

Minutes of a meeting of Chelsham and Farleigh Parish Council held on 7th September 2026 in Farleigh Hall, Farleigh Court Road at 7.00pm

Present: Cllr Jan Moore (in the Chair) Cllr Linda Fullerton-Batten Cllr Chris Deefholts Cllr Jeremy Pursehouse Cllr Alex Andrews

In attendance: Samantha Head (Clerk)
Cllr Jacquie Thomson
Cllr Anna Patel (arrived at 7.28pm)

And 1 parishioner

The meeting commenced at 7.05pm

1. Apologies for absence

0470/0926 Cllr Steer and Cllr Chambers had sent their apologies. These were received and accepted by members.

Cllr Perry Chotai (TDC) and Cllr Ryan Bloomfield (Shadow East Surrey Council) had also sent their apologies.

2. 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.

0471/0926 Cllr Fullerton-Batten declared an interest in item 11. She took no part in the discussion or agreement on this item.

3. Public Participation

None. Cllr Moore welcomed the Warlingham Parish Council Clerk to the meeting.

4. To approve and sign the minutes of the council meeting held on 24th August 2026

0472/0926 Members resolved that the minutes reflected a true and accurate record of the meeting held on 24th August 2026. They were duly signed by the Chair.

5. Officer's Report

- The Clerk updated members on her communication with Vision ICT. Following the website MOT, the Clerk had had a follow up telephone call to discuss matters to ensure the PC's website met the accessibility requirements. Work has been done and the website is now compliant. The Clerk had also asked about the emails and was told that the system is better than the previous one.
- VAS, Harrow Road: following the sad news that the SCC officer who serviced the VAS had passed away suddenly early in the year, the Clerk had asked Cllr Jacquie Thomson for assistance in trying to track down who at SCC would be able to return the PC's batteries and charger.

6. Matters arising (for information only)

- Cllr Moore noted that the gate on Chelsham Common Road had the padlock and bunding removed. Nick Fuller had been using this as a cut through due to the roads being closed for the gas works. Cllr Moore had asked that the gate be kept locked but this was not done. Cllr Moore has put on a new padlock and her and Cllr

Fullerton-Batten have a key. Nick Fuller has apologised and agreed to reinstate the bunding.

- Cllr Moore reported that Nick Fuller had informed that PC that the gate which had been installed on Beech Farm Road without permission had now been removed, leaving a gap in the hedging. Under the conditions of the Court Order, the gate must be removed and the hedge reinstated by the end of October (the hedge replanting has been extended due to the recent hot weather).
- The caravans at Highview were due to be moved off the site by the end of this week. It was noted that some caravans have been advertised for sale.
- Cllr Moore thanked Cllr Thomson for the grant to purchase the 2 new picnic benches for Chelsham Common. It has been confirmed that the benches will arrive w/c 21st September and will be installed by Tatsfield Aquatics.

7. Reports:

a) County Councillor

Cllr Thomson said that she had nothing to report but she was pleased that the picnic benches had been ordered.

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

ii) Cllr Patel reported that she had attended a brief Community services meeting last week. She noted that there is a new Borough Commander (Rob Staplehurst).

i) Cllr Pursehouse reported that the Regulation 18 consultation for the Local Plan had finished. There had been, at the last count, 600 responses by email and 2000 responses online. By a clear majority, people have been voting for Option 4 with the Redhill Aerodrome in Redhill (although there have been a lot of complaints from Redhill residents). Reigate & Banstead BC have not objected.

c) Shadow East Surrey Councillor(s)

Jeremy Pursehouse noted that this was probably the most boring thing he has done in his life. At present, work is underway to sort out a constitution and it is mostly the executives who are making the decisions.

d) Biggin Hill Airport report

Cllr Deefholts gave the following report: He attended an ARNAF meeting at BHA on 11th August. He fed back concerns raised by residents regarding the volume of frequent low noisy flights in recent months. As anticipated, the response was that this is their busiest period of the year and any complaints submitted will be thoroughly investigated and responded to. The main thrust of the meeting was to provide an update on 03 bearing in mind the new approach that avoids Chelsham and Farleigh has only recently gone live. The circling approach, which is the one that causes all the issues, is being used less but will always be in use for aircraft not equipped with the appropriate FMS (Flight Management System).

	July 2026	August 2026 (thus far)
03 New Approach	23%	31%
03 Circling Approach	77%	69%

The trend is positive but far from where it should be.

As the flight operators cannot confirm the type of FMS used by the aircraft on the Circling Approach, BHA has been unable thus far to investigate further. BHA has, however, requested the operators to note the details of the FMS going forward. BHA is also proposing a route change to the Circling Approach which will make it a tighter loop. If agreed, this will move aircraft utilising this Approach further away from Chelsham and Farleigh.

If anyone notices any low-flying noisy aircraft, please submit a complaint or forward the details (exact time and date, location, a precis of the issue) to Cllr Deefholts who will submit.

e) Warlingham Library report

Cllr Steer was unable to attend the Library meeting on 29th July but she had circulated the minutes of the meeting to all members. It was noted that Cllr Prew was very pleased with the library's performance and it was outperforming other similar libraries. The new library assistant had started in her role.

8. Tree Survey – actions and recommendations

The Clerk confirmed that the survey was carried out on 25th August. The report should be available soon. Cllr Moore noted that she would like to ask that there be 3 years between surveys rather than the current 2 years.

