

Helen Broughton Clerk to the Council  
65 Court Road  
Caterham Surrey CR3 5RH

Tel: 01883 708310

Email: [clerk@caterhamhillparishcouncil.co.uk](mailto:clerk@caterhamhillparishcouncil.co.uk)

Website: [www.caterhamhillparishcouncil.co.uk](http://www.caterhamhillparishcouncil.co.uk)



---

## Minutes of a meeting of the Planning Committee held at the Westway Centre, Chaldon Road at 2.00pm on Friday 3<sup>rd</sup> November 2023

**Present:** Cllr Geoff Duck (Chair), Cllr G Dennis, Cllr M Grasso

**In attendance:** Mrs H Broughton (Clerk)

- PL23/59 Apologies for absence were received from Cllr D Carpenter, Cllr L Sowambur, Cllr V Robinson.
- PL23/60 There were no declarations of interest arising from the agenda.
- PL23/61 Public Forum.  
There were no members of the public present.
- PL23/62 It was agreed that the minutes of the meeting held on 13<sup>th</sup> October 2023 be signed by the Chair as a true record.
- PL23/63 2023/878: Kenley Airfield, Victor Beamish Avenue  
A response submitted under delegated authority was noted (Appendix A)
- PL23/63 Recent Planning Decisions.  
These were noted.
- PL23/64 Planning Applications  
It was agreed to make the following comments on planning applications:
- 2023/1144: 3 Essendene Close – single-storey side/rear extension, side extension for garage, two storey front extension and roof enlargement, loft conversion with rear dormer and front/rear rooflights, pitched roof to front bay window.  
**No comment**
- 2023/1242/TPO: 21 Egan Close – silver birch – reduce canopy by 3 m.  
**No comment**
- 2018/343/Cond1: 4 Highview – discharge of Condition 6 (privacy screen on rear first floor balcony extension).  
**No comment**
- 2023/1048: 1 Campbell Road – single storey rear extension with rooflight.  
**No comment**
- PL23/66 Invitation to the District Council Chief Planning Officer to meet with the Parish Council.

It was agreed that the Clerk follow up with Cllr Robinson.

PL23/67

The date of the next meeting was noted as Friday 24th November 2023.  
The Clerk gave apologies due to annual leave.

The meeting closed at 2.48pm.

## **Appendix A**

**To Daniel Watney LLP**

**Application 2023/878: Kenley Airfield, Victor Beamish Avenue**

In response to your email to the Parish Council of 13.10.23, whilst the point made is factually correct the process set out in NPPF 2023 is about far more than a one-off event to present a planning application scheme about to be submitted to the LPA. For major sites best practice is about ongoing, constructive engagement with local representative bodies, as a meaningful contribution to the emerging design from inception. It can make the planning process more proactive and consensual, by working positively with local interests. Unfortunately, not adopting best practice often results in a piecemeal, reactive and ultimately adversarial process in Tandridge. That is largely due to a failure to consult and incorporate local knowledge at the pre-app stage. The opportunity for dialogue and compromise is lost, resulting in schemes ending up at Appeal. As a statutory consultee (and lead authority in a four Parish Neighbourhood Plan Group) we hope to see our priorities, policies and ambitions for the airfield recognised from the beginning. They would be based on the economic, social and environmental sustainability criteria set out in NPPF; on our local needs here in Caterham Hill and on enhancing the heritage of the Conservation Area (as per the Proposals Statement SPG). If the general principle of development is first accepted via this application, we wish to see these priorities incorporated into a design brief that is then taken forward by the development team. For that reason we do not accept the validity of the detailed information already submitted, which in our view is closer to a Full application than an Outline to establish access only.

Our concern here is primarily the hands-off approach taken by the District Council. The application raises complex issues about a site fundamental to the future of the Conservation Area, one of the best preserved Battle of Britain airfields nationally. They are as basic as what the Very Special Circumstances justifying an otherwise inappropriate development in the Green Belt might be and hence whether the principle of development has been established. The Parish Council expects VSCs to consist of significant, tangible community benefit. For example in the case of the adjoining, consented development it is the restoration of the derelict Officers Mess. Residential development in the Green Belt is only justified because it enables that to happen.

There are cumulative issues in relation to the adjoining developments around the airfield (existing and consented) and a plethora of statutory authorities and designations. Therefore (instead of being eroded piecemeal by a series of uncoordinated developments) the Conservation Area is ideally suited to master planning. We already have an example of where years of not taking a strategic approach leads. The dense Kenley Park development has walled in the Conservation Area on the western side, undermining the openness that is a defining characteristic of both the Green Belt and the setting of the airfield (the visual envelope within which its historic significance may be appreciated).

We find it hard to understand why the District Council (sharing joint responsibility for managing the historic airfield with LB Croydon and City of London) has not taken the lead, working with partner agencies to agree design objectives for the Conservation Area and from that setting a planning brief for this site.

We include the following extracts from NPPF to reflect the approach we believe the District Council should be taking:

*The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this. So too is effective engagement between applicants, communities, local planning authorities and other interests throughout the process.*

*Plans should, at the most appropriate level, set out a clear design vision and expectations, so that applicants have as much certainty as possible about what is likely to be acceptable. Design policies should be developed*

*with local communities so they reflect local aspirations, and are grounded in an understanding and evaluation of each area's defining characteristics. Neighbourhood planning groups can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development, both through their own plans and by engaging in the production of design policy, guidance and codes by local planning authorities and developers.*

*To provide maximum clarity about design expectations at an early stage, all local planning authorities should prepare design guides or codes consistent with the principles set out in the National Design Guide and National Model Design Code, and which reflect local character and design preferences. Design guides and codes provide a local framework for creating beautiful and distinctive places with a consistent and high quality standard of design. Their geographic coverage, level of detail and degree of prescription should be tailored to the circumstances and scale of change in each place, and should allow a suitable degree of variety.*

*Design guides and codes can be prepared at an area-wide, neighbourhood or site-specific scale, and to carry weight in decision-making should be produced either as part of a plan or as supplementary planning documents. Landowners and developers may contribute to these exercises, but may also choose to prepare design codes in support of a planning application for sites they wish to develop. Whoever prepares them, all guides and codes should be based on effective community engagement and reflect local aspirations for the development of their area, taking into account the guidance contained in the National Design Guide and the National Model Design Code. These national documents should be used to guide decisions on applications in the absence of locally produced design guides or design codes.*

*Planning policies and decisions should ensure that developments:*

- a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;*
- b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;*
- c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);*
- d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;*
- e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and*
- f) create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users<sup>49</sup>; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.*

*Trees make an important contribution to the character and quality of urban environments, and can also help mitigate and adapt to climate change. Planning policies and decisions should ensure that new streets are tree-lined<sup>50</sup>, that opportunities are taken to incorporate trees elsewhere in developments (such as parks and community orchards), that appropriate measures are in place to secure the long-term maintenance of newly-planted trees, and that existing trees are retained wherever possible. Applicants and local planning authorities should work with highways officers and tree officers to ensure that the right trees are planted in the right places, and solutions are found that are compatible with highways standards and the needs of different users. Design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and local community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests. Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can demonstrate early, proactive and effective engagement with the community should be looked on more favourably than those that cannot.*

*Local planning authorities should ensure that they have access to, and make appropriate use of, tools and processes for assessing and improving the design of development. These include workshops to engage the local community, design advice and review arrangements, and assessment frameworks such as Building for a*

*Healthy Life51. These are of most benefit if used as early as possible in the evolution of schemes, and are particularly important for significant projects such as large scale housing and mixed use developments. In assessing applications, local planning authorities should have regard to the outcome from these processes, including any recommendations made by design review panels.*

*Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design52, taking into account any local design guidance and supplementary planning documents such as design guides and codes. Conversely, significant weight should be given to:*

- a) development which reflects local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes; and/or*
- b) outstanding or innovative designs which promote high levels of sustainability, or help raise the standard of design more generally in an area, so long as they fit in with the overall form and layout of their surroundings.*