



## HEADLEY PARISH COUNCIL

Minutes of an **Ordinary Meeting** held at  
Headley Village Hall at 7.30pm on Monday 26<sup>th</sup> September 2022

	In attendance	Apologies	Absent
Cllr David Preedy (Chair)	✓		
Cllr Jon Lavery	✓		
Cllr Jane Pickard	✓		
Cllr Paul Furr		✓	
Cllr Nick Woolley	✓		
Cllr Ben Jarvis	✓		

In attendance: Tracy Hamer (Clerk) taking the minutes, 2 members of the public.  
The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	<p>Prior to commencement of the meeting a one-minute silence was observed to pay respects to HM Queen Elizabeth II following her death on 8<sup>th</sup> September 2022.</p> <p>It was formally noted that the Parish Council made the proclamation of the new monarch at 4pm on Sunday 11<sup>th</sup> September. This followed a commemorative service in the church was well attended by residents. Cllr Preedy thanked the church for their input in organising the event at such short notice.</p>	
2	<p><b>To receive and accept apologies of absence.</b> Cllr Furr.</p>	
3	<p><b>To receive any declarations of interest relevant to items on this agenda.</b></p> <ul style="list-style-type: none"> <li>Cllr Preedy – Item 4, MVDC Heritage Assets List</li> </ul>	
4	<p><b>To sign as a correct record, the minutes of the Parish Council Meeting dated 25<sup>th</sup> July 2022.</b></p> <p>The Council <b>resolved</b> to unanimously agree the content of the minutes and the Chair signed the minutes. <i>Proposed by Cllr Preedy and seconded by Cllr Lavery.</i></p>	
5	<p><b>To receive any Chairman’s announcements.</b></p> <p>Cllr Preedy noted that the list submitted by the PC to MVDC for the newly formed non designated Heritage Assets List will be presented to MVDC for approval in the next 2 months. The gardens at Headley Court will be included in their entirety.</p>	
6	<p><b>Public Participation Session.</b></p>	

	<ul style="list-style-type: none"> <li>Concern was raised by 2 members of the public regarding the speed of traffic in the village and potential traffic calming measure that can be explored. Cllr Preedy explained that HPC has met with members of SCC for a Road Safety Engagement Meeting (see Appendix 1 for minutes and actions). It was noted the HPC felt somewhat let down by the suggestions made by SCC. The Clerk will progress the installation of a SID and also investigate the possibility of raised road sections close to junctions.</li> <li>Members of the public raised further concern regarding the condition of BW506. The concrete surface has started to degrade and is creates a hazard to horses using the bridlepath. The Clerk will contact CC Watson to discuss.</li> </ul>	Clerk																																							
7	<p><b>Matters arising.</b></p> <ul style="list-style-type: none"> <li>Traffic Calming in the village: See Item 6 and Appendix 1.</li> <li>Civility and respect pledge and associated policies for approval (Training/Dignity at Work): It was unanimously resolved to approve and adopt the two policies and to sign the Civility and Respect Pledge. <i>Proposed by Cllr Preedy and seconded by Cllr Laverty.</i></li> <li>Cllr Preedy requested that members consider items for inclusion for the 2023/24 budget. A finance meeting will be arranged to enable the budget and precept requirement to be approved at the November Parish Council meeting.</li> </ul>	Clerk																																							
8	<p><b>Financial items.</b></p> <ul style="list-style-type: none"> <li>Cllr Laverty reported that he had checked the reconciliation of the bank accounts dated August 31<sup>st</sup> 2022 on the 26<sup>th</sup> September 2022 - <i>see Appendix 2.</i></li> <li>The Council <b>resolved</b> to approve the following payments. <i>Proposed by Cllr Laverty and seconded by Cllr Preedy.</i></li> </ul> <table border="1"> <thead> <tr> <th>Payments between meetings</th> <th>Chg</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>August Staff Salaries &amp; Associated Costs</td> <td>DD</td> <td>511.97</td> </tr> <tr> <td>September Staff Salaries &amp; Associated Costs</td> <td>DD</td> <td>511.97</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>To be authorised for payment 25.07.2022</th> <th>Chg</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Clerks expenses</td> <td>865</td> <td>113.89</td> </tr> <tr> <td>MVDC Playground Rent - <u>Inv 18575</u></td> <td>866</td> <td>50.00</td> </tr> <tr> <td>Village Hall Hire</td> <td>867</td> <td>37.00</td> </tr> <tr> <td>Conservation &amp; Access - <u>Inv 348</u></td> <td>868</td> <td>990.00</td> </tr> <tr> <td>Conservation &amp; Access - <u>Inv 349</u></td> <td>869</td> <td>420.00</td> </tr> <tr> <td>Netwise - <u>Inv 2561</u></td> <td>870</td> <td>360.00</td> </tr> <tr> <td>NJ Birch - <u>Inv 2245</u></td> <td>871</td> <td>1015.20</td> </tr> <tr> <td>SALC - <u>Inv 2511</u></td> <td>872</td> <td>60.00</td> </tr> <tr> <td><b>TOTAL CHEQUES</b></td> <td></td> <td><b>3046.09</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Members unanimously agreed not to opt out of the SAAA central external auditor appointment arrangements.</li> </ul>	Payments between meetings	Chg	Amount	August Staff Salaries & Associated Costs	DD	511.97	September Staff Salaries & Associated Costs	DD	511.97	To be authorised for payment 25.07.2022	Chg	Amount	Clerks expenses	865	113.89	MVDC Playground Rent - <u>Inv 18575</u>	866	50.00	Village Hall Hire	867	37.00	Conservation & Access - <u>Inv 348</u>	868	990.00	Conservation & Access - <u>Inv 349</u>	869	420.00	Netwise - <u>Inv 2561</u>	870	360.00	NJ Birch - <u>Inv 2245</u>	871	1015.20	SALC - <u>Inv 2511</u>	872	60.00	<b>TOTAL CHEQUES</b>		<b>3046.09</b>	Clerk
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9	<p><b>Maintenance.</b></p> <ul style="list-style-type: none"> <li>Playground: The inspection log is up to date and no issues reported. The rota for next 3 months is confirmed as October – Cllr Preedy, November – Cllr Laverty, December – Cllr Furr</li> <li>Footpaths and grit bins: Nil</li> <li>Highways and Pebble Hill: Nil</li> </ul>																																								

