



ANNUAL REPORT 2022

CHAIRMAN'S NOTE

I am very pleased that we have been able to hold our first Annual Parish Meeting since 2019, with 2020 and 2021 being cancelled due to Covid-19 disruption. We hope the worst is now behind us and we are able to continue to hold face to face meetings again into the future.

It's been another busy year on the Parish Council and, despite earlier setbacks due to the pandemic, we are very pleased to have been able to continue to push forward with many of our projects such as the Conservation Area Appraisal and Management Plan, Parish Assets refurbishment and Footpaths and Bridleways programme and our submission to Your Fund Surrey for the provision of funding for The Limpsfield Way and Community Cycle Route.

I would like to thank the Councillors for their hard work over the last few years, and to give an official welcome to Jenny Williams who was co-opted to the council, replacing Ashley Fosdike.

We would all like to convey our gratitude for the ongoing support of the community and in particular the many individuals and groups who continued to work with us through the Covid-19 restrictions to ensure our vulnerable residents were looked after.

Also, thanks to the co-optees who have given their time, expertise and hard work to keep us moving forward completing a large programme of projects and improvements in 2021 and now in 2022.

We now see normal working patterns in the Parish being resumed, albeit in a demanding economic climate, with Covid no longer impacting working standards and our community initiatives increasing with your support.

John Thompson, Chairman

PLANNING UPDATE

Planning Committee: Mark Wilson (Chair), Jenny Williams, Philip Bailey and John Thompson. Co-optee Ted Beresford-Knox.

Key points:

- In 2021 the planning committee considered 118 new development applications and one EIA Screening.
- TDC approved 75 of these applications; and refused 19. A small number were withdrawn, not required to submit planning or asked to submit full planning applications.
- In 2021, the LPC planning committee made 17 objections on the basis of LNP criteria.
- Well over half of these objections (60%) were upheld by TDC with planning permission refused.
- We commented on 2 other applications to ensure LNP criteria were met and are pleased with the results / conditions of these applications.
- We are pleased to see that Green Hedges development has been reduced from 13 flats to 11, with no loss of parking spaces.
- We were also pleased to see the proposed development at the Edenbrook (off Snatts Hill) refused by TDC.
- Gaywood Solar – we have been liaising with our District Councillors and local residents regarding the potential for an application to install a solar farm on the borders of Surrey and Kent at Gaywood Farm on Hilders Lane. While no formal application has been submitted (at time of press), a consultation afternoon was held by the developers and we have carefully considered the implications of the proposed development to the local area, resulting in a letter to the solar farm company as well as the two district Councils – Tandridge and Sevenoaks.
- A list of LNP criteria can be found on the planning page of our website. We would urge residents to always consider these criteria before making planning applications to avoid unnecessary changes or refusals.

AONB Boundary Review

The Surrey Hills [Area of Outstanding Natural Beauty](#) (AONB) is currently undergoing a boundary review to decide whether additional areas adjacent to the existing AONB boundary should also be designated.

The Planning Committee submitted the following areas for inclusion within the revised boundary: West Heath, Limpsfield Common, Scearn Bank, Caxton, Swaynesland and Tenchleys - with the opinion that the whole of this area (LNP Character LCA04 - Wooded Greensand Hills) should be in the Surrey Hills AONB. The AECOM Limpsfield Heritage and Character Assessment Report, September 2016 (produced for the Neighbourhood Plan) was also submitted to support the submissions.

Local Heritage Assets List

As part of the Government's 'Build Back Better' initiative, the Ministry of Housing, Communities and Local Government (now the Department for Levelling Up, Housing and Communities) in association with Historic England provided funding to 22 areas to develop local heritage asset lists. Surrey is one of the areas to have received this funding.

A Surrey County Council-based project team is currently working with a number of boroughs and districts to produce a new/updated local heritage asset list for their area.

The Planning Committee identified and submitted 17 local structures for consideration, consisting of notable houses and also structures such as the Air Raid shelters, Detillens Horse Trough and fountain, the Royal British Legion building and several local ponds.

The list is currently under review with Surrey County Council's Historic Buildings Team for determination later in the year.

CONSERVATION AREA APPRAISAL & MANAGEMENT PLAN (CAAMP)

Following a year's delay due to Covid, we are very pleased to report that this project, an in-depth appraisal and future management plan of The Limpsfield Village Conservation Area is now in its final stages, having completed the official public consultation period on 21 March 2022.

The document and the comments received in the public consultation will now be reviewed and any amendments made

The final version of the CAAMP document will then be presented to TDC's Planning Policy Committee for adoption.

Once the plan is 'made', it will result in a series of projects to improve and maintain the historic village centre that can be carried out of the next few years and into the future.

We will also provide advice and recommendations to residents on expectations and guidelines to living within the conservation area regarding planning applications, maintenance and development of their own properties.

We would like to acknowledge the time and effort of the CAAMP working group and of Christopher Reynolds, Surrey County Council's Historic Buildings Officer, who has done a fantastic job on research and preparation of the draft appraisal and Management Plan.

Mark Wilson, Chair, Planning Committee

NEIGHBOURHOOD PLAN UPDATE

Neighbourhood Plan Committee: Ann Osborn (Chair), Laila Turner, John Thompson, Mark Wilson and Thomas Briggs. Co-optees, Ted Beresford-Knox, Robert O'Donovan

We continue to make progress with the projects outlined in the Local Neighbourhood Plan.

Parking & Traffic Management

- We (with particular input from our designated Highways officer, Bob Harvey) continue to work with Surrey County Council / Highways (via Cllr Cameron McIntosh) on traffic and parking issues in the parish and would like to encourage all residents to let us know of any.
- We support local speedwatch groups and are continuing to talk to the residents of Bluehouse Lane regarding the potential for another VAS sign with the aim of slowing traffic on this dangerous road where pedestrians are particularly vulnerable. Funding for a second VAS sign has been earmarked for 2022-2023, should it be deemed of use to install one.
- We have been glad to see the double yellow lines on the bend by the Grange School, which were put in place by Surrey County Council to prevent taxis parking on the bend, making it extremely dangerous for other road users.
- We supported the installation of a puffin crossing outside Limpsfield C.of E. Infants School with representation to Surrey County Council Highways with some concerns from local residents.
- We have once again earmarked funds for additional parking in Limpsfield Village should an area become available. If you know of any land / parking area that could be bought or leased by the Parish Council, please do get in touch.

Continued Footpath Improvement

- We are continuing our programme to improve local footpaths and bridleways, so that they are safer for pedestrians, horse riders and cyclists.
- We work closely with the East Surrey Walkers, National Trust, Titsey Foundation, other local landowners and the Friends of Limpsfield Common.
- Our policy is to take the least restrictive option when replacing stiles and we use self-closing gates where possible. However, landowners require kissing gates where the safety of livestock is the main consideration.
- So far, we have replaced a total of **10 difficult stiles** in the parish with galvanised metal or wooden kissing gates **plus 2 self-closing gates** in urban and rural areas of the parish, as well as resurfacing some tricky paths or bridleways, including paths through the Glebe Field, the footpath from Stanhopes to Hookwood and the bridleway from Hookwood Park to Grub Street, which is now an easy access pathway.
- Next on our list is the replacement of the stile that goes from the footpath (FP75) by Oxted School through the fields to the footbridge over the M25. We are also hoping to put in some mobility gates for wheelchairs users and families with buggies.
- Please contact us if you come across any inaccessible paths, tricky stiles or gates that need improving.

The Limpsfield Way & Chart to Village Community Cycle Route

After many months of work, we were very pleased to be successful with Your Fund Surrey and have now secured funding for our Limpsfield Way circular walk and Limpsfield Community Cycle Route.

We will be starting work on these imminently with a view to having them in place by the summer.

Trim Trail

Last year we facilitated the installation of the Trim Trail by Limpsfield Infants School which has proved to be very popular indeed.

Light Up Limpsfield

To bring a little joy to the village, we funded and put up a Christmas tree in Limpsfield Village and lots of Christmas Lights, as well as sponsoring a tree in the annual St Peter's Christmas Tree Parade. We aim to do this on an annual basis.

Crime Prevention

We continue to encourage residents to report all crimes in the area – both urban and rural. You can find all your local police contact details, tips, online reporting links and website for more information on local crime and crime prevention on our website.

<https://limpsfield.org/crime-prevention-in-limpsfield/>

CCTV project - In order to assist with crime prevention in Oxted Town Centre, we have been working with Oxted PC and local organisations as well as Surrey Police for the provision of CCTV cameras in Oxted Town Centre and on main exit routes from the town.

Ann Osborn, Neighbourhood Plan Committee Chair

PARISH ASSETS

Limpsfield Chart Orchard

Following our agreement with the National Trust to lease the little Chart Orchard on Stoneleigh Road by the Chart Cricket Pitch, we have spent a lot of time and effort clearing and mowing the space to make it useable and last July we installed 2 new benches for local residents and visitors to use.

- We have planted daffodils and other bulbs which are now looking lovely and there is a plaque on the gate to welcome in visitors.
- Two new orchard trees have been planted under the management of the community orchard leader, Helen Ellson. These trees were donated by:
 - the Tandridge Canoe and Kayak Club (TCKC), in memory of Paul Bedingfield, who sadly died in December 2020.
 - members of TICTOC, an ecumenical group of Christians from Oxted and beyond.
- We will be maintaining this space on an ongoing basis for local residents to sit in peace and enjoy the orchard trees, wildflowers and birdlife.

Bus Shelter Refurbishments

- We have continued to renovate our old oak and brick bus shelters with timber roof shingles to make sure they stand the test of time for many more decades to come.
- These buildings are situated opposite the Limpsfield CofE Infants School, by the horse trough at Detillens Lane and near to Tandridge District Council offices on Station Road East.
- We will shortly be replacing the boards on the A25 bus shelter opposite the school and renewing noticeboards in the other bus shelters.

Parish Maps

- We are lucky to have a great number of interesting local maps, which document the development of the area but have not had a permanent home for some time.
- Many of these were sent to Surrey's History Centre last year and the ones that are A0 and smaller are being scanned and catalogued.
- These smaller maps will now have their new home in the Local History Room of the Oxted Library (situated in Limpsfield Parish) in a new Map cabinet we have purchased. These are incredibly interesting maps and we urge residents to go to the library and have a look at them.
- We have also provided the Library with some framed Limpsfield parish maps for their map room and local history room.

Parish Office at The Pound

- The roof repairs and replacement of the window of the Parish Office building by The Pound on Wolf's Row have now been completed.
- The Village Pound, a Grade II listed building, was where stray animals, such as cows, sheep, geese and donkeys would be kept awaiting collection by their owners.

- The building adjacent to The Pound, which was the village's original fire station, is now the official postal address for the Parish Council and has a smart, newly painted green door and black letter box.
- Please feel free to post any letters, suggestions or notes you wish to leave for the Parish Council in this letter box.
- We hope to be able to use this office more in the future, for a variety of activities such as a walkers' stop-off / information point (on the Limpsfield Way) and local history gallery space.

Winter Management Equipment

This winter, we bought and installed three new grit boxes and a new grit spreader to ensure the safety and ice-free status of the Village area pavements / Pebble Hill / St Peter's Church Hall / Panda and Limpsfield C of E Infants School.

SUPPORT FOR LOCAL ENDEAVOURS

This year, we have given financial support to the following local projects and organisations:

- The Limpsfield Community Orchard connection to the Golf Club's water source for irrigation of the orchard trees. This has now been completed.
- Citizens Advice Bureau
- Tandridge Voluntary Action
- Oxted District First Responders - financial support for maintenance of 3 of the 4 Defibrillators – located at Grub Street Cricket Club, Carpenters Arms and St Andrews Way flats. We will be providing ongoing support.
- Limpsfield in Bloom – financial support for the purchase of plants, as the organisation's fundraising events were again unable to take place due to Covid-19.
- Chart Cricket Club fundraising for the restoration of their outfield, which is now almost complete. Along with several other local organisations, we have also donated a new bench, to commemorate the club and its ongoing place in our community.

JUBILEE ACTIVITY

- In November we officially made the Jubilee Street Party working group a sub-committee of Limpsfield Parish Council. Headed up by Richard and Nila Spiller, the group is organising a Village Street Party for 5 June, 2022. Limpsfield Parish Council has handled the submissions for the street party event licence and road closure application.
- Following the Storm Eunice's destruction of our lovely Mulberry Tree outside The Pound on Wolf's Row, we intend to plant a new Mulberry Tree to mark the Platinum Jubilee.
- We also intend to install a Platinum Jubilee Commemorative Bench on the pavement outside Paul James Jewellers / NatWest on Station Road East.

FINANCE UPDATE

Finance Committee members: Thomas Briggs (Chair), Mark Wilson, Bernie de Haldevang, Laila Turner and John Thompson. RFO - Sophie Martin.

Cash and Bank Reconciliation

The year-end bank reconciliation is complete and shows the year beginning with £77,626.55 in cash and ending with £65,692.74.

Reserves

- The Parish Council uses a rule of 50% of precept as general reserves for emergency spend – being £16,658.
- £10,000 is also earmarked from our Chart Account for the decommissioning of the Chart Playground, if required.
- £10,000 is earmarked as a Conservation Area Reserve.

Budget Comparison

- The budgeted expenditure for 2021-2022 was £65,064.
- Total expenditure to end of March 2022 was £55,846.
- We still have £6,734 outstanding to pay if required for 2021-22 budgeted projects.
- Therefore, subtracting the payments made and outstanding against budget, we were £2,483 under budget (approx. 3.8%).

Income and expenditure

- Our income in 2021/22 was £43,914, comprising some Community Infrastructure Levy (CIL) money - £6,994 and the annual Precept £33,315, which we have retained for the forthcoming financial year, as well as much appreciated landowner contributions for gates purchased for footpath upgrades and VAT refunds.
- We do not yet have any confirmed CIL income for 2022/23, but we expect to receive some and will continue to earmark existing CIL funds for footpaths improvement and other infrastructure-based projects. CIL funding will also be used for contribution to a second VAS on Bluehouse Lane depending on the success of the first.
- We will carry approximately £23,000 in non-earmarked funds through to 2022/23 for projects and general expenses. This is after taking out earmarked funds (Chart Playground (£10,000, general reserves £16,658 and Conservation Area Reserve fund £10,000).
- Ongoing expenditure – identified annual running costs – of £19,155 includes Staffing, Insurance, National Association Local Councils membership, local organisation subscriptions, general maintenance (mowing), auditing and communications.

VAT

- Parish Councils can reclaim VAT. We budget with VAT included to ensure we have funds/cashflow, however we then reclaim any VAT spent.
- In 2021-2022 the LPC reclaimed £1,726.16 for the period 5 April to 30 September 2021.
- A claim for the period 1 October 2021 to 31 March 2022 of £3,941.84 has been made (but not yet received).

Transparency Code and audits

Limpsfield Parish Council voluntarily complies with the Transparency Code for Smaller Authorities, although its annual turnover has been over the £25,000 cut off for the last few years. In accordance with the Code, the council's financial details are published on its website and this includes a list of all payments. The Code requires a list of payments over £100. All payments can be found on our website every month in the minutes of each monthly parish council meeting.

External Audit and the Annual Return

In accordance with legislation for local councils with a turnover under £200K, Limpsfield Parish Council submits its Annual Return each year for a limited assurance external audit. The external auditor is PKF Littlejohn.

Audit dates

Local councils must publish on their website their unaudited Annual Return (or AGAR – Annual Governance and Accountability Return) along with the Notice of Period for the Exercise of Public Rights before July.

Once the external audit is complete, the auditor's comments are also published on the website.

Internal Audit

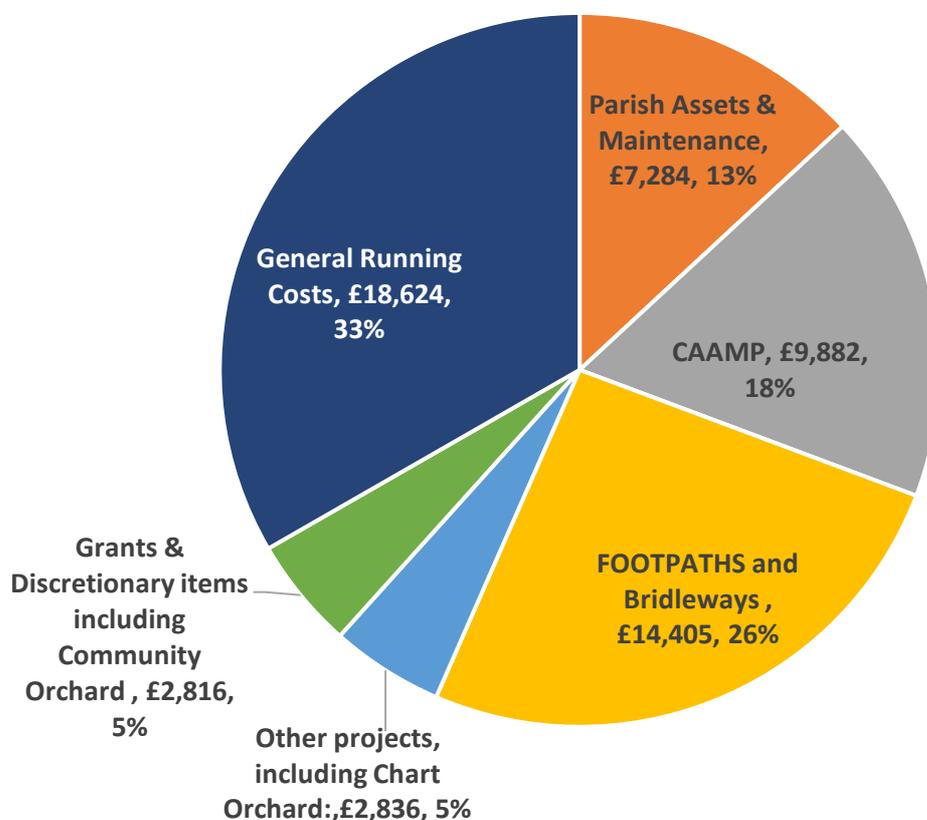
In accordance with Audit Regulations, all parish councils have an internal audit for assurance that the council is conducting its affairs lawfully and handling its public money properly. An independent and competent internal auditor is appointed by the council each year. Our internal auditor is Mulberry & Co. Ltd, who audit many town and parish councils.

The internal auditor's report forms part of the Annual Return, which is published on the council's website, and any issues raised by the internal auditor must be noted by the council for future action before it completes its Annual Governance Statement for the Annual Return. Internal audit is the public's assurance that the council is proceeding lawfully and effectively. Our 2022 internal audit will take place on 26 April 2022.

RESERVES / BALANCES	Balance brought forward from FY21	Income	Expenditure	Balance Carried Forward 2022
General Expenditure	£36,363.95	£36,897.02	£39,739.00	£33,521.97
CIL Account - CIL payments must be returned to TDC if not spent within 5 years.	£22,868.82	£8,076.05	£14,320.53	£16,624.34
LNP / Project account - Balances transferred to General Expenses. LNP now designated account for Your Fund Surrey grant/activity	£1,059.35	£0.00	£1,059.35	£0.00
Chart Playground account for Chart projects (partially ring-fenced for Chart Playground decommissioning)	£17,334.43	£0.00	£1,788.00	£15,546.43
	£77,626.55	£44,973.07	£56,906.88	£65,692.74

EXPENDITURE FY21/22

FY21/22 Major Spending Items - Total £55,846



Main Expenditure Items FY21/22

Parish Assets & Maintenance	£7,284
Conservation Area Assessment and Management Plan (CAAMP)	£9,882
Footpaths and Bridleways	£14,405
Other projects, including Chart Orchard	£2,836
Grants & Discretionary items including Community Orchard	£2,816
General Running Costs	£18,624
	0
	£55,846

LPC BUDGET 2022/2023

Available Funds	£
Carry-over (estimate) of all unallocated funds from FY21/22 includes all accounts less 16658 Reserve & Chart reserve, less village carparking reserve	£23,431
Precept 2022-2023	£33,315
Anticipated VAT claim April 2022	£3,830
Anticipated VAT return 2022-2033 (estimated)	£2,000
Other contributions	£0
Anticipated CIL income 2022-2033	£0
Anticipated Balance of (known) Funds Available for FY 22-23	£62,576
RUNNING (ADMIN) COSTS - Annual Fees & Charges	£
Staff Costs & Related Tax and NIC plus Clerk Training; GDPR, Insurance & Legal, Room hire, Itilities, Subscriptions and affiliations, Website / Data / Storage, Comms	£19,155
Running Cost Contingency	£958
TOTAL	£20,113
LPC Asset Maintenance Fund - includes village and chart orchard mowing, keys, plants for troughs, general maintenance and repairs of noticeboards, benches, phone box etc	£3,000
S137 - Regular or one-off local grants	£1,500
Other Grants - Councillor discretionary expenditure / miscellaneous expenses, community events / unidentified	£2,000
Maintenance of Limsfield Way & Cycle Route if required	£2,400
Subtotal	£8,900
Total allocated expenditure	£29,013
Proposed spending / projects for 2022-23	
CAAMP related expenditure YEAR 1 (lamp post, bins, pavement, planters at traffic lights etc) "Village Enhancement Fund"	£10,000
Footpath upgrades 2022-2023 (CIL)	£7,200
<i>YFS agreed allocation</i>	
 <i>Subtotal Suggested spending</i>	 £17,200
Total projected spending	£46,213

Thomas Briggs, Finance Committee Chair

THANKS TO VOLUNTEERS

Thanks once again to those people around the parish who have continued to keep an eye out for the vulnerable residents as part of the Covid-19 response programme.

Thanks too to all those lovely residents who pounded the pavements in June and December to help us distribute our newsletters. We are very grateful.

Thanks again to our co-optees, official and otherwise, who have helped the neighbourhood plan committee and other councillors with their ongoing projects.

As you know, all the councillors are volunteers and carry out Parish Council work in their spare time, but in order to undertake all the projects and tasks we aim to achieve, we often need extra help for research and implementation of our activities – large and small.

We would love to hear from any parishioners who would be pleased to help out with projects when needed. Please email the Clerk if you're interested.

***All enquiries on any of the above, please contact The Parish Clerk
via email at clerk@limpsfield.org
or via our post box at The Pound, Wolf's Row, Limpsfield, Surrey RH8 0EB.***

***Please look out for updates on our website – www.limpsfield.org
And on social media [@limpsfieldparishcouncil](https://www.instagram.com/limpsfieldparishcouncil)***