9. Tree work on Chelsham Common by Land Rear of 1 Heathfield Cottages

These trees were flagged during the Risk Assessment walkabout. The Clerk is still waiting on the quote for the work. There has been a hold up due to sourcing TM costs.

10. Chelsham Common - bunding

Since the bunding has been installed, there have been multiple incidents of local residents and visiting children wilfully kicking, cycling over and generally destroying the bunding from the pond down to the woodland along the road in the direction of the pub. The recent dry weather means that the grass seed has not taken and the bunding therefore has not been able to blend in with the existing grass and appears to have become a target for mindless vandalism.

Cllr Pursehouse asked if the damage being done to the bunding enabling incursion onto the common. It was confirmed that the damage is weakening the bunding.

One resident in particular is cycling an electric powered bike over the bunding and across the common at high speed.

0473/0926 Members agreed that a letter should be written to the resident who is riding his bike across the bunding and the common citing the damage to the bunding and the danger to other users of the common.

11. Land Registry / Easements update and draft letter for Chelsham Common Road residents

Cllr Moore and the Clerk have been working with Tim Farrington to better understand which parcels of land the PC owns as evidenced by Land Registry documents and what, if any, easements might be in place. The Clerk has circulated some title plans that have been shared by Tim Farrington. It has been confirmed that 'washponds' is not owned by the PC. It has also been confirmed that none of the properties on the south side of Chelsham Common have easements.

0474/0926 Members agreed that the following letter could be sent to residents of Chelsham Common:

Dear Homeowner,

The Parish Council has recently carried out its annual parish walkabout when it undertakes a risk assessment of all of its physical assets within the parish. This includes any land it may own. During the course of this walkabout, parish councillors noted that the verge between your property boundary and Chelsham Common Road has been either enclosed within the fencing around your property or your driveway has been extended across this verge.

Whilst the Parish Council is extremely grateful that you are maintaining this verge, members are minded to remind you that a) you should have deed of easement in order to cross the verge to access your property, b) the verge forms part of the common and as such there are by-laws which prohibit parking on the common, and this extends to the verge, c) the verge is part of the common which is common land and no hardstanding can be installed on the common.

The Parish Council would encourage you to check your records for a deed of easement. If you do not have one, please consider contacting the Parish Council at clerk@chelshamandfarleigh-pc.gov.uk to enquire about the easement process.

In light of the by-laws, the Parish Council would kindly request that you, any visitors/ contractors or any persons carrying out deliveries to your property do not park on the verge. For the avoidance of doubt, the Parish Council does not consent to any fencing on the verge and putting up fencing does not of itself create an easement.

Yours faithfully,

Chelsham and Farleigh Parish Council

12. Planning – to determine the Parish Council's position on Appendix A:

TA/2026/992 Nore Hill House, Barnard Road, Warlingham CR6 9QE

Variation of Condition 2 (Plans) of planning permission ref: 2025/1004 dated 19/01/2026 (Erection of extensions at ground and first floor level together with associated elevational alterations (amended plans)) to allow replacement of approved drawings with newly uploaded drawings.

0475/0926 Comment: No comment

13. Finance**i) DM Payroll Services – new payroll contract**

The payroll provider has issued a new contract. It is for the large part the same as the current contract. The fee for 2026-27 will be £146.

0476/0926 Members agreed the new contract and approved the Clerk sign it on behalf of the PC.

ii) April Skies Accounting – Mike Platten – confirmation as internal auditor for 2026-27 and independent from the Parish Council

0477/0926 Members approved April Skies Accounting as the PC's internal auditor for 2026-27 and confirmed that Mike Platten is independent from the Parish Council.

iii) SAAA – Digital AGAR Portal

SAAA will be introducing a new Digital AGAR Portal which is designed to make submission and management simpler, more secure and more efficient.

0478/0926 Members agreed the Clerk should sign up to the new portal.

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

0479/0926 Members received the monthly bank reconciliation reports. These were signed and dated by two parish councillors.

v) Receive monthly budget v actual Year to Date report

0480/0926 Members received and accepted the budget v. actual YTD spend reports.

vi) Payment of invoices:

Samantha Head	Salary- August	£ 440.80
Lloyds Bank	Fees	£ 4.25*

*already paid by DD

0469/0826 Members approved the payments.

14. Meetings and Correspondence

- Parish Assembly meeting – TDC Council Offices 30th September 17:30 – Cllr Moore was no longer able to attend. Cllr Deefholts confirmed he was still able to attend.
- A resident of Cherry Tree Cottages has complained to the PC that the Biffa lorries are threatening to not collect waste / recycling due to overhanging low branches and protruding branches from Mill Common.

This issue was raised in June 2023 and the PC had some minor tree work done so that the waste collections could continue. Residents also asked to have trees / branches cut back over and around the parking space they have created just outside their properties. They were advised that this 'parking area' is actually part of Mill Common and there was no parking on the common. The residents claimed that the trees were interfering with the BT phone lines. The PC referred them back to BT who confirmed that there was no interference to the phone lines.

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

- Parish Council paperwork and filing cabinet at Cllr Moore's house.

The meeting closed at 8.40pm

The next Parish Council meeting would be held on 5th October 2026 at 7pm.

The next Planning Working Group meeting would be held on 28th September (tbc).