10	<p><b>Planning.</b></p> <ul style="list-style-type: none"> <li>• Headley Court – Cllr Preedy noted that MO/2022/0692 is coming to Development Management on 5<sup>th</sup> October with officer recommendation to reject the application. That means it will not be a speaking item. Following a recent meeting with Audley, it has been confirmed that the planning application has been submitted. The Parish Council feel that the lack of parking is problematic.</li> <li>• Church Lane Nursery – The recent appeal was dismissed. Cllrs Preedy and Pickard will be meeting with a planning representative to discuss next steps.</li> <li>• Springfield – No further updates.</li> <li>• Planning application MO/2022/1619 for 125 care apartments and up to 54 affordable homes on land adjacent to the A24 junction and Headley Road has been submitted. Although it is not within the boundary of Headley parish, members agreed a submission would be made to object to the application due to the dangerous location on the A24 junction, loss of green belt and infilling of the strategic gap.</li> <li>• <i>See Appendix 3</i> for current and recent planning applications.</li> </ul>	Cllr Preedy
11	<p><b>Other Parish Council Activities</b></p> <ul style="list-style-type: none"> <li>• Headley Summer Celebrations 2023: deferred to November meeting.</li> <li>• Autumn litter pick: To be organised for Saturday 22<sup>nd</sup> October. The Clerk will create a banner and contact MVDC.</li> <li>• Autumn Newsletter: It was agreed to distribute a newsletter in the next few weeks and will include updates on Headley Court, litter pick details, councillor vacancy, the Jubilee event and the Headley Road planning application named above.</li> </ul>	Clerk  Cllr Preedy
12	<p><b>Reports from other bodies.</b></p> <ul style="list-style-type: none"> <li>• SALC Conference, 30<sup>th</sup> September 2022: Cllr Laverty will be attending.</li> </ul>	Cllr Laverty
13	<p><b>Consultations.</b> Nil.</p>	
14	<p><b>Questions from Parish Councillors.</b> The Clerk will circulate up to date instruction regarding councillor email addresses.</p>	Clerk
15	<p><b>To confirm the date of the next Parish Council Meeting as Monday 28<sup>th</sup> November 2022 at 7.30pm at Headley Village Hall.</b></p>	
	<p>There being no further business, the meeting closed at 9.35pm.</p>	

Signed.....  
Chairman

Dated.....

Item 6 and 7 – Appendix 1

## HEADLEY PARISH COUNCIL

**Headley Parish Council Road Safety Engagement Meeting  
Thursday 22<sup>nd</sup> September**

### Attendees

#### **Surrey Highways**

Bahram Assadi  
Zena Curry  
Anne-Marie Hannam  
Jake Ryan

#### **County Councillor Hazel Watson**

#### **Headley Parish Council**

Cllrs Preedy, Laverty, Pickard, Furr, Jarvis and Woolley  
Tracy Hamer - Clerk

### Discussion of survey data and findings

Cllr Preedy outlined the main issues in the village, namely

- the speed of traffic on narrow country roads which are also used by walkers, the equestrian community, and cyclists;
- issues with signage, especially to warn other road users of points where horses regularly cross or walk along the road; these are often non-existent or are frequently obscured by vegetation;
- Cllr Preedy also noted the ongoing issue of HGV's diverting to the village when the M25 is shut.

Cllr Jarvis outlined the findings from the recent speed survey commissioned by the Parish Council in March 2022.

CC Watson noted that the speeds on Hurst Lane complies with the guidance for a reduction to 30mph speed limit. This will be included in the SCC budget for 2023/24. It was also suggested that a further speed survey should be commissioned in March 2023 to assess the need to extend the change in speed limit along Church Lane.

SCC noted that the other stretches surveyed did not meet SCC's criteria. There was some discussion over options for traffic calming in areas without street lighting; SCC suggested it might be possible to install priority give way points, but that these required straight roads with clear visibility.

The Clerk will contact Duncan Knox to address the installation of a SID again.

SCC commented that the use of painted warning signs on the road is not permitted (except for speed roundels) as they present a hazard to cyclists and motorcyclists. They mentioned the option of Speedwatch or HGVwatch schemes and agreed to provide details on HGVwatch

Issues surrounding safety in the village since the white lines were implemented

CLr Laverty explained that following the resurfacing of the roads earlier in the year, the central white line was replaced by a solid white line on either side of the road. This gives the illusion of a narrow road, with the intention of slowing traffic down. However, this approach is not suitable on the blind brow of the hill next to the church and members are concerned that this creates a significant hazard to the village.

SCC explained that the regulatory criteria had changed and that roads below a certain width no longer had central white lines. They noted that several Parish Councils had found the removal of central white lines to reduce speeds but were unable to offer any clear reports or data that could be distributed to concerned residents.

SCC agreed to look at the option of restoring the "SLOW" road markings to supplement the existing warning signs (which everybody agreed are obscured by vegetation) by the brow at Church Approach. They did note that this will have a lead time as they build up enough painting to justify the specialist equipment.

SCC suggested placing an A board close to the highway to alert drivers of events at the church/pub. However, PC members suggested this would not be possible as the road is too narrow.

#### Item 8 – Appendix 2

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/07/2022		314.68
			<u>314.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			314.68
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			314.68
		<b>Balance per Cash Book is :-</b>	<b>314.68</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	31/08/2022		2,511.21
			<u>2,511.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,511.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,511.21
		Balance per Cash Book is :-	2,511.21
		Difference is :-	0.00

### Item 10 – Appendix 3

Registered Applications	Location	Description	Publicity end date
MO/2022/0155/PLA	Woodstock, Tot Hill, Headley, Epsom, Surrey, KT18 6PU	Demolition of existing redundant commercial use buildings and the erection of 1 No. 4 bedroom dwelling, with car port and landscaping.	26.08.2022
MO/2022/1409/TFC	Land adj to 21, Dale View, Headley, Epsom, Surrey, KT18 6EH	T-1 Atlas Cedar tree; reduce laterals and top corner on the southwestern side by 3 metres to allow clearance from 21 Dale View. T-2 Sweet Chestnut tree; re-pollard to previous points.	19.09.2022
MO/2022/1441/TFC	Street Record, Land at Tyrells Wood, The Drive, Leatherhead, Surrey	Various tree works as described in the submitted documents and in the plan.	19.09.2022
MO/2022/1479/CC	3, Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG	Variation of Condition 2 of approved planning application MO/2021/0805 for the erection of a two storey side/single storey rear extension following demolition of attached garage to allow an additional door to balcony on rear first floor extension and new and	19.09.2022

		existing roofs to be finished in grey slate.	
MO/2022/1556/TFC	South Haven, Church Lane, Headley, Epsom, Surrey, KT18 6LJ	Cut back branches of one Oak tree (marked T1 on submitted plan) that overhang boundary with Dean Cottage by approximately 1.5m	30.09.2022
<b>Decisions</b>	<b>Location</b>	<b>Description</b>	<b>Outcome</b>
MO/2022/0666/TFC	Gasston Stables Site, Hurst Lane, Headley, Epsom, Surrey, KT18 6DY	Crown reduce 2 Ash trees by up to 3 metres.	REFUSED
MO/2021/1069/PLAH	The Lodge, Tilley Lane, Headley, Epsom, Surrey, KT18 6EN	Erection of a detached two-bay garage with home office following demolition of existing.	APPEAL DISMISSED
MO/2020/0441/OUT MAJOR	Church Lane Nursery, Church Lane, Headley, Surrey	Outline application for the consideration of access in respect of the erection of 13 No. houses.	APPEAL DISMISSED
MO/2022/1243/PLAH	The Manor House, Headley Common Road, Headley, Epsom, Surrey, KT18 6NA	Replace existing conservatory with an orangery.	APPROVED
MO/2022/1250/LBC	The Manor House, Headley Common Road, Headley, Epsom, Surrey, KT18 6NA	Listed Building Consent for the replacement of conservatory with orangery	APPROVED WITH CONDITIONS
MO/2022/0705/PLA	Coppers, Tot Hill, Headley, Epsom, Surrey, KT18 6PY	Erection of a new open fronted oak framed car port, widening of the existing access following demolition of the existing outbuilding	REFUSED