



Caring for Claygate Village

DRAFT MINUTES

PLANNING COMMITTEE MEETING held at 7.30pm on Thursday 4th November 2021 in Claygate Village Hall

Chairman of the Committee: Gil Bray
Councillors: Michelle Woodward, Janet Swift, Geoff Herbert.
In attendance: Sally Harman (Parish Clerk & RFO), 1 member of the public

1. **Apologies for absence**

Cllr Wang, Cllr Lesser, Michael Collon and John Bamford sent their apologies in advance.

2. **Declarations of Interest in items on the agenda.**

2.1 To receive Declarations of Interest from Councillors in items on the agenda.

Cllr Swift noted that she was the applicant of Planning Application 2021/3134 1 Hermitage Close.

Cllrs noted that they know Cllr Swift. Cllr Swift also noted that she knows the applicants of 2021/3179 7 Claremont Road. Cllr Bray noted that he knows the owners of 2021/3327 20 Torrington Road.

20h33 Cllr Woodward entered the meeting.

Cllr Woodward confirmed she had no declarations of interest.

2.2 To note written requests for dispensations received 7 days prior to the meeting:

None

2.3 To note decisions made on any dispensation requests noted in agenda item 2.2:

None

3 **Minutes of the last meeting (7th October 2021).**

The following amends had been suggested by Cllr Bray to the Clerk ahead of the meeting:-

- Item 3 ‘..more time needed to be spent ‘by’ not ‘on’ the Committee formulating their comments...
- Item 5 should state £700 not £750 for the cost of a Planning Consultant.

It was **unanimously agreed** that the amends could be made and that the Chairman could sign the minutes, witnessed by the Clerk.

4 **To report on actioning of items from previous meetings.**

AP5 Clerk to request EBC to formally notify CPC if a Licencing Application affects Claygate in the future. Clerk still waiting for response. **IN PROGRESS**

AP6 Clerk to get further clarity from EBC on a Claygate Conservation Committee for Claygate and clarify John Bamford as a possible Claygate Conservation Area Liaison. John has confirmed he is happy to act as liaison. Jon Kilner team now only him. Historically 3. They initially said we can set up CACC but we have to seek public nominations for who will sit on it. EBC checking that requirement with Legal. Clerk noted historically it was apparently set up and run by EBC with CPC representation only. Clerk asked EBC to look into the best route going forward to get a sense check of Conservation Area in a more streamlined fashion. Clerk to investigate possibility of Claygate joining an existing committee. Clerk spoken to EBC contact and waiting for reply. **IN PROGRESS**

AP18 Clerk to get an update on 1 Caerleon Close from EBC Planning Department. Emailed 7/9. Compliance Officer Aaron Dawkins no longer works for EBC. Jane McCool taken over and will be reviewing case over next few weeks. **IN PROGRESS**

AP26 Cllr Bray to check if £700 is inclusive or exclusive of VAT. **DONE** Exclusive of VAT and Mileage.

AP27 Cllr Bray to recontact EBC Planning to ask for further clarification on Notices Under Section 31 **DONE**. Cllr Bray read out an update from EBC Asset department which noted that the Notice posted relates to privately owned land which is soon to be / has been redeveloped, (Claygate House & grounds). The notice indicates that whilst persons may well have accessed the site previously, no public right of way is provided and that no public right of way is registered. In essence, it is clarifying that public access to the property is not permitted. If any party believes that they have a claimed right of way over the land (recreational rights) they have to make application as per the notice. The subject site is not Council owned land and the notice does not apply or indeed effect the Common Land at Littleworth / Hare Land Common. Furthermore, the s.38 notice that has been applied for is not included within the subject site within this notice. It does however relate to that development. EBC are in correspondence with the applicant and will also be making submission to the planning inspectorate in respect of the s.38 notice. Cllr Bray added that they were 3 notices on posted on the fencing at the Rythe Rd end of the access way to the land at the rear of Claygate House. One of these states 'No Existing Public Rights of way are extinguished by this notice'.

AP28 Committee members to send Cllr Woodward nominations for the CPC Heritage list. **DONE** Discussed under Item 14.

AP29 Clerk to contact Cornerstone to request an extension on the Telecommunications site consultation at Elm Garden Nurseries. **DONE** Extension agreed to the 8th November.

AP30 Michael Collon to draft a response to bring to the 4th November Planning Committee. **DONE** Discussed under item 16. Cllr Bray also noted that he was in touch with a Professor of Telecommunications at Kingston University as a possible independent expert who could help educate CPC on telecommunication masts. It was agreed that the outcome of his investigations would be an agenda item for the 2nd December Planning Committee.

AP31 Clerk to ask Tree Wardens if they would be interested in looking at Tree Reports on planning applications that include them. **OUTSTANDING**

AP32 Clerk to send out link to EBC Planning Alert system on Facebook and add link to website. **IN PROGRESS** Facebook done. Website outstanding.

AP33 Cllr Bray to action John Bamford's Planning Application and Appeals Decided report for the 4th November Planning Committee in his absence. **DONE**

4 Planning Correspondence, Notification of Applications and Outstanding Results.

In addition to correspondence shared within Action Points (APs) and further down the agenda the Clerk had been notified of the following. She had secured extensions from EBC on Planning Applications 2021/3163 - Consultation - 106 Hare Lane Claygate Esher Surrey KT10 0LZ and 2021/3179 - Consultation - 7 Claremont Road Claygate Esher Surrey KT10 0PL. In addition the Clerk had received a notice of appeal for 2019/3204 27 The Roundway Claygate Esher Surrey KT10 0DP.

In other updates EBC had contacted the Clerk to ask CPC to qualify whether it was for T1 or T6 trees at 18 Trystings Close that the Planning Committee had asked whether a TPO should be considered in the Planning Meeting on the 7th October. The Clerk had asked the Tree Wardens to assist in clarification before confirming back to EBC. Cllr Bray noted it was unlikely to be T6 as it looked to be under the canopy of T1.

A local resident had contacted the Clerk regarding the Deposit (Declaration) under the Highways Act 1980 and the Commons Act 2006 that no public rights of way or village green/common land rights exist over the land off Raleigh Drive by Claygate House and he asked if there was an

opportunity to approach the landowner and see if she was open to leasing the land cheaply to Elmbridge or the Parish Council for public recreational use.

It was **unanimously agreed** to take the resident’s suggestion of leasing the land to the next full Parish council meeting on the 18th November,

AP34 Clerk to add to 18th November CPC meeting agenda

The Clerk had circulated a Section 38 Application for works on Common land she had received from EBC. It related to a proposed raised footpath to sit above the existing footway which currently connects the southern access of Claygate House to the unmetalled track within Common Land. The purpose of the consent works was to ensure that the footway is wide enough to be safely used by pedestrians. It was noted that this was a Highways, Transport and Environment matter as it was a footpath.

AP35 Clerk to request an extension to the 11th November so that it could be discussed at the next Highways, Transport and Environment committee.

The Clerk had been copied in on correspondence between Natalie Lynch, East Area Planning EBC and the Chairman. The Chairman had spotted a number of planning applications where CPC had been missed off as a consultee. N Lynch resolved the planning applications where the issue has been identified and noted human error due to short staff and volume of applications.

Cratus Communications Ltd had contacted the Clerk about an invitation to a Hook Park workshop. The Hook Park proposal is to create a large new public park alongside homes and mansion apartments. Due to a deadline of the 3rd November the Clerk had confirmed someone from CPC would attend to Cratus and asked the Committee to choose who that would be, if anyone. It was agreed CPC wouldn’t attend.

AP36 Clerk to notify Cratus of no longer needing a place.

Finally the Clerk noted that a Future of Planning SALC course was running the evening of the 11th November. Cllr’s were asked to contact the Clerk to be booked on it if they hadn’t already done so.

6 Applications and Appeals Decided since last meeting.

A report from Cllr Bray was circulated prior to the meeting (Appendix A). The report was noted and accepted.

AP37 Cllr Bray to pick up with John Bamford about future report style.

7 Applications from Elmbridge Borough Council weekly lists, including confirmation of comments sent to EBC: -

<u>Application Number</u>	<u>Address</u>	<u>Proposal</u>	<u>Claygate Parish Council response</u>
2021/3464	Telecommunication Mast Elm Garden Nurseries Elm Farm Woodstock Lane South Claygate Esher Surrey KT10 0TB	Telecommunications Notification - 2m tower extension on the existing 20m lattice tower; the relocation of 6no antennas to the tower extension, 3no of which are to be replaced with	Withdrawn. Cllr Bray noted that the letter from Cornerstone to EBC offered EBC a discussion meeting and a tour of site options but that these hadn’t been offered to CPC by Cornerstone. It was agreed that CPC should request attendance at any such meetings/tours in the event of a resubmission.

		3no new antennas; the addition of 1no. 300mm dish (25.3m AGL), internal cabin and ancillary works thereto.	
2021/3179	7 Claremont Road Claygate Esher Surrey KT10 0PL	Swimming pool.	<p>Cllr Swift reiterated she knew the neighbours and would abstain from the vote. The Clerk noted that she had circulated objection letters and comments provided to her by neighbours ahead of the meeting.</p> <p>No Objection with Comments:-</p> <ul style="list-style-type: none"> - We note EBC Tree Officer talks about the desirability of replacement planting when trees are removed and this concept appears in the Indigo tree report but that no mention of replacement planting is made in the application. - We are concerned about the noise of the pool equipment and question whether a noise assessment would be desirable. <p>Majority agreed. Cllr Swift abstained.</p>
2021/3081	48 Telegraph Lane Claygate Esher Surrey KT10 0DY	Single-storey rear and front extensions, first-floor side extension and front porch following demolition of existing porch and detached garage.	<p>No Objection, No Comment.</p> <p>Unanimously agreed.</p>
2021/3163	106 Hare Lane Claygate Esher Surrey KT10 0LZ	Rear pergola.	<p>No Objection, No Comment</p> <p>Unanimously agreed.</p>
2021/3168	53 Vale Road Claygate Esher Surrey KT10 0NL	Single-storey side/rear extension following partial demolition of rear projection.	<p>No Objection, No Comment</p> <p>Unanimously agreed.</p>
2021/3196	22 Tower Gardens Claygate Esher Surrey KT10 0HB	Tree Preservation Order EL:89/25 - Crown reduce 1 x Oak by 1.5m on the east side and crown raise up to 6m from ground level on east side.	<p>Object with Comment:-</p> <p>The tree is a fine, healthy and relatively young red oak. It is a great pity to do this work to it. The reduction of the canopy should be no more than the 1.5 m stated in the application.</p>

			Raising the crown to provide 6 metres clearance is excessive and will be detrimental to the visual amenity of the tree. Unanimously agreed
2021/3167	7 Woodlands Close Claygate Esher Surrey KT10 0JF	Rear outbuilding.	LDC No Comment
2021/3229	28 Simmil Road Claygate Esher Surrey KT10 0RU	Single-storey rear extension and front porch.	LDC No Comment
<i>20h13 Cllr Swift left the meeting</i>			
2021/3134	1 Hermitage Close Claygate Esher Surrey KT10 0HH	Two-storey front extension, two-storey rear infill extension, single-storey side extension, single-storey rear extension and hip-to-gable roof extension with rear dormer windows following demolition of existing side projection.	No Objection with Comment:- <ul style="list-style-type: none"> - We note the case officer comments in Planning application 2020/2885 that the development was not out of character with other properties on the road and ask if that opinion can be reviewed. - We note that the pre-application advice from 2020/2885 suggested a rear extension be omitted to avoid an overdevelopment issue and that an LDC was subsequently obtained but CPC query whether the overdevelopment issue therefore has reappeared given that both side and rear extensions are now proposed. - We note that the EBC decision on 2020/2885 required that the second floor gable window overlooking No 2 should be in obscured glass and that this application makes no reference. Unanimously agreed.
<i>20h28 Cllr Swift re-entered the meeting.</i>			
2021/3327	20 Torrington Road Claygate Esher Surrey KT10 0SA	Roof extension incorporating rear dormer window and front/side rooflights.	No Objection, No Comment Majority decision Cllr Bray abstained.

2021/3361	29 Ruxley Ridge Claygate Esher Surrey KT10 0HZ	Single-storey rear outbuilding.	No Objection, No Comment. Unanimously agreed.
2021/3454	67 Oaken Lane Claygate Esher Surrey KT10 0RQ	Rear bicycle store.	No Objection, No Comment. Unanimously agreed.

8. **East Area Sub Committee Meeting report.**

Nothing for Claygate.

9. **EBC Planning Committee Meeting Report.**

Nothing for Claygate.

10. **Licensing Applications in Claygate.**

Nothing for Claygate.

11. **Compliance issues.**

No updates.

12. **Elmbridge Local Plan Status and any action arising.**

No updates.

13. **Torrington Lodge Car Park - EBC Potential Residential Housing Project**

No updates.

14. **To review and approve the Parish Council's Heritage Site nominations to be submitted to Surrey County Council for consideration in their Local Heritage List Project (closes 16th November).**

The Clerk has circulated Cllr Woodward's collated nomination list ahead of the meeting (Appendix B). The Committee thanked Cllr Woodward for another excellent piece of work.

It was **unanimously agreed** that the Clerk submit the Heritage nomination list to SCC with no amends.

AP38 Clerk to submit Heritage Nomination list to SCC.

15. **To review and consider a response to the Local Validation Requirements consultation by the Planning Policy team at Elmbridge Borough Council (closes 6th November).**

It was noted that the end date for a consultation response was the 6th December not the 6th November.

It was **unanimously agreed** that the Clerk ask Michael Collon to collate responses for discussion at the next Planning Committee on the 2nd December. Cllr Bray would action if Michael Collon was unable to.

AP39 Clerk to organise response collator, either Michael Collon or Cllr Bray, and add to 2nd December Planning Committee agenda for discussion.

16. To review and approve the Parish Council's response to Cornerstone's Telecommunications site consultation at Elm Garden Nurseries.

The Clerk had circulated a proposed letter from Michael Collon to the Committee ahead of the meeting. Cllr Swift suggested that now the application had been withdrawn from EBC, CPC would be wise to hold off from making any comments until a new application is submitted. Cllr Bray reiterated that he was seeking to identify suitable independent expert advice to help educate the Committee on Telecommunication masts.

It was **unanimously agreed** to make amends to the letter noting that CPC is unable to reply at this time and for the Clerk to submit as per detailed in Appendix C.

AP40 Clerk to submit letter.

17. Communication of key decisions to residents including input to the Courier and the website.

The Clerk noted that the November Courier edition was being delivered as she spoke and would be in homes before Remembrance Sunday. She noted that the future production of the Courier was on the agenda to discuss at the next CPC full Parish Council meeting on the 18th November and that the next edition was planned for April 2022.

18. Matters for information purposes only.

Cllr Swift noted her concern over plans for the using the Village Hall Committee Room for 2022 meetings.

19. Date of the next meeting 2nd December 2021

Meeting Closed: 20h40

Reserve may be required for the next meeting: -

Cllr Collon

Signed:

Dated:

Appendix A

Item 6 - Applications & Appeals Decided Since Last Meeting Report

6.1. Applications Decided

6.1.1. W/e October 8th

Application Number	Address	Proposal	Decision	
2021/2159	47 Red Lane	Single-storey rear extension following demolition of existing rear projection. CPCPC: NO, NC	Grant, with 3 x Conditions [Time(T); Approved Drawings (ADs); Materials to match (Ms)] [NB: see below for commentary]	View Details
2021/2629	8 Raymond Way	Single-storey rear extension, first-floor rear infill extension and alterations to fenestration following demolition of existing projection and partial demolition of existing outbuilding. CPCPC: NO, NC	Grant, with 3 x Conditions [T; ADs; Ms]	View Details

6.1.2. W/e Oct 15th

Application Number	Address	Proposal	Decision	
2021/2318	15 Red Lane	Single-storey rear extension.	Grant LDC	View Details
2021/3012	26 The Avenue	First-floor side extension with rooms in the roof space incorporating rear dormer window, front and side rooflights and alterations to fenestration. CPCPC: NO, NC	Grant, with 4 x conditions [T; ADs; Ms; Occupancy, single dwelling]	View Details
2021/0719	Braddick House Ruxley Crescent	Single-storey rear/side extension, increase roof ridge height of attached garage by 1.1m, partial conversion into living space following demolition of existing rear projection and raising of ground level. CPCPC: NO, NC	Grant, with 5 conditions [T; Ad; Ms; Occupancy, single dwelling; Noise from plant & equipment]	View Details

6.1.3. W/e Oct 23rd

None

Application Number	Address	Proposal	Decision	
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2021/2282	129 Hare Lane	Tree Preservation Order EL:12/02 - Crown lift 1 x Yew up to 3m from ground level.	Grant	View Details
2021/3260	6 Beaconsfield Road	Claygate Foley Estate Conservation Area - Various works to various trees.	Works Acceptable	View Details
2021/1547	Brantwood Mountview Road	Part two/part single-storey front/side and rear extension, two-storey front extension, increase in ridge height incorporating front and rear dormer windows, conversion of garage into living space, alterations to fenestration and external finish following partial demolition of house. CPCPC: NO, NC	Grant, with 5 Conditions [T; Ads; Ms; Obscure glazing; Flat roof, no other use]	View Details
2021/2766	Land North of Dove Place Holroyd Road	Confirmation of Compliance with Condition: 4 (Landscape Management Plan) of planning permission 2020/1902. CPCPC: NC	Confirm Compliance	View Details
2021/2470	1 Church Villas Church Road	Variation of Condition 2 (Approved Plans) of planning permission 2020/0154 (Extensions) to reduce footprint of one end/increase other end for the single-storey rear projection and amend first-floor rear extension roof line. CPCPC: NO, NC	Grant, with 4 x Conditions [T; Ads; Ms; Obscure glazing]	View Details

6.1.4. W/e Oct 29th

None

Condition	Essence of Condition
Time [T]	Permission lasts only for 3 years. [To comply with Section 51 of Part 4 of the Planning and Compulsory Purchase Act 2004.]
Approved Drawings [Ads]	Development to be carried out in accordance with approved plans. [To ensure that the development is carried out in a satisfactory manner.]
Materials to Match [M]	Development to be erected in materials to match the existing or such other materials approved by EBC. [To comply with DM2.]
Occupancy	Self-contained elements to the development not to be separately let, sold or otherwise occupied as a separate independent dwelling. [Because such accommodation would be out of keeping with other properties in the locality, contrary to DM10.]
Noise from Plant & Equipment	Before any fixed plant, machinery, air-moving extraction or filtration, air-conditioning units or like-kind are used, a noise assessment shall be carried out. [To avoid adverse impacts on health and quality of life in accordance with paragraph 180 of the NPPF and the Noise Policy Statement for England]

Obscure glazing	Obscure glazing required in defined places. [To preserve the reasonable privacy of neighbouring residents in accordance with DM2]
Flat Roof	The flat roof shall not be altered or adapted to form a balcony, roof garden or similar amenity without EBC permission. [To prevent undue loss of privacy to adjacent properties contrary to DM2.]

6.2. Appeals Decided per Weekly Lists

6.2.1. W/e October 8th

None

6.2.2. W/e Oct 15th

None

6.2.3. W/e Oct 23rd

None

6.2.4. W/e Oct 29th

None

Name of Suggested Heritage Asset	Criteria							Comments
	Rarity	Group Value	Architectural/Artistic Value	Archaeological Value	Historic Association	Landmark Status	Social / Cultural Value	
Church Road								
Hare & Hounds		✓			✓	✓		Built 1800s. Prominent Landmark that contributes to identifying the surrounding area as the original centre of old Claygate Village. Served as a coach house in 19th Century with horses watered from horse trough at The Green. Within an established Conservation Area. The proximity of the Horse Trough at The Green complements this old Coach House.
Holy Trinity Church					✓	✓		Built 1840.
War Memorial (at Holy Trinity Church)		✓			✓		✓	Grade II Listed building. Contributes to identifying this area as the original centre of old Claygate Village. Site of Remembrance Day where Claygate residents gather each year to commemorate those who gave their lives during WW1, WW11 and other conflicts.
Common Road 41 (Alma Cottage)		✓			✓			Built in the 1850s. Formerly The Alma, a coach house, named after the Battle of Alma which took place during the Crimean War in 1854. Converted to a cottage 1911. Retained some original internal architecture and is within an established conservation area. The layout of the site still captures the feel of the stables.

Elm Road Foundation stone for Elm Road School		✓			✓		Dated 24 October 1885. Contributes to identifying this area as the original centre of old Claygate Village. The building in Elm Road where the foundation stone is displayed is the only surviving element of Elm Road School. It has been extended towards the rear of the building, but the section nearest St Leonards Road remains largely unchanged. Premises are currently owned by Surrey County Council, but has been used as the premises for the local Youth Club for decades
Merrilyn Close 1 Merrilyn Close		✓			✓		One of the earliest buildings in Claygate built in 1500s, originally a farmhouse. Retained some of its original structure although it has been modernised and extended.
Ruxley Ridge Ruxley Towers			✓				Site of Ruxley Lodge, it was extended in late 1800s to include the Towers. NAAFI's headquarters was relocated from London to Ruxley Towers during WWII. Visited by Queen Victoria.
Telegraph Lane							
Slough Farm House		✓	✓				Built 1500s, Grade II Listed Building. Updated since 16th century but enough of the original fabric remains for it to be classified as a Grade II Listed building as confirmed in March 2021
Sun Insurance Fire Mark @ Slough Farm	✓						Dated 24th April 1792

Semaphore House	✓	✓						Built 1822, one of only 12 built by the Admiralty. Operated for 23 years before the emergence of the electric telegraph.
41 Ivy Cottage					✓			Formerly a chandler's shop, built 1800s
The Green								
Horse Trough		✓						Inscribed 1911. Complements the proximity of the old Coach House, Hare & Hounds and identifies the original centre of Claygate
Drinking Fountain		✓						Inscribed 1893. Central part of The Green that identifies the original centre of Claygate until development of the local railway
Sims Cottages: 1 to 8		✓						Built 1880s. Remains a central location for events such as Christmas Carols that are held here every year - a tradition for many many decades. Contributes to identifying this area as the original centre of Claygate
Sydney Cottages: 1 to 3		✓						Built 1880s. Contributes to identifying this area as the original centre of Claygate. Formerly site of 4 shops burned down in "Great Fire of Claygate" in October 1895.
Corner of Stevens Lane & Common Road Pillar Box	✓						✓	Bears monogram of King Edward VIII
Dalmore Avenue Claygate Brick Pavements							✓	A feature Of Claygate's roads, they were laid down between the wars when Claygate's brickfields were still producing high quality bricks and tiles.

Meadow Road Claygate Brick Pavements							✓	A feature Of Claygate's roads, they were laid down between the wars when Claygate's brickfields were still producing high quality bricks and tiles.
Foley Road Claygate Brick Pavements							✓	A feature Of Claygate's roads, they were laid down between the wars when Claygate's brickfields were still producing high quality bricks and tiles.
Torrington Road Claygate Brick Pavements							✓	A feature Of Claygate's roads, they were laid down between the wars when Claygate's brickfields were still producing high quality bricks and tiles.
Fee Farm Road Fee Farm					✓			Built 1766 with later additions 1785 and 1819.
Common Road The Griffin					✓		✓	Original building dates back to early 1800s.Substantially rebuilt in early 1900s closer to Common Road
Coverts Road The Winning Horse					✓		✓	Original building dates back to early 1700s.A new building was established in front of the old one in late 1800s. This in turn was rebuilt in 1897 such that it has been substantially rebuilt and faces a different direction to the original building
Hare Lane Swan Inn					✓		✓	A new building was established in front of the old one in late 1800s. This in turn was rebuilt in early 1900s such that it has been substantially rebuilt and faces a different direction to the original building. Nos 1 - 27 Arbrook Lane dated back to early 1930s and were originally part of Swan Inn's grounds

**New Road, east side of footpath
adjacent to Holroyds Plantation**
Coal and Wine Tax Post

✓

An example of the posts set up under the
London Coal and Wine Duties
Continuance Act 1861 at points where any
canal, inland navigation, railway or public
road first entered the Metropolitan Police
District of London.

8th November 2021

Dear Sirs/Madams,

ELMBRIDGE BOROUGH COUNCIL NOTIFICATION 2021/3464

PROPOSED BASE STATION UPGRADE AT ELM GARDEN NURSERIES, ELM FARM, WOODSTOCK LANE SOUTH, CLAYGATE, KT10 0TB (NGR: 516975, 163726)

You will remember that your letter of 4 October 2021 to Claygate Parish Council was considered by the Council's Planning Committee on 7 October 2021. We requested extra time for consideration, which you kindly agreed.

However by the time the matter was again considered by the Planning Committee on 4 November 2021, your application had been withdrawn. In the circumstances, and at that meeting, it was felt inappropriate to reply.

Kind regards,

S Harman

Sally Harman
Parish Clerk and Responsible Financial Officer