

Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

Clerk to the Parish Council

Mrs S Endersby

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Minutes

of the meeting of Godstone Parish Council held on **Monday 6 March 2017 at 7.30pm**
at St Stephens Church, South Godstone, Godstone

Members: Cllrs J Gardner, R Johnson, J Faulkner, B Hubery, M McLoughlin and C White.

In attendance: Mrs S Endersby

Open Forum: Surrey County Councillor Mrs H Windsor, Tandridge District Councillors N Childs, R Thorn, E Blake-Thomas, Albion Brindle, Mr Draper, T Cozens, K Debczak, I Davis, W Edwards, G Buckland, J Gray, S Daniel and A Rabbitts.

1. Questions from Members of the Public

Albion Brindle – HGV's – Questioned what could be done to confront the impact of HGV's through the village. Councillors responded that this is a matter of concern for the Parish Council and that work is taking place to monitor the situation. The use of width restrictions was noted as a possible solution, Cllr Windsor to investigate this and intends to flag Godstone Hill on Tom Tom as local traffic only.

Alex Rabbitts (AR) – HGV Licences – Licences can only be amended when they come up for renewal, although they still seem to disregard restrictions. AR informed the meeting that on contacting the Commissioner's office, breaches of the licences should now be sent to the department's intelligence unit.

Residents of Salisbury Road and Dewlands – Planning Application 2017/194 Garages, Salisbury Rd, Godstone RH9 8AB – Residents spoke of their concerns in relation to the planning application. The points raised are summarised as: Previous objections have been ignored; height of houses and walls; design not in keeping with the surroundings; fire access; impact on traffic on Salisbury Road; further disruption caused by increase refuse collections, deliveries, residents cars etc; the Parish Council converting the corner allotment plot to an allotment car parking area facilitates the planning application; why is there a need for car parking spaces at the allotments; the Aims and Objectives of the Parish council in considering applications for not only allotment holders, but residents too impacted by the proposed development; the discussion at the planning committee and the balance of discussion from different visual points of the proposed development; terrace gardens impacting privacy; if permission is granted then the potential changes to properties in future years.

Councillors acknowledged and listened to the concerns raised by the parishioners. The development would enable the Parish Council to provide services to allotment holders i.e. water; the Parish Council has no intention of selling any allotment land, vehicular access and car parking was discussed with allotment holders at an allotment meeting; the application with the full planning papers is on this meeting's agenda; councillors acknowledged the impact of the development dependent on the location within the surrounding area of the development.

Allotments – Several residents spoke and the points raised are summarised: Why was the Salisbury Road site clearance carried out; should there be a declaration of interest in relation to the Hilly Fields site; what will happen to the trees on the Salisbury Road allotments; congratulations on the work to tidy the allotments.

Site clearance was carried out as the Salisbury Road allotment site was a mess and the council was granted vehicle access to be able to clear the site (the Parish Council only has a pedestrian right of way for access), to eradicate the potential of vermin and ensure the safety of the site in regards to the height of the mound; there is no need for a declaration of interest as Hilly Fields is not the Parish Councils, the lease is not being renewed as it is not financially viable and the Salisbury Road clearance facilitates new plots for current Hilly Fields allotment holders in the future; and the trees on the allotment are an agenda item for this meeting.

Garden Village – A resident raised the matter about the potential new Garden Village and her concern that South Godstone and Blindley Heath are at the top of the list as potential sites. The Parishioner was advised that representation could be made at the Planning Policy Committee meeting on 16 March 2017. The Parishioner was also advised to contact the Tandridge District Councillors.

2. County and District Councillors

Tandridge District Councillor - Councillor Childs

Public Parks & Open Spaces Control Orders - A trial will be run for 12 months and then extended through the district. The control order will make it an offence to fail to pick up your dog's poo. Enforcement will be carried out by TDC Parks & Open spaces staff, PCSO or Council Officers.

Good Neighbour Scheme - To connect voluntary drivers, on a pre-booked basis, with those who cannot drive, have made an appropriate request, and need a lift to the hospital. Cllr Childs has submitted a Grant request.

Licence Application (Goods Vehicle Operators Licence Application - 1 Orchard Cottages, North Park Lane, Godstone RH9 8ND) – The application was discussed and it was noted that it had always been a commercial premise.

