



## Dormansland Parish Council

Parish Clerk – Lynn Blake  
42 The Meades, Dormansland, RH7 6PZ  
Tel – 01342 834989  
Email – [dormansclerk@btinternet.com](mailto:dormansclerk@btinternet.com)  
Website – [www.dormansland.org.uk](http://www.dormansland.org.uk)

### Minutes of the 186<sup>th</sup> meeting of Dormansland Parish Council held at 7.30pm on Tuesday 6<sup>th</sup> September 2016 in the Club Room, Dormansland Memorial Hall

---

#### **1 Roll Call**

##### 1.1 Members present –

Councillor Mrs Maureen Young  
Councillor Mr Harry Fitzgerald  
Councillor Mr Peter Holgate  
Councillor Mr Neville Harrison  
Councillor Mr Peter Joseph-Tebbutt  
Councillor Mr Guy Kaiser-Davies

##### 1.2 Also in Attendance –

District Councillor Mrs Lesley Steeds, County Councillor Mr Michael Sydney, five members of the public and the Clerk

#### **2 Apologies for Absence**

2.1 Apologies received and accepted from Councillor Mr Peter Holgate because he had a last minute meeting to attend in London. He would do his best to join the meeting. (Clerk's note: Councillor Mr Holgate arrived a few minutes into the meeting)

#### **3 Declarations of Interest**

3.1 Councillors Mrs Young, Mr Harrison and Mr Fitzgerald all declared an interest in item 12.1 on the agenda Grant Applications 2016/17: Councillor Mrs Young delivers Meals on Wheels, Councillor Mr Harrison is a Member of the Lingfield and Dormansland Community Centre and Councillor Mr Fitzgerald is a Member of the Dormansland Memorial Club.

#### **4 To receive minutes of 185<sup>th</sup> meeting held on Wednesday 6<sup>th</sup> July 2016**

4.1 It was resolved that the minutes of the 185<sup>th</sup> meeting held on 6<sup>th</sup> July 2016, previously circulated, be signed as a true record. The minutes were signed by the Chairman.

#### **5 To receive reports from County and District Councillors.**

5.1 Report from District Councillors Mrs Steeds and Mrs Young:

Fly-tipping – There has been a recent spate of fly-tipping in West Street. Biffa have been along to take away the rubbish.

Potholes in Mayfield still haven't been dealt with.

S106 money, Mulberry Mews – TDC still awaiting a decision from the developers regarding change of use.

## 5.2 Report from County Councillor Mr Michael Sydney:

SCC 2017/18 budget – in preparation stage at the moment.

In response to request for updates, Councillor Mr Sydney responded as follows:

Charters Towers – Further to a meeting at Charters Towers at which residents had expressed concerns about speeding traffic in Felcourt Road and also the location of the bus stop, Councillor Mr Sydney would be setting up a meeting for Highways Officers to come down to Charters Towers to look at the problems.

Speed Cameras – Further to a meeting with the the Director of a company that produces average speed cameras, Councillor Mr Sydney now plans to write to the Police Commissioner for Surrey requesting that SCC consider introducing more cameras on Surrey's roads.

Operation Horizon: Wilderwick Road – County Councillor confirmed that the problem regarding the stretch of road that had been missed when the rest of the road was resurfaced was still on his 'to do' list.

Yellow Lines, West Street – Councillor Mr Sydney was happy that David Curl had confirmed that the missed portion of yellow lines would be brought up at the next meeting with the contractors.

Dropped kerbs in Racecourse Road – still in the system but no timescale at the moment.

The Hub – Councillor Mr Sydney is soon to meet with Mrs Ryan, Administrator of the Lingfield Hub, and a SCC Officer regarding the problems being currently experienced with the rural cut contractor.

### **THE CHAIRMAN SUSPENDED THE MEETING FOR THE PUBLIC SESSION**

## **6 Public Question Time**

- 6.1 A member of the public brought the poor state of the churchyard to the attention of the Parish Council. He was also of the opinion that the hedge was too high. The Clerk was asked to pass the comments on to the Vicar.

A member of the public complained about the overgrown hedge on the left hand side of the twitten from the High Street to Hollow Lane. The Clerk agreed to write to the owner of the overgrown vegetation.

A member of the public commented on the poor state of the footpath from The Platt to the Station.

A member of the public asked a number of questions about the Tandridge Local Plan and the public consultations. A lengthy discussion ensued.

### **THE CHAIRMAN THANKED THE MEMBERS OF THE PUBLIC FOR COMING TO THE MEETING AND RE-CONVENED THE MEETING.**

## **7 PLANNING**

- 7.1 It was resolved, unanimously, to approve the following planning recommendations made under delegated powers.

### **Planning Meeting held on Saturday 9<sup>th</sup> July 2016**

**TA/2016/579**

**STEPPE COTTAGE, HOOPERS FARM, MOOR LANE, MARSH**

Demolition of existing dwelling and erection of dwelling. (Mr Christopher Hill)

**Dormansland Parish Council has no objection to this proposal. Members note, however, that in 2013 an application for an extension to the existing property was refused and Members were unable to discern any difference between the extension of the current building and the proposed new building. Thus, DPC leaves it to TDC to decide if this application is effectively very different from the one that was previously refused.**

**TA/2016/882**

**High Bank, Furzefield Chase, Dormans Park RH19 2LY**

Erection of single storey extension to north elevation and detached double garage to east of dwelling. (Certificate of Lawfulness for a Proposed Use or Development) (Ms Stephanie Milne)

**Dormansland Parish Council has no objection to this planning application.**

**TA/2016/1043**

**WILLOWS EDGE, PARK ROAD, DORMANS PARK**

Demolition of existing side sun room, car port and greenhouse. Erection of two storey side extension and five dormers to side elevations. Changes to fenestration including installation/removal of windows. (Mr Adem Mehmet)

**Dormansland Parish Council has no objection to this planning application.**

**TA/2016/1080**

**Kingston, Lingfield Road, East Grinstead RH19 2JW**

Demolition of existing rear conservatory. Erection of single storey rear extension and pitched roof over existing front dormer. (Ms Jessica Hampson)

**There were no plans at Lingfield Library for this planning application.**

**TA/2016/10**

**Lulworth, Swissland Hill, Dormans Park RH19 70 2NH**

Demolition of existing double garage. Erection of replacement double Garage. (Ms Stephanie Milne)

**Dormansland Parish Council has no objection to this planning application.**

**TA/2016/1130**

**The Foxes, Furzefield Chase, Dormans Park RH19 2LY**

Erection of front porch, chimney to east elevation and replacement raised rear terrace in association with conversion of existing garage to habitable accommodation. Changes to fenestration including new window openings and external finishes. (Ms Stephanie Milne)

**Dormansland Parish Council has no objection to this planning application.**

**TA/2016/1143/TPO**

**Wychwood, Bracklyn Avenue, Eden Vale, Dormans Park RH19 2LW**

TPO 5 (T) - Fell 9 Oak trees & 1 Birch (as per reference nos. within Quaife Woodlands' report). Oak (T18): Remove lowest branch to west which extends over garage. Beech (triple stemmed from base - T21/22/24): Remove lowest branch to west which extends over garage back to the trunk. (Alistair Durkin)

**Dormansland Parish Council has no objection to this planning application, subject to the approval of the Forestry Officer.**

**TA/2016/1152**

**Brackenwood, Park Road, Dormans Park**

Erection of single storey extension to south and east elevations. (Ms Stephanie Milne)

**Dormansland Parish Council has no objection to this planning application.**

**TA/2016/1011**

**Frog Cottage, Felcourt Road, Felcourt, RH19 2JZ**

Erection of detached bungalow & detached double garage

**Dormansland Parish Council objects very strongly to what appears to be a proposal to build a new development in the Green Belt on undeveloped land and this is, in DPC's opinion, in the absence of very special circumstances inappropriate development in the Green Belt. (Ref DP13: Buildings in the Green Belt)**

**Planning Meeting held on Saturday 9<sup>th</sup> July 2016**

**TA/2016/1386/TPO**

**Brackenwood, Park Road, Dormans Park RH19 2NQ**

Oak (T4 of TPO) – Fell Holly (T5 of TPO) – Fell Cypress (T6 of TPO) – Fell Holly (T7 of TPO) – Fell (Mr Alistair Durkin)

**Dormansland Parish Council has no objection to this planning application, subject to the approval of the Forestry Officer.**

**TA/2016/1375**

**Fell Cottage, Osmunda Bank, Dormans Park RH19 2NB**

Demolition of existing attached garage, utility and breakfast room. Erection of single storey side extension, open porch to front elevation, dormer window to front elevation and two dormers to rear elevations in association with conversion of additional loft space to habitable accommodation. Installation of Juliet balcony to rear elevation and roof lights to front, rear and side elevations. (Amended description) (Mr Wayne Spencer)

**Dormansland Parish Council has no objection to this planning application.**

**TA/2016/1360/TPO**

**Greenways, Wadlands Brook Road, East Grinstead RH19 2JP**

T2 Lime - Pollard to between 9-10 metres in height and remove any decaying stems and branches. (Alistair Durkin)

**Dormansland Parish Council has no objection to this planning application, subject to the approval of the Forestry Officer.**

**TA/2016/1291**

**Forge Cottage, 30 Plough Road, Dormansland RH7 6PS**

Demolition of existing detached double garage and outbuilding. Erection of detached double carport to front of dwelling. (Natalie Rowland)

**Dormansland Parish Council has no objection to this planning application.**

**TA/2016/1296**

**Falacre, Eden Vale, Dormans Park RH19 2LT**

Erection of detached double garage to plots 1 and 2. (Wayne Spencer)

**Dormansland Parish Council has no objection, in principle, to this planning application but is concerned that the height of the proposed garages may impinge on and affect the amenity of the neighbouring properties.**

**TA/2016/1264**

**Woodlands House, Smithers Lane, Edenbridge TN8 7LA**

Erection of detached garage. (Certificate of Lawfulness for a Proposed Use or Development) (Ms Natalie Rowland)

**Dormansland Parish Council has no objection to this planning application.**

**TA/2016/1184**

**Orchard Cottage, Moons Lane, Dormansland RH7 6PD**

Demolition of existing chimney and single storey rear extension. Erection of single

storey rear extension. Erection of dormer to west facing roof slope. Formation of chimney to east elevation. Formation of basement. (Jessica Hampson)

**Dormansland Parish Council has no objection to this planning application.**

**TA/2016/1143/TPO**

**Wychwood, Bracklyn Avenue, Eden Vale, Dormans Park RH19 2LW**

TPO 5 (T) - Fell 9 Oak trees & 1 Birch (as per reference nos. within Quaife Woodlands' report). Oak (T18): Remove lowest branch to west which extends over garage. Beech (triple stemmed from base - T21/22/24): Remove lowest branch to west which extends over garage back to the trunk. (Alistair Durkin)

**Since there was no explanation provided as to why it is necessary to fell 9 oak trees, DPC leaves it to the Forestry Officer to satisfy himself that the felling of these trees is necessary on arboreal grounds.**

**TA/2016/818**

**29 High Street, Dormansland RH7 6PU**

Erection of single storey side extension to existing garage in association with conversion of garage to ancillary residential accommodation. (Certificate of Lawfulness for a Proposed Use or Development) (Natalie Rowland)

**Dormansland Parish Council leaves it to Tandridge District Council to decide whether this is permitted development.**

**TA/2016/790**

**Barnlea, New Farthingdale, Dormansland RH7 6RE**

Demolition of existing outbuilding. Erection of single storey extension to north elevation and re-cladding of existing single storey extension to south/east elevation. (Amended Description) (Ms Jessica Hampson)

**Dormansland Parish Council has no objection to this planning application.**

7.2 Members noted recent planning decisions by Tandridge District Council.

**8 Chairman's Comments**

8.1 The Chairman had no comments.

**9 Correspondence and Communication**

9.1 Members noted receipt of the following correspondence:

- Copy of letters to and from TDC regarding Planning Application TA/2008/132
- Thank you letter from the Lingfield Library Committee
- Letter from Sam Gyimah MP regarding the Heritage Lottery Fund
- Letter from Limpsfield Parish Council regarding the Limpsfield Neighbourhood Plan
- Letter from Carbon Smart regarding grant funding available to parish councils to conduct renewable energy feasibility studies
- Gatwick Airport's 2015 "Decade of Change" Performance Summary from Gatwick Airport Ltd
- Email forwarded from Councillor Steeds regarding S106 funds for Traffic Calming Scheme in Dormansland
- Email from Gatwick Airport inviting Councillors to "look behind the scenes to learn more about the operational aspects of the airport". Councillors Mrs Young and Mr Kaiser-Davies expressed interest in attending a tour.

## **11 Neighbourhood Plan**

- 11.1 Councillor Mrs Lockwood reported that the Steering Group is nearly at the point where it can submit a draft plan.
- 11.2 DPC approved the following Neighbourhood expense:
- Reimbursement to Councillor Mrs Lockwood for NP insurance renewal premium of £208.05

## **11 Village Environment, Highways and Infrastructure**

- 11.1 Petition for a zebra crossing in Dormansland High Street – a meeting has been arranged for 4<sup>th</sup> October to discuss progress including results of measurement of average speed limit in the High Street. The Clerk was asked to submit a question to the next Local Committee on 23<sup>rd</sup> September.
- Please can DPC have an update regarding timescales and funding?*
- 11.2 Community Improvement Grant – The grant application has been submitted and a decision is anticipated early October.
- 11.3 The Pollards Allotments – Members noted receipt of accounts from Lingfield Parish Council.
- 11.4 Members noted an email from a resident of Hollow Lane regarding the large number of unsuitable HGVs travelling both ways along Hollow Lane. The resident asked if a “unsuitable for HGVs” sign could be installed at the start of Hollow Lane near the Memorial Hall. The Clerk was asked to submit questions to the Local Committee on 23<sup>rd</sup> September:
- Further to DPC’s petition in March 2013, please can the Parish Council have an update regarding progress with redirecting HGVs away from unsuitable roads?  
Please can Dormansland have “Unsuitable for HGVs” signs at all accesses to West Street and The Platt and also in Hollow Lane. The HGV sign in Chelsham is known to have diverted HGVs away from inappropriate roads.*
- 11.5 Members noted a request from a resident for more signs and an anti-skid surface in Racecourse Road on the bend just before St Piers Lane (heading towards Lingfield).
- The problem was discussed and Members felt that the situation could be helped if the woodland on the left hand side was cut back. At the moment it significantly reduces visibility for motorists. The Clerk was asked to pass on the request to SSC.
- 11.6 Members considered a complaint from a resident regarding parking on the High Street near to Potters Stores. The resident who lives behind the shop said that residents of Mulberry Mews were parking on the High Street instead of their drive. The Parish Council discussed the situation but agreed to take no action.
- 11.7 Members noted that David Curl, Parking Team Manager at SCC, had confirmed that he will raise the subject of the missed section of double yellow lines in West Street at the next meeting with the contractor.
- 11.8 Members noted that the Clerk had contacted the landowner of the field in West Street regarding the blocked ditches adjoining her land. The landowner agreed to get her contractor to have a look at the offending ditches and take action if necessary.
- 11.9 Members noted that the Clerk had contacted the Lingfield United Trust regarding the sightline at the junction adjacent to HoChee Cottages. It was agreed that the

Highways Engineer be invited to visit Dormansland and assess the situation and recommend action to improve visibility at the junction.

- 11.10 Members noted that there had been a number of complaints from local residents regarding speeding traffic on Ford Manor Road leading to Greathed Manor. District Councillor Mrs Steeds would be taking up the matter with the management of Greathed Manor.

## **12 Grant Applications 2016/17**

- 12.1 The Parish Council unanimously agreed to award the following grants:

St John the Evangelist Church (churchyard maintenance)	£2,600
St Catherine's Hospice	£ 500
Air Ambulance	
Dormansland Carnival	£ 400
Dormansland Memorial Club * (New heating system)	£ 1,500
East Surrey Rural Transport Partnership	£ 100
The RH7 History Group (agreed in principle earlier this year)	£ 100
Dormansland Mother and Toddler Group	£ 250
YWI Dormansland	£ 250
Lingfield & Dormansland Community Centre**	£ 1,000
Dormansland Urban Saints	£ 200
Dormansland School PTA	£ 400

*\* payable on completion of the work.*

*\*\*Subject to Lingfield Parish Council agreeing to contribute 1,000*

## **13 Report from representatives on outside bodies**

- 13.1 Lingfield Library – Further to Councillor Mr Holgate's resignation from the Lingfield Library Committee, Councillor Mrs Maureen Young agreed to be the new DPC representative on the Committee.

- 13.2 Gatwick Airport –

Members approved expenditure of £250 plus VAT for the hire of an aircraft noise monitoring machine in Dormansland.

Members considered CAGNE's invitation for DPC to join the CAGNE's Parish Council Forum but after discussion agreed not to become members.

- 13.3 Community Care – Councillor Mrs Young reported that all was working well.

## **14 Accounts/Finance**

- 14.1 It was resolved to approve the following list of cheques for payment:

100162	Lynn Blake - July salary	£962.67
100163	Lynn Blake - July office expenses	£36.86
100164	Lynn Blake - August office expenses	£62.96
100165	Lynn Blake - August salary	£962.87
100166	BDO - External Audit	£240.00
100167	Mrs E Lockwood	£208.05

14.2 Members noted bank reconciliation as at 31<sup>st</sup> July and 31<sup>st</sup> August 2016:

Balance per Bank Statement as at	<b>31st July 2016</b>	
	HSBC Community Account	15,404.80
	HSBC BMM Account	35,026.31
		<u>50,431.11</u>

The net balances reconcile to the Cash Book account for the month, as follows:-

#### CASH BOOK

Opening Balance	53,295.83
Add: Receipts	22.02
Less: Payments	(2,886.74)
	<u>50,431.11</u>

#### HSBC Community Account **31st August 2016**

Balance per Bank Statement as at	<b>31st August 2016</b>	
	HSBC Community Account	16,416.41
	HSBC BMM Account	35,028.39
		<u>51,444.80</u>

The net balances reconcile to the Cash Book account for the month, as follows:-

#### CASH BOOK

Opening Balance	50,431.11
Add: Receipts	2,116.30
Less: Payments	(1,102.61)
	<u>51,444.80</u>



- 14.3 Members noted receipt of the latest financial position and movements of the Parish Council's cash balances including budget control.
- 14.4 Annual Return and Notice of Conclusion of Audit 2015/16 – Members noted receipt of the certified annual return for 2015/16 from the external auditor and noted that there were no issues arising.
- 14.5 The Council reconsidered members allowances. The most recent report of the Remuneration Panel of Tandridge District Council was published in 2009. At that time a guideline was quoted of between £25 and £250, which might be paid to Members to defray costs incurred. Members agreed to adopt the allowances detailed below:
- £200 per annum for the Chairman of the Parish Council – to cover the cost of telephone calls, short journeys and computer consumables.
- £75 per annum for each ordinary member to cover cost of telephone calls, short journeys and computer consumables.
- The allowances are taxable and Members will inform the Clerk if they wish to claim their allowance.
- 14.6 Members noted that a VAT refund claim of £2,114.22 has been submitted to HMRC for 2015/2016. Members also noted that HMRC had subsequently credited DPC's account with £2,114.22.

## **15 Training and Meetings**

- 15.1 The next Planning Meeting will be on Saturday 10<sup>th</sup> September 2016.
- 15.2 Chairmen's Networking Day – Felbridge Hotel, East Grinstead, 27<sup>th</sup> September: Councillors Mrs Young and Mr Fitzgerald to attend.
- 15.3 Jazz on the Green, Charters Village, 8<sup>th</sup> September - Councillors Mr Joseph-Tebbutt and Mr Fitzgerald to attend.
- 15.4 Lingfield Library Committee Meeting, 14<sup>th</sup> September.

## **16 Date of next meeting**

- 16.1 The next meeting of the Parish Council will be on Wednesday 5th October 2016 at 7.30pm.

**Signed as a correct record:**

**Dated:**