positively received in general. However, there is some confusion with YFS as to when funding will be received for successful applications. She thanks PB for assisting in helping to pull the budget together and advising on Disabled/Easy Access paths.

AO clarifies for PB that SCC's view is that the surface proposed for the easy access route is acceptable.

8.2. Footpath/cycle way update – all good. More progress. RE. Footpath and stile on Guildables, AO would like clarification that improving the stile and making it safe is acceptable, rather than installing a kissing gate. All in agreement.

8.3. Grub Street Bridleway proposal (re-submission for vote). The proposal and vote for this project in July's meeting was cancelled following PB's communication that the vote was not valid in that 3 quotes were not presented to the council which contravened our Financial Regulations. Therefore, the proposal has been resubmitted with 3 quotes having been obtained by the Clerk and considered by AO and PB.

PB notes his original concern about whether we should do this resurfacing now rather than wait for approval from YFS, but it is clear that the NT would not be upgrading this any time soon and it is a key pathway. The second concern was whether this is affordable and achievable in this financial year.

PB presents his overview of project funding. Maintenance would be estimated at £1000 +VAT per annum each for the Limpsfield Way ("LW") and for the Limpsfield Cycle Route ("LCR"), to be taken from the General Exps account and which can be rolled forward into next year.

He estimates £666 for this year pro rata to come out of the general expenditure fund. Total cost of the initial works is £6750. SM notes that the budget must include VAT (£8100 in total).

LT notes concerns regarding maintenance ongoing for these paths, but we should be able to cover this with the funding that PB suggests.

AO recommends that Michael Butcher's quote be accepted. MB already works on local National Trust Land and with the Parish Council and understands the requirements of these paths.

**Proposal 1:** AO proposes we approve a project amount of £6750 +VAT (£8100) with Michael Butcher undertaking the works as soon as possible, regardless of YFS result. It was agreed the above £6,750 (£8100 inc VAT) works and £666 (£800 inc VAT) maintenance budgets will be taken from the existing "unapproved projects" in the 2021-22 budget for the Limpsfield Way Cycle/Footpath and Cycle/Walking Maps items, totaling £4,100 and by a re-allocation of £1960 from the existing "approved projects" in the 2021-22 budget for Footpaths Phase 2, and the remainder (£2040) from the "unapproved projects" item for Village Playground. The initial works budget is to be allocated to the CIL Account and the maintenance budget allocated to the General Account.

PB seconds. All 6 present in favour - PB, LT, BdH, BH, JT, AO.

**Proposal 2:** PB proposes initial maintenance provision for each of the LW and the LCR of £1000 +VAT per annum, £333 +VAT for each pro rata in current financial year with the provision being cumulative and carried forward to be reviewed from time to time. AO seconds. All in favour. PB, LT, BdH, BH, JT, AO.

AO records thanks to PB for his assistance on the project.

8.4. Chart Orchard update – all going well.

8.5. Update on meeting with Titsey (AO/LT) – John Innes very supportive in working together in principle.

CAAMP – wildflower corridor. JI is happy for this although LPC/Highways would need to do it.

Platinum Jubilee – suggestion for a street party, that Titsey could help fund and support. Titsey Foundation does now potentially have some money to fund some local community / charitable activities.

Vanguard Way – difficult stile could potentially be replaced.

9. PLANNING - MW

9.1. Planning applications for discussion /note. Mark Wilson is absent so SM runs through the list of current applications and recommendations from the Planning Committee. See attached annex 2.

9.2. Recent determinations - See attached annex 2.

9.3. AOB – none.

10. Conservation Area Assessment & Management Plan (CAAMP) UPDATE – In MW's absence, JT gives brief update on status and timing for consultation.

11. HIGHWAYS – BH – covered with CMcl.

12. PARISH PROPERTY

12.1. Parish Office & Bus Shelter repairs update – Parish Office window will be replaced on Thursday 16 September. The two bus shelter roofs are scheduled to be repaired Monday/Tuesday of this week, weather depending.

13. CHART PLAYGROUND - condition report – BH – in good condition. BH will attempt to repair the gate as TDC still has not done so.

14. ANY OTHER BUSINESS

Traffic and parking in Limpsfield High Street. JT has contacted Pascal Thomas Byrne at SCC to ask for any advice on potential methods of surveys and studies. JT will project manage this activity.

Meeting ends 10.24PM

Next meeting October 11th 2021 at 7PM.



John Thompson, Chairman

## ANNEX 1 - PAYMENTS & RECEIPTS - SEPTEMBER 13 2021

### Accounts to 31/8/2021

LPC Account 60-16-09 75573407	Payments	Receipts	Balance
<b>Balance AUGUST 1 2021</b>			£41,747.80
EDF Electricity	£23.00		
SM monthly salary	£858.44		
SM Work from Home allowance	£18.00		
CKH BUILD - Parish Office Roof and wall repairs	£972.00		
<b>Balance AUGUST 31 2021</b>	<b>£1,871.44</b>	<b>£0.00</b>	<b>£39,876.36</b>
<i>Uncashed cheques / outstanding payments</i>			
<b>TOTAL</b>	<b>£3,742.88</b>	<b>£0.00</b>	<b>£38,004.92</b>
LNP Account 60-16-09 75647745	Payments	Receipts	Balance
<b>Balance AUGUST 1 2021</b>			£0.00
<i>Uncashed cheques</i>			
<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
Playground Account 60-16-09 75573415	Payments	Receipts	Balance
<b>Balance AUGUST 1 2021</b>			£15,873.34
Helen Ellson weedkiller for orchard	£6.99		
<b>TOTAL</b>	<b>£6.99</b>	<b>£0.00</b>	<b>£15,866.35</b>
CIL Account 60-16-09 75657562	Payments	Receipts	Balance
<b>Balance AUGUST 1 2021</b>			£20,346.18
SCC - Pitchfont steps contribution	£300.00		
<b>TOTAL</b>	<b>£300.00</b>	<b>£0.00</b>	<b>£20,046.18</b>
<b>TOTAL PARISH BALANCES</b>			<b>£73,917.45</b>

Payments for approval / to note - September 13 2021							
ITEM	PAYEE	GEN EXPS	CIL	LNP	CHART	VAT amount	Approval / notes
SM monthly salary (NET)	Sophie Cross	£858.44				£0.00	<i>As per contract</i>
SM WFH allowance June	Sophie Cross	£18.00				£0.00	<i>As per contract</i>
<i>EDF Energy - NB has been increased by EDF.</i>	EDF Energy	£23.00				£3.83	<i>Approved running costs</i>
Parish Office Refurb windows (scheduled work - 16 September)	CKH Build	£690.00				£115.00	<i>AWAITING INVOICE Approved as part of Parish Office Refurb Budget Quote 827</i>
Open Spaces Renewal	OPEN SPACES SOCIETY	£45.00				£0.00	<i>Approved running costs</i>
Further mowing - Chart Orchard - estimated	Michael Butcher				£48.00	£8.00	<i>AWAITING INVOICE Approved as part of Chart Orchard budget</i>
Kissing gate installation / stile repairs	Andy Jones		£833.00			£109.00	<i>Approved as part of footpath budget</i>
Clerk Policy Documents training	Mulberry & Co	£42.00				£7.00	<i>Approved running costs (Clerk Training)</i>
External Auditor fees	PKF Littlejohn	£360.00				£60.00	<i>Approved running costs - to note increase on last year due to increased reserves/turnover (sliding scale)</i>
Bus Shelter refurb - TDC and Detillens corner	CKH Build	£1,200.00				£200.00	<i>AWAITING INVOICE Approved bus shelter refurb project Quote 805</i>
GCPR registration ICO	ICO Renewal	£40.00	£0.00			£0.00	
<b>TOTAL</b>		<b>£3,276.44</b>	<b>£833.00</b>	<b>£0.00</b>	<b>£48.00</b>	<b>£502.83</b>	<b>£4,157.44</b>
<i>Paid August</i>							
Contribution for Pitchfont Steps/Handrail	Surrey County Council		£300.00			£0.00	<i>Approved as part of footpath budget 2021</i>

## ANNEX 2 PLANNING

### PLANNING APPLICATIONS TO NOTE

Further to conversation in lieu of formal meeting in August and Sept 6 Planning Committee meeting, the following applications were discussed and decided upon for further action:

2021/1121	100 Bluehouse Lane – Objection letter has been sent
2021/1447	Woodside – the planning committee agreed to review the two applications – this and 2021/1021, however 2021/1447 has now been withdrawn.
2021/1038	Detillens House – To send comment letter ASAP.
2021/1183	12/14 Titsey Road. Objection letter has been sent owing to the works not meeting LNP4 criteria.
2021/1280	Orchard View – to review, however application has since been determined.
2021/1348	Limpsfield House, Hookwood Park. Recommendation to object. Council agrees to object. Letter will be sent directly. NB Mark Wilson and Bob Harvey had declared interest as known to owners.
2021/1410	Arden Lodge Pastens Road. TBK to review.
2021/1431	Old Dairy, Itchingwood Common – there is further time to review, but likely no comment.
2021/1441T	Monopole – as per discussion in Councillors' updates. Objection letter submitted (and circulated to all)
<b>FURTHER applications to review for September 28 Planning Committee Meeting</b>	
2021/1473	Harringbrook, Trevereux Hill, Limpsfield, Oxted, Surrey, RH8 0TL
2021/1398	Chestnut Bend, Grub Street, Limpsfield, Oxted, Surrey, RH8 0SH
2021/1451	Stoneswood Lodge, Stoneswood Road, Limpsfield, Surrey, RH8 0QY
<b>RECENT DETERMINATIONS</b>	
2021/1447	Woodside, Hookwood Park - Withdrawn
2021/1347	30 Stoneleigh Road, Limpsfield - Planning permission is required
2021/1309	2 Ridlands Rise, Limpsfield - Planning permission is required
2021/1280	Orchard View, Westerham Road, Limpsfield - Approved
2021/1244	Stockenden, Grants Lane, Limpsfield - Granted