

HEADLEY PARISH COUNCIL

Draft Minutes of an Ordinary Meeting held at Headley Village Hall at 7.30pm on Monday 29th November 2021

PRESENT

Cllr David Preedy – Chairman
 Cllrs Pickard, Furr, Lavery, Jarvis and Woolley
 Tracy Hamer – Clerk
 Two members of the public were in attendance.

1. APOLOGIES Nil.

2. DECLARATIONS OF INTEREST

Cllr Lavery – MO/2021/1825, MO/2021/1789
 Cllr Pickard - MO/2021/1825, MO/2021/1789, MO/2021/1542/MO/2021/2046

- 3. MINUTES** of the Parish Council Meeting dated Monday 26th September 2021 were approved subject to the following amends – Item 3 change date to 26th July 2021, Item 8 note that gate requires adjustment, Item 9 add paragraph to note: The Parish Council agreed that when the application is received the Chair will prepare a submission opposing the application, to be reviewed by members prior to submission.
Proposed by Cllr Preedy and seconded by Cllr Pickard.

4. CHAIRS ANNOUNCEMENTS

- Cllr Preedy noted the Clerk is now CiLCA qualified.
- The Chair expressed concern regarding the changes in guidance regarding Covid-19 and considered that future meeting could potentially return to a remote format. The Clerk will share any relevant updates.
- Cllr Preedy thanked members of the Parish Council and as well as all elements of the local community following the recent refusal of MO/2020/2263/OUT at Headley Court. The result is testament to the achievements of a community working together.

5. OPEN PUBLIC FORUM

- A member of the public raised the matter of misdirection concerning community involvement and engagement with regards to planning application MO/2021/1846, 1847 & 1897 Jubilee Complex, Headley Court. With regards to this, it is noted that Headley Parish Council (HPC) made the following comments in their submission dated 23rd November 2021: the HPC submission specifically criticizes the lack of public engagement attempted by NHS Surrey & Borders Partnership. Concerns were also raised regarding the conflict of interest by engaging with the same planning consultants and PR company as employed by Angle Property. It was also noted that there were differences in conversations held between HPC and NHS Surrey & Borders Partnership and detail as revealed in the application – mainly the creation of a medium secure mental health facility.
- A member of the public asked if the breach of conditions notice served on buildings at Headley Court should also apply to the associated car park. Cllr Preedy to progress this issue with MVDC.
- A member of the public enquired as to the delay regarding MO/2021/0083 at Dale View. Cllr Preedy reported that he has contacted the Planning Officer for an update and is awaiting a reply.
- Concern was noted regarding the maintenance and safety of the children play area at Dale View.
The Clerk will contact MVDC for clarification.

6. MATTERS ARISING

TRAFFIC CALMING IN THE VILLAGE: Cllrs Preedy and Laverty have compiled a list of 12 sites which will be used for traffic surveys carried out by SCC. The cost to the Parish Council will be in the region of £1,200 and this will be drawn from either the CIL or Projects reserve, following clarification on this form of expenditure. *TH to progress with SCC, involving Cllr Hazel Watson.*

WARD BOUNDARY REVIEW: The Local Government Boundary Commission for England has launched a 10-week public consultation inviting proposals for new council wards and ward boundaries for Mole Valley District Council. This will close on 6th December 2021. The Council has proposed that 39 councillors should be elected to the council in future, two fewer than current arrangements. It was agreed that HPC's priorities for creating new wards are as follows:

1. *Headley should not be split between District Council wards:*
 - *The number of residents is too small for it to be practical to create wards on HPC;*
2. *Headley should continue in the same ward as Box Hill:*
 - *Both communities are happy for the current situation to continue;*
 - *It is interesting to note that recent councillors have included Conservatives and Liberal Democrats and residents of both villages.*
3. *Headley should be linked to other rural communities;*
 - *If Headley were linked to either Ashted or Leatherhead in a 3-member ward, the elected councillors are likely to represent the dominant urban interests and the rural interests of our community would take second priority;*
 - *The numbers indicate that the Northern urban areas of Bookham, Fetcham, Leatherhead and Ashted provide a good fit to seven 3-member wards with their existing boundaries.*
4. *If the LGBCE insists that all wards must comprise 3 councillors, then the most natural fit would link the current Box Hill & Headley ward with Brockham, Betchworth and Buckland.*
 - *This would link 5 rural communities, 4 of which have Parish Councils;*
 - *This would be a good numerical match for a 3-member ward;*
 - *We understand that all 5 communities would accept this warding pattern;*
 - *However, we understand that this would provide problems for the communities of Mickleham and Westhumble.*
5. *If the LGBCE decides that the community interests outweigh the desirability of 3-member wards, then we would support the creation of two 2-member wards for the North-East rural area of Mole Valley, i.e. to combine Box Hill & Headley with Mickleham, Pixham & Westhumble, and to retain the current 2-member ward of Brockham, Betchworth & Buckland:*
 - *This is the only warding pattern we have seen that meets the preferences of all communities in the area to have a rural perspective;*
 - *It reduces the geographical extent of the area that would be created by a 3-member ward in a rural area.*
6. *Headley would be opposed to the creation of a 3-member ward which links us to Wotton or Abinger parishes because of the large geographical spread that would be very difficult for a councillor from Headley to cover.*

LOCAL HERITAGE LIST ASSETS: This has been collated and submitted - see Appendix 1.

2022/23 PARISH COUNCIL MEETING DATES:

- January 31st
- March 28th
- May 9th – Annual Village Meeting
- May 30th – Annual General Meeting

- July 25th
- September 26th
- November 28th

7. **FINANCIAL REPORT** The Council discussed the present financial situation and half year update and noted it as satisfactory - *see Appendix 2.*

Cllr Laverty reported that he had checked the reconciliation of the bank accounts dated September 30th 2021 and October 31st 2021 on 29th November 2021 - *see Appendix 3.*

Approval for the below expenditure was agreed.

Proposed by Cllr Preedy and seconded by Cllr Laverty.

Payments between meetings	Chq no	Amount
Clerk October Salary	DD	414.47
Clerk November Salary	DD	414.47
To be authorised for payment 27.09.2021	Chq no	Amount
Clerks expenses	827	56.77
RBLI Industries Ltd	828	108.96
NJ Birch Inv 1871	829	144.00
Surrey ALC Conference Inv 2397	830	42.00
ICO Annual Subscription	831	40.00

2021/22 BUDGET AND PRECEPT REQUIREMENT: The **2022/23 Budget** (*see appendix 4*) was proposed by Cllr Preedy and seconded by Cllr Laverty with notable changes as follows:

- Cease making transfers to Projects Reserve including this year's planned transfer
- Reduce Playgrounds transfer to £1,500 per annum, including this year's transfer
- Set aside £1,500 per annum for grants (new row in table)

This 2022/23 Budget was unanimously agreed.

The **2022/23 Precept Requirement** will be increased by 5% to £14,175. This was proposed by Cllr Preedy and seconded by Cllr Laverty and unanimously agreed.

CHANGES TO CLERKS SALARY FOLLOWING COMPLETION OF CILCA – This will be discussed during a confidential session.

8. **MAINTENANCE PLAYGROUND:** The annual inspection of the playground by MVDC was reviewed and it was agreed to arrange the removal of the rotten logs - *TH to action*. Cllr Furr reported he has mended the gate mechanism. Cllr Preedy confirmed the 'no dogs' signage had been installed.

FOOTPATHS AND GRIT BINS: Cllr Preedy will check the grit bins.

HIGHWAYS AND PEBBLE HILL JUNCTION: The changes to the white lines since the road resurfacing is causing concern. The removal of a central line in favour of two white lines at the edge of the road are in place to visually narrow the road and influence slower speeds in the village. However, residents have reported incidents of dangerous driving, especially at the brow of hills. SCC will be advised - *TH to*

action.

9. **PLANNING HEADLEY COURT:** At the extraordinary meeting of the The Development Management Committee on 23rd November 2021 MO/2020/2263/OUT was refused and MO/2020/0871 was deferred. It is yet to be confirmed when the applications for the Jubilee Complex (MO/2021/1846, 1847 & 1897) and Body Storage Facility (MO/2021/1911 & 1912) will come to committee. It is expected that Angle Property will appeal the refusal decision and it is hoped that any further applications will of a more considered nature.

CHURCH LANE NURSERY: No further updates.

SPRINGFIELD APPEAL: No further updates.

CURRENT AND RECENT PLANNING APPLICATIONS:

Registered Applications	Location	Description	Publicity end date
MO/2021/1846/CC MAJOR	Jubilee Complex, Headley Road, Headley, Leatherhead, Surrey, KT18 6JW	Removal of Conditions 1 and 2 of planning permission MO/2017/1828 to allow the continued use of 2 No. temporary buildings to accommodate a 48-bed ward and a therapy building.	23 rd November 2021
MO/2021/1847/CC	Jubilee Complex, Headley Road, Headley, Leatherhead, Surrey, KT18 6JW	Removal of Conditions 1 and 2 of planning permission MO/2017/1827 to allow the continued use of the car park.	23 rd November 2021
MO/2021/1893/PLAH	7 Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG	Two Storey and single storey side extension, single storey rear extension, rear dormers and style changes to main roof, changes to existing windows following demolition of existing garage.	5 th November 2021
MO/2021/1911/SCC	Land at Headley Court, Headley Road, Leatherhead, Surrey, KT18 6JW	Retention of 2 modular buildings, marquee and hoarding and associated infrastructure and plant for the temporary use of the site for a body storage facility (Surrey County Council application - for consultation purposes only).	5 th November 2021
MO/2021/1912/SCC	Land at Headley Court, Headley Road, Leatherhead, Surrey, KT218 6JW	Erection of a modular building and retention of existing modular building, marquee, hoarding, infrastructure, and plant for the temporary use of the site for a body storage facility (Surrey County Council application - for consultation purposes only).	5 th November 2021

MO/2021/1897/PLA MAJOR	Jubilee Complex, Headley Road, Headley, Leatherhead, Surrey, KT18 6JW	Application for external works including the installation of replacement windows, erection of internal garden fences, installation of 1 no. new door, new substation and gas meter housing, provision of additional carparking spaces, landscaping and associated works.	23 rd November 2021
MO/2021/1789/PLAH	Coppers, Tot Hill, Headley, Epsom, Surrey, KT18 6PY	Erection of a new open fronted oak framed car port following demolition of existing.	26 th November 2021
MO/2021/2018/PLAH	3 Dale View, Headley, Epsom, Surrey, KT18 6EH	Erection of a single storey rear and side extension.	26 th November 2021
MO/2021/2046/PLAH	The Pigeon House, Lee Green Lane, Headley, Epsom, Surrey, KT18 6AJ	Erection of part single, part two storey, part first floor side and front extensions, first floor rear extension and rear dormer window.	3 rd December 2021
MO/2021/1871/PCL	7 Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG	Certificate of Lawfulness for a proposed development in respect of a single storey side extension.	3 rd December 2021
Decisions	Location	Description	Outcome
MO/2021/1450/PCL	Garden Cottage, Goodmans Furze, Headley Common Road, Headley, Epsom, Surrey, KT18 6NQ	Certificate of Lawfulness for a proposed development in respect of a detached garden gym and store.	REFUSED
MO/2021/1579/PLA	The Lodge, Tilley Lane, Headley, Epsom, Surrey, KT18 6EN	Erection of a detached two-bay garage with home office following demolition of existing	APPROVED WITH CONDITIONS
MO/2021/1871/PCL	7 Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG	Certificate of Lawfulness for a proposed development in respect of a single storey side extension and porch extension.	APPROVED WITH CONDITIONS
MO/2021/1542/ECL	Tunbarr, Tot Hill Lane, Headley, Epsom, Surrey, KT18 6PQ	Certificate of lawfulness for an existing development in respect of confirmation that works commenced within the timeframe specified by Condition 1 of planning permission MO/2018/1439 in respect of the erection of 2 No. replacement dwellings, one with integral garage and one with carport, following demolition of the existing dwellings and garage.	APPROVED
MO/2021/1438/PCL	17, Dale View, Headley, Epsom, Surrey, KT18 6EH	Certificate of Lawfulness for a proposed development in respect of a single storey side and rear extension	APPROVED

MO/2021/1825/LBC	Vine Cottage, Leech Lane, Headley, Epsom, Surrey, KT18 6PJ	Repair and maintenance to northwest facing gable wall (application for Listed Building Consent).	APPROVED WITH CONDITIONS
MO/2020/2263/OUT MAJOR	Headley Court, Headley Road, Surrey, KT18 6JW	Outline application for consideration of access, layout and scale, with matters of landscaping and appearance reserved, for works at the Headley Court Mansion Site (land to the east of Headley Road) to comprise the retention and conversion of the listed mansion building to deliver 14 senior living (Use Class C2) units with ancillary facilities, demolition of existing buildings and redevelopment to deliver 100 new- build senior living (Use Class C2) units and associated facilities between 1 and 3 storeys in height over lower ground with associated works including parking (Outline). Retention and conversion of the listed mansion building comprising change of use to deliver 14 senior living (Use Class C2) units with ancillary facilities (Full).	REFUSED
MO/2021/1909/TFC	Headley Village Hall, Church Lane, Headley, Epsom, Surrey, KT18 6LD	Horse Chestnut - Crown lift to give 5m ground clearance, removing secondary growth/branches only.	APPROVED

10. OTHER PARISH COUNCIL ACTIVITIES:

- Summer Celebration 2022 – It was agreed to combine the Summer Celebration with the Queens Platinum Jubilee weekend in 2022, with a village event taking place on Sunday 6th June. Several residents have volunteered to form a working group to organise the event. Cllr Furr and The Clerk are also happy to join the working group. The Clerk will begin enquiries regarding land use.
TH to action.
- Cllr Laverty reported that he had checked the defibrillator which appeared to be in good working order with the battery showing it was fully charged. However, the pads were over 2 years past their expiry date. The new owner of the shop Gavin very kindly agreed to include the postcode on the cabinet. Actions: Cllr Preedy agreed to replace the pads and check the expiry date of the battery. The Clerk will check if there are any protocols for the maintenance and checking of the equipment.

11. REPORTS FROM OTHER BODIES Nil.

12. CONSULTATIONS: Nil.

13. QUESTIONS FROM PARISH COUNCILLORS: Nil.

The meeting closed at 10pm.

The next meeting will be held at the Village Hall at 7.30pm on Monday 31st January 2022.

Signed: Chairman

Dated:.....

Appendix 1

Asset	Postcode	Rarity	Group value	Arch. or artistic merit	Archaeology	Historic	Landmark	Notes
Hyde Farm House & Barns, Leech Lane	KT18 6PN		Yes	Yes				Traditional buildings representative of Headley & its agricultural heritage
Woodside Cottage, Langley Lane	KT18 6PA	Yes		Yes				Flint cottage using traditional materials
Stoneycroft & Rose Cottage, Tot Hill	KT18 6PY	Yes		yes				Flint cottages using traditional materials
High garden wall	KT18 6RJ		Yes				Yes	typical enclosed kitchen garden for larger houses.
Village Hall & Shop, Church Lane	KT18 6LD			Yes			Yes	Traditional design & landmark in centre of village
Heath House, Headley Common Road	KT18 6NJ			Yes			Yes	Traditional Edwardian (?) country house on edge of Heath
Goodmans Furze, Headley Common Road	KT18 6NQ			Yes			Yes	Traditional pre-war country house with walled garden on edge of Heath
Gardens at Headley Court, Headley Road	KT18 6JW	Yes	Yes	Yes		Yes		With the historic connection of the Defence Medical Rehabilitation Establishment at Headley Court, the gardens include several listed assets but other features such as orchard, nuttury, topiary trains etc, make the group worthy of non-designated listing
Forge Cottage, Clay Lane	KT18 6JZ			Yes				Distinctive brick-built cottage with elaborate chimneys

Appendix 2

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Detailed Receipts & Payments by Budget Heading 31/10/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer In/Out (000)
100 Receipts							
1076 Precept	13,500	13,500	0			100.0%	
1080 Bank Interest	2	7	5			28.6%	
1086 MVDC Grant Received	862	852	(12)			101.4%	
1100 MBG Income	59	70	11			84.3%	
Income - Receipts	14,423	14,427	5			100.0%	0
Net Receipts	14,423	14,427	5				
200 Payments							
4000 Salaries	2,901	5,500	2,599		2,599	52.0%	
4060 Payroll Fees	55	120	65		65	45.8%	
4070 Clerk's Expenses	0	25	25		25	0.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4090 Broadband Contribution	60	140	80		80	42.9%	
4100 Clerk's Mileage	100	250	150		150	36.0%	
4110 IT Equipment and Supplies	1,032	100	(932)		(932)	1031.3%	
4120 Village Hall Rental	0	450	450		450	0.0%	
4200 SALC Membership	175	180	5		5	97.4%	
4225 SLCC Membership	0	150	150		150	0.0%	
4240 Subscriptions and Donations	0	130	130		130	0.0%	
4250 Insurance	487	700	(213)		(187)	126.7%	
4260 Internal Audit	120	200	80		80	60.0%	
4270 ICO Annual Fee	0	40	40		40	0.0%	
4280 Satewana DPO Annual Fee	150	150	0		0	100.0%	
4290 ZOOM Annual Subscription	72	125	53		53	27.6%	
4300 Training	340	500	157		157	68.3%	
4310 Playground Lease Rent	50	50	0		0	100.0%	
4320 Play Area Weed Spraying	0	150	150		150	0.0%	
4330 Play Area Maint and New Equipm	0	2,000	2,000		2,000	0.0%	
4350 Projects	0	1,000	1,000		1,000	0.0%	
4370 Streaming Costs	1,858	2,600	742		742	71.3%	
4380 Gift for Income Class 5th	0	100	100		100	0.0%	
4390 Catering for AGM	0	1,500	1,500		1,500	0.0%	
4400 Public Meeting Refreshments	31	150	119		125	20.3%	
4410 Website Hosting and Maint	221	300	(79)		(21)	107.0%	
4420 Contingency and Small Works	0	300	300		300	0.0%	
4430 Traffic Calming Measures	0	7,000	7,000		7,000	0.0%	
4440 Newsletter	210	300	281		281	43.8%	
4450 Section 137 Fund	0	100	100		100	0.0%	
Payments - Indirect Payments	8,373	24,616	16,237	0	16,237	34.8%	0
Net Payments	(8,373)	(24,616)	(16,237)				

Continued over page

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Detailed Receipts & Payments by Budget Heading 31/10/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer In/Out (000)
Grand Totals - Receipts	14,423	14,427	5			100.0%	
Payments	8,373	24,616	16,237	0	16,237	34.8%	
Net Receipts over Payments	6,050	(10,189)	(16,237)				
Movement to/(from) Gen Reserve	6,050						

Appendix 3

Date: 15/11/2021	Headley Parish Council	Page 1
Time: 11:19	Bank Reconciliation Statement as at 31/10/2021 for Cashbook 1 - Lloyds Bank Accounts	User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/10/2021		1,577.58
			<u>1,577.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,577.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,577.58
		Balance per Cash Book is :-	1,577.58
		Difference is :-	0.00

Date: 15/11/2021	Headley Parish Council	Page 1
Time: 11:17	Bank Reconciliation Statement as at 31/10/2021 for Cashbook 2 - Savings Account	User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Savings Account	31/10/2021		34,943.66
			<u>34,943.66</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			34,943.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			34,943.66
		Balance per Cash Book is :-	34,943.66
		Difference is :-	0.00

Appendix 4

<https://headley-pc.gov.uk/documents/>