

Minutes of a meeting of Chelsham and Farleigh Parish Council held on 11th May 2026 in Farleigh Hall, Farleigh Court Road at 7.00pm

Present: Cllr Jan Moore (in the Chair) Cllr Alex Andrews Cllr Jeremy Pursehouse Cllr Steer

In attendance: Samantha Head (Clerk) Cllr Anna Patel (TDC) (arrived at 7.24pm)

And 1 parishioner

The meeting commenced at 7.24pm

1. Election of Chairman

0414/0526 Cllr Moore asked for nominations for the office of Chairman from the members present. Cllr Pursehouse proposed Jan Moore and this was seconded by Cllr Steer. There were no other nominations, and all were in agreement with the proposal. Jan Moore was duly elected as Chairman.

2. Declaration of Acceptance of Office of Chairman

Cllr Moore signed her declaration of Office of Chairman, witnessed by the Clerk,

3. Election of Vice Chairman

0415/0526 It was agreed that this item should be deferred until the next meeting.

4. Declaration of Acceptance of Office of Vice Chairman

This will be deferred until the next meeting.

5. Apologies for absence

0416/0526 Cllr Fullerton-Batten, Cllr Deefholts and Cllr Chambers had sent their apologies. These were received and accepted by members.

6. Declaration of Disclosable Pecuniary Interest by Councillors of personal pecuniary interests in matters on the agenda, the nature of any interests, and whether the member regards the interest to be prejudicial under the terms of the new Code of Conduct. Anyone with prejudicial interest must, unless an exemption applies, or a dispensation has been issues, withdraw from the meeting.

None

7. To approve and sign the minutes of the council meeting held on 13th April 2026

0417/0526 Members resolved that the minutes reflected a true and accurate record of the meeting held on 13th April 2026. They were duly signed by the Chair.

8. Approve Code of Conduct for Parish Councillors

0418/0526 Members approved and adopted the Code of Conduct for Parish Councillors.

9. Proposal for and agreement on Planning Working Group

0419/0526 It was agreed that members of the Planning Working Group would be: Cllr Andrews (Chairman), Cllr Fullerton-Batten, Cllr Deefholts and Cllr Steer. Lauren Gates would join the group as one of the two non-councillor members.

10. Proposal for and agreement on Terms of Reference for Planning Working Group

0420/0526 Members approved the Terms of Reference.

11. Proposal for and agreement on Roles and Responsibilities for the coming year for Parish Councillors

The Clerk had circulated a spreadsheet outlining the roles and responsibilities for the Parish Councillors for 2026-27. Members agreed who would take on each role / responsibility.

0421/0526 It was agreed that the following roles would be undertaken by these Parish Councillors:

Representatives on outside bodies:

Cllr Steer – Warlingham Library, Cllr Moore – Charity in Need, Cllr Deefholts – Biggin Hill Airport Committee

Working Groups:

Cllr Andrews, Cllr Deefholts, Cllr Fullerton-Batten, Cllr Steer – Planning Working Group

Responsibilities:

Cllr Moore – payment authorisations, green spaces, noticeboards (Chelsham and Farleigh)

Cllr Fullerton-Batten – payment authorisations, public rights of way, green spaces

Cllr Chambers – AONB

Cllr Pursehouse – green spaces

Cllr Steer – green spaces, fundraising and grants

Cllr Andrews – green spaces

Cllr Deefholts – public rights of way, fly tipping, green spaces

Risk Assessments / Annual Walkabout – all councillors

12. Review of Standing Orders

0422/0526 These had been reviewed by the Clerk and circulated by email prior to the meeting. Members approved the Standing Orders and these were adopted by the Council.

13. Review of Financial Regulations

0423/0526 These had been reviewed by the Clerk and circulated prior to the meeting. Members approved the Financial Regulations and these were adopted by the Council.

14. Review the Financial Risk Assessment

0424/0526 The Clerk had reviewed this document. Some actions had been updated due to them being implemented over the course of the past year and the Clerk had noted this in the document. Members approved the Financial Risk Assessment.

15. Public participation

- It was noted that TDC's response to the PC's FOI in respect of 2024/1325 was disappointing. Cllr Anna Patel agreed to follow this up with TDC officers.
- The PC was asked if TDC had responded to its email regarding the Beech Farm Road appeal.

16. Officer's report

None

17. Matters arising (for information only)

- Cllr Moore confirmed that Tony Norris had cleared the weir and removed lots of branches from the pond. She also reported that work to repair the Farleigh noticeboard had started.
- The Clerk and Cllr Moore met Tim Farrington last Thursday. He had provided the PC with an up-to-date Land Registry plan of PC land. This confirmed the PC land status.
- Cllr Moore had had an informal chat with the son of the owner of 2 Heathfield Cottages. It has been confirmed that the fence is not in fact on the boundary of the property but further forward, towards the common and the mature hedging in front of the fence was actually within the curtilage of 2 Heathfield Cottages.
- 2 Heathfield Cottages had made a request to have some foliage cut back along the side boundary fence, as well as some trees which it is claimed are pushing against their fence.

18. Reports:

a) County Councillor

The new County Councillor is Jacquie Thomson. She had been invited to attend this meeting.

b) District Councillors i) Cllr Anna Patel, ii) Cllr Perry Chotai, iii) Cllr Jeremy Pursehouse

- i) Cllr Patel noted that she had not attended any meetings since the C&F APM. The TDC AGM is not until 21st May. She therefore had nothing to report.
- ii) None. Cllr Patel had been invited to attend this meeting but had not responded.
- iii) Cllr Pursehouse had no updates.

c) Library – meeting 22nd April 2026

Cllr Steer gave the following report:

Lease and Licence: The lease/licence has still not been finalised – waiting on Surrey County Council/Tandridge. Keith to chase

Financial matters – photocopying fees: The Surrey printing fees have increased but it is decided to keep the library photocopying fees as they are.

Community Library Service offer: The LGR (Local Government restructuring) will mean certain changes but not sure whether it will be two teams or 1 across the district.

Whichever it is there will be no additional staff, but currently there are no big projects being undertaken.

Operational Issues: There are a few issues with the maintenance company MACRO and SCC will chase for the front door to be fixed as Tina thinks it is a safety issue.

The Library are hoping to purchase the building from Tandridge.*

Keith to investigate the purchase of a new photocopier with the facility to print from a mobile device.

Post Refurbishment update: The work is complete and invoices are coming in, with a projected £600 surplus. All snagging issues have been fixed.

The priority of Phase 2 of the refurbishment has been moved down so currently not going ahead.

Library Performance: There has been a good recovery following the 5 week closure, and borrowing is up on this time last year. Warlingham library is 1st in performance over 9 other CPL's.

Volunteer Performance: 5 of the volunteers are on long term sick. Most of the volunteers are not interested in joining any training forums so need to be encouraged as it is felt they can't do the job properly without the training.

Library building hire: It has been decided against providing tea and coffee

Promotion of the Library: The marketing plan has brought forward a lot of ideas and Tina has been working with Ashley to put some of the ideas into action, as well as putting a lot of information on Facebook. She is also planning on putting together a newsletter.

*This was questioned as it seemed that Warlingham PC was looking to have ownership transferred to them.

d) Charity in Need – meeting 23rd April 2026

Cllr Moore gave the following report: The teams meeting was held on Thursday 23rd April at 6.30pm.

Attending were Rev. Michelle Edmonds, Paul Masters (Treasurer), Chris Herron (Clerk) and Cllr Jan Moore.

No apologies from Ed. Ralph (Warlingham PC) and Anna Patel (TDC).

In the chair was Michelle Edmonds.

The minutes were approved from meeting 31st December 2025.

Decisions of funds -

Rectors discretionary fund - £500

Village Primary School - £900

Hamsey Green Primary School - £900

Warlingham School - £900

Warlingham PCC All Saints Church re Hodgkinson's graves - £50

Chelsham PCC (formerly St. Leonard's) Church re Kelly graves - £50

Citizen Advice Bureau Tandridge District - £2100

Caterham Food Bank - £2100

Welcare - £200

Total of £7,700.00

There was no other business.

e) Biggin Hill Airport report

Cllr Deefholts had sent the following report:

London Biggin Hill Airport update

- The Airport Residents Noise Action Forum continues to go from strength to strength, showing that constructive dialogue between the airport and representatives of local residents' associations and parish councils leads to tangible benefits for the local community.
- Recently ARNAF working groups have worked with the airport to improve the complaints process for residents in order to increase and clarify available information. These improvements include, but are not limited to:
 - The addition of track violation limits to WebTrak
 - Greater clarity around the recording of auto-violations within the track-keeping system
 - Improved automation within the complaints process
 - Updating of the airport's website to better suit resident needs
 - Setting of target times for responses within the complaint process
 - A target of 20% reduction of non-justifiable incursions into Noise Sensitive Area
- A member of the ARNAF was also invited to sit in a session of the Safety and Noise Abatement Review Board to observe the panel's discussion of complaints and infringements of the airport's noise abatement procedures. The participant was impressed with the impartiality of the discussion and the depth and seriousness with which each potential infringement was discussed.
- The Airport is delighted that the trial of the new approach to Runway 03 will move into Phase C on 30 April. During this phase, all suitably qualified and equipped operators will be able to fly the approach. All flights using the new approach will continue to operate within strict noise and safety limits. [Find out more about the trial.](#)
- The Airport remains on target to complete the new paint hangar for Bombardier this summer, the opening of which will build on Bombardier's investment in the local area, creating further jobs and employment.
- Last summer London Biggin Hill Airport completed the £20 million resurfacing of its runway. The resurfacing project has enhanced the durability and performance of our runway, ensuring it continues to meet the highest standards for years to come. In addition, we improved sustainability by replacing the existing halogen edge lights and 21 approach lights with LED lights. [Find out more on our Runway Resurfacing page.](#)
- Over the last year, the airport has welcomed 20 young people to the site over two work experience weeks during the summer, working with Bombardier to give them an overview of the many roles available at an airport. We have also taken 30 young people on our Future's Weeks in February and October, immersing them in the world of aviation for a week that included visits to Gatwick Airport, engagement with the RAF STEMS team, talks from working pilots and charter brokers, and interaction with the airport's various departments and other resident companies. [Find out more on our Early Careers page.](#)
- In addition, we have visited numerous school career days, welcomed younger school parties to the airport for visits and staged merit badge sessions with local Scout groups.
- The airport continues to support its three corporate charities:

- Scotty's Little Soldiers, which supports bereaved military families
- RAF Benevolent Fund, which supports former and serving RAF personnel and their families
- Aerobility, a UK charity that changes lives by providing the disabled community access to the magic and wonder of flight.
- As a final point for this update, the Airport continues to work with local charities and organisations, including Bromley Football Club Community Trust's Women & Girls Strategy, Bromley Rugby Club, RAF Biggin Hill Museum and Chapel, Bromley Borough Foodbank, Friends of Kelsey Park and Legacy Youth Zone.

19. Parish Council Insurance Policy renewal

Last year the PC entered into a 3-year LTA with the PC's insurer. The current policy expires on 31st May. This year's premium is £667.95.

0425/0526 Members approved payment.

20. Parish Council Risk Assessments 2026 – receive reports and agree actions / recommendations

The Clerk had updated the risk assessment document and had circulated it to all councillors by email. The following recommendations had been made:

- Extend bark chip path to Ledgers Road. Plus refresh all bark chip. This has already been priced. Please see item 23i for details.

0426/0526 Members agreed expenditure for this item. Quotes would be obtained. It was noted that the correct grass seed would be needed and possibly seed with native wildflowers.

- Bunding possibly needed at various points around Chelsham Common – prices need to be obtained.

0427/0526 Members agreed that this work was required. Quotes would be obtained. It was noted that the correct grass seed would be needed and possibly seed with native wildflowers.

- The remaining two wooden picnic benches by The Bull PH are in a very poor state. Proposal to replace with recycled plastic wood effect picnic benches (low maintenance and environmentally friendly).

0428/0526 Members agreed to obtain a quote from Earth Anchors for recycled plastic wood effect benches.

- Trees on PC land around edge of common by Heathfield Cottages (Chelsham Road and Ledgers Road) are in a very poor (possibly dangerous) condition. Although planted by a previous occupant of Heathfield Cottage, the trees are on PC land so responsibility lies with the PC.

0429/0526 Members agreed to obtain a quote from the PC's preferred tree surgeon, Down to Earth Trees. Also, to seek to opinion of Surrey Highways regarding the trees and whether or not they posed a danger to road users and pedestrians.

- Parking outside Boys Club – this is increasing in frequency, particularly when the Forest School is in session.

0430/0526 Cllr Pursehouse agreed to speak to the Forest School regarding the parking situation.

21. Fire – horse manure – Kennel Farm Field – action?

The PC had received an email from a concerned resident about the horse manure pile fire on Kennel Farm Field on 23rd April. It took 3 fire engines and 12 firefighters several hours to put out. The issue was the lack of water. The FB's water tanker was too big to fit down Alexandra Avenue and the hydrant in Alexandra Road was not working. This is not the first time there has been a fire in the field. The FB advised that the manure pile is too close to the hedges and trees. The FB also commented that the lack of water poses a problem for the proposed development (ref: 2024/1325). The FB had not been consulted on this application.

0431/0526 Members agreed to forward the resident's email to the TDC planning officer for 2024/1325. Cllr Pursehouse agreed to speak to the Fullers regarding the position of the manure pile in the field.

22. Planning – to determine the Parish Council's position on Appendix A: TA/2026/434/TCA Fairchildes Farm, Fairchildes Lane, Warlingham CR6 9PH G1) – group of ash trees – Growing within hedge – reduce to hedge height

0432/0526 Comment: The Parish Council leaves this decision to the tree officer.

23. Finance

i) Items for expenditure

- **Tatsfield Aquatics and Landscaping – install new dog waste and general waste bins on Chelsham Common: £50.00**
- **Tatsfield Aquatics and Landscaping – install new section of wooden poles, weed membrane, stakes and fixings near pond and lay new bark chip, plus new bark chip along existing section of path: £936.40 (£346.40 – materials, £590 – labour x2 pers. For 1 day)**
- **Farleigh Noticeboard – repairs – max. £150 (to be ratified)**

0433/0526 Members approved all the above expenditure.

ii) Receive monthly bank reconciliations – to be signed by two councillors

These will be provided at the June meeting.

iii) Receive monthly budget v actual Year to Date report

This will be provided at the June meeting.

iv) Payment of invoices:

Samantha Head	Salary- April	£ 562.40
Vision ICT	SSL Certificate renewal 26-27	£ 60.00
Tony Norris	Clearance of fallen tree Bull Green	£ 60.00**
Jan Moore	APM expenses	£ 74.24
Lloyds Bank	Fees – March	£ 4.25*
Clear Councils	Renewal premium	£ 667.95

*already paid by DD

**to be ratified

0434/0526 Members approved the payments.

24. Meetings and Correspondence

- Bunding and rubbish being dumped on the common.
- APM review – the meeting was satisfactory. Attendance was down on previous years. Query – should it be advertised in the CR6 magazine? Possible low attendance due to no 'big issues in the parish. The guest speakers were very good.
- Communications in general – should the FaceBook page have more content / regular posts?

25. Matters for reporting or inclusion in a Future Agenda or Reports for Facebook or press

- Communication – FaceBook? CR6 magazine?

The meeting closed at 9.10pm

The next Parish Council meeting would be held on 1st June 2026 at 7pm.

The next Planning Working Group meeting would be held on 26th May (Tuesday due to bank holiday).