Planning Application 2017/194 – Advised parishioners present at the meeting that they could approach him to request that the application is called for discussion to the full Planning Committee.

Tandridge District Councillor - Councillor Thorn

Formans Institute – It was raised that permission to a planning application had been approved and there was a discussion about whether an objection was required or if TDC should revoke the licence.

Councillor Helena Windsor, Surrey County Councillor

Street Lighting – Requested any comments about areas or roads of concern to be sent.

Blindley Heath Road Safety Site Visit – Work to arrange a site meeting to discuss the councillors concerns over the road safety is still ongoing.

3. Apologies and reasons for absence - Cllrs B Davis, M Gillman, K Knox

4. Declarations of Interest – No individual members declared interests. It was noted that the Parish Council declared an interest as a landowner adjacent to planning application 2017/194 on the agenda.

5. Minutes of the previous meetings held on 6 February 2017 were reviewed and councillors voted that they were a correct record of the meeting and they be signed by the Chairman.

6. Matters Arising - There were no matters raised.

7. Turning off street lights

7.1 Councillor's noted the list of roads affected provided, which covers all three villages, and that it is possible to request a review of the decision, within the criteria detailed on Surrey County Council website.

ACTION: Councillors to report to Clerk any roads that there is a case for the decision to be reviewed.

8. Public Neighbourhood Plan – Godstone Neighbourhood Plan Committee (GNPC):

8.1 Update from Link Councillor

- i. Cllr White reported that there is to be a meeting of the GNPC within a few weeks and it was reiterated that the Parish Clerk must publish the agenda.
- ii. The GNPC are waiting for confirmation from Tandridge District Council (TDC) of approval of the designation of the Neighbourhood Plan area.

8.2 It was noted that the Clerk will be contacting the GNPC to ensure the committee are aware that:

- i. The same rules bind them as apply to all Council/Committee Meetings i.e. they cannot discuss or agree anything that is not on the Agenda.
- ii. It is advised that the Working groups of the committee have Terms of Reference.

ACTION: Clerk to contact GNPC.

9. Environmental Permit Application

9.1 Councillors noted the information circulated in relation to the environmental permit application received from Island Gas Limited for Palmers Wood Oilfield, Rooks Nest Farm, Godstone, Surrey, RH9 8DE.

9.2 Councillors discussed the application having reviewed the papers. The application is being made due to a change in law that now requires smaller items to be included on a permit, i.e. smoke alarms.

9.3 It was noted that the Surrey Mirror had contacted the office requesting a comment.

9.4 Councillors agreed that on looking at the application the Parish Council is satisfied that the application is being made to ensure that the permit is updated and in line with new legislation.

10. HGV's

10.1 Cllr McLoughlin reported that he had attended the Godstone Village Association (GVA) meeting and this matter had been of great concern to many parishioners. The Parish Council acknowledged the level of feeling on this matter.

10.2 Cllr McLoughlin will be working with parishioners to gather evidence of HGV activity. Cllr Johnson offered help.

- 10.3 It was noted that this work may ultimately end up moving the problem to another area of the Parish, but that there are more suitable roads for HGV's to use.
- 10.4 It was noted that if a site meeting takes place in Blindley Heath that a request for a roundabout should be made at Anglefield Corner.

ACTION: Clerk to liaise with Cllr McLoughlin to write to Lambs Business Park, Easy Crete and Blockade.

ACTION: Clerk to establish how a question in relation to this matter can be put forward to the Tandridge Local Committee.

11. Set date for Annual Parish Meeting and Civic Service

11.1 Annual Parish Meeting (APM) – Councillor's noted that arrangements for the APM needed to be considered, but this matter was postponed until the next Parish Council meeting.

ACTION: Clerk to include APM on the next meetings agenda.

11.2 Civic Service – Councillor's discussed the Civic Service, which is not statutory, and unanimously agreed that the Parish Council would not hold a Civic Service in 2017. The matter will be revisited in 2018.

12. Reports

12.1 **Action taken** – Review of Actions:

ACTION: 11.2 Cllr McLoughlin to raise these concerns with the Grave digger as he is intending to meet with him to discuss some other unrelated matters.	Clerk liaising with the Grave digger
ACTION: 13 Clerk to confirm if T Cherriman has a VAT number to establish if they can be included on the VAT claim made by the council.	Complete – T Cherriman is not registered for VAT.
ACTION: 14.3 Clerk to report required work to path in front of Greenview cottages to Surrey County Council. Ref: SQ-993729	The HSI team have inspected the location and have not identified any further defects that fall within intervention levels as laid down in SCC's safety matrix, details of which can be found on the Surrey Website.
ACTION: 14.3 Clerk to respond to S Abbott.	Pending
ACTION: 15.3 War Memorials -Clerk to follow up with contractor on plans to complete the remaining work.	The work will be carried out as soon as weather conditions are suitable.
ACTION: - 15.4 Footpath clearance - Clerk to send a letter of thanks to Glebe House.	Pending
ACTION: 15.5 Cllr Hubery to confirm the wording on the original plaque.	Cllr Hubery to forward wording on to Clerk.
ACTION: 15.5 Clerk to research the purchase of a new plaque.	Suppliers have been identified and following confirmation of the wording quotes for a plaque will be reported at the next meeting.

i. Greenview Cottages path – Councillors discussed carrying out another site visit.

ACTION: Cllr McLoughlin to carry out a site visit.

ACTION: Clerk to respond to Greenview residents who contacted the Parish Council and request that they liaise with the Parish Council in future before carrying out maintenance work of this nature.

ii. All other actions from the previous meeting had been completed or were covered elsewhere on the agenda.

12.2 Clerks Report

i. Request to paint a wall – Councillors noted that a parishioner has asked for permission to paint a wall with reflective paint. Clerk confirmed site of the wall. Parish Council concluded that the wall is not the property or responsibility of the Parish Council and it is not appropriate for them to give permission.

ACTION: Clerk to inform parishioner that the Parish Council is not able to give permission to paint the wall in question.

ii. Bay Pond Barrier – Clerk has reported to SCC the concerns about the current barrier following repair work being carried out. It was noted that the barrier is already in a bad state of repair again.

iii. Website – Councillors noted that HPS visited on 27 February 2017 to work on the website and progress is being made.

ACTION: A report on the website to be sent to the councillors before the next meeting.

iv. Fence by Oxted Road Bus Shelter – The fence had come loose again although appears to have been repaired again.

v. Domain name – Councillors noted the update from HPS that the domain name is to be registered and the email address will follow.

ACTION: Clerk to complete email received the day of the meeting in relation to registering the domain name.

vi. Notice board – Councillors agreed that two paving slabs could be put in front of the notice board outside the Bounty.

ACTION: Paving slabs to be laid at a suitable opportunity.

vii. New Notice board – Councillors noted that the Clerk will be approaching the Baptist Church about a new notice board at the Baptist Church site and there were no other site suggestions put forward.

ACTION: Clerk contact Baptist Church with request and to ensure that the appropriate permission is granted by the church before ordering a notice board.

viii. Insurance – Councillors noted the information from the Clerk in relation to the changes to policy in light of new office equipment and including the air monitor on the Parish Council Insurance:

- Councillors noted that to amend the Aviva Policy to increase the Office Contents Sum Insured by £5,455.00 to a new total Sum Insured of £10,000.00 will add £25.80 including Insurance Premium Tax (IPT) to the current Annual premium payable.
- Councillors unanimously agreed that we defer paying the premium as proposed by the insurance company until the next Renewal Date of the Policy on 1st October 2017 and unanimously agreed that the Parish Council does not need the insurance company to provide a new Policy schedule now at a minimum cost of £25.00 additional premium including IPT to cover the cost of issuing the cost of the documents.
- Councillors noted that the insurers can provide a quotation to add the air quality monitor to the Aviva Policy on clarification of the following points; replacement value of this item in the event of a loss and where it will be situated.

ACTION: Clerk to confirm to the insurance company the decisions agreed in relation to the points raised by the insurance company.

ACTION: Clerk to confirm the replacement value of this item would be £5k in the event of a loss and the location of the Air monitor is on the wall of the Segment Engineering office building, Galyers Yard, Needlesbank, Godstone RH9 8LN.

ix. Business Continuity Plan (BCP) – Clerk requested that a Councillor reviews the document prepared by the Clerk before presenting a final version to the full council. It was noted that the plan has been discussed with HPS to ensure appropriate IT planning, including considering Cloud storage and HPS have commented on the plan of things to consider.

ACTION: Cllr McLoughlin to review the BCP with the Clerk.

ACTION: Emergency Plans to cover each village are to be included as part to the BCP, i.e. plans covering damage by inclement weather.

x. Keep Britain Tidy – Councillor's noted the request from a parishioner that perhaps the council organise an event and discussed that it could be considered in the future and engage with the school and scouts too.

xi. TAG A25 – Councillor's noted the Patteson Court planning application (Biffa) to widen entrance and an extra weighbridge, acknowledging that there could be potentially be an increase in traffic.

xii. Clerk Annual Leave – Councillor's noted the Clerk will be out of the office between 10–13 April 2017 and the office will be covered appropriately by the Admin Assistant.

xiii. Training Report on End of Year Finance and Meeting Procedures –

Councillor's noted the points detailed below as a summary from the Clerks training day:

- Transparency Code – Duty to publish information on expenditure quarterly and annually i.e. expenditure exceeding £500 to be published quarterly.

ACTION: Clerk to prepare expenditure information for publication and report at the next meeting.

- Guidance on Annual Return and preparation for External Auditors
- Consent for Summons by email is necessary.

ACTION: Clerk to continue trying to get a template for Parish Councillors to complete.

- Emergency Plans for the Parish following inclement weather, noted in 12.2 ix.
- It was recommended that an Annual Tree Survey's are held, councillors noted that Parish's last one was March 2014.

xiv. Further Training – Councillors approved the Clerk attendance at the Allotments & Cemeteries Legal Compliance training day: Tuesday 28th March 2017 at a cost of £75.00.

xv. Meeting with Community Partnership and Committee Officer – Councillors noted that the Clerk met with Community officer who is linked to the Tandridge Local Committee (TLC) and the following items were discussed, Street lighting; areas of TLC Responsibility: Small Highways Budget, Parking, Libraries and Rights of Way; other issues of local concern; social media communication platform using 'local pages'; Members Allocation; and Community Improvement Fund.

13.3 **Chairman's Report** – (for noting) information only – All matters to report covered on the agenda and discussed during the course of the meeting.

13.4 **Reports (for noting) from representatives on outside bodies etc.**

- i. Godstone Village Association (GVA) meeting attended by Cllr McLoughlin - HGV's and the Neighbourhood Plan had been discussed at the meeting.
- ii. Parish Assembly - Cllr Hubery attend.

13.5 **Reports (for noting) from Members' areas of responsibility**

JF	Blindley Heath Common	Feb-17	One/two potholes in car park, update on street light – Cottenhams, bus shelter needs coat of paint, Dog Bin meeting on 9 Feb on site.
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BD	Salisbury Rd Allotments	19-Jan	The plan and list of holders is not up to date, care of plots - general improvement but number of either unallocated or untended plots to identify when growing season starts, fencing - no fencing just poles, trees - probably be felled as part of allotment refurbishment to create space for new allotments, build up of rubbish removal, after clearing rubbish new numbers required, possible 15-20 new allotments possible - Office to process.
MP	The Bounty	06-Feb	It was suggested that window frames were varnished Aug 16 but not carried out Notice Board could do with cork board or similar fitted to make pinned paperwork more stable and therefore visible and hard standing in front of board would be helpful as very muddy in winter Perspex on the back window be refitted as removed when contractor cleaned windows but not refitted. R May to complete work on outside of Bounty that he has invoiced and been paid for - pointing work
MP	Godstone Green Play Area	24-Feb	Incorrect information included in meeting papers, but report has been completed.

ACTION: Clerk to follow up on work that needs to be carried out from reports.

13. Current Planning issues

13.1 **Tandridge Local Plan** – Councillors noted the response received to the Parish Council's letter requesting a further consultation.

13.2 **District Council Planning Decisions** – Councillors noted that there were none listed since last meeting in relation to Godstone Parish.

13.3 **Current Planning Lists and applications**

- i. Report from the Planning Committee – Unsigned minutes of the meeting held on Monday 20 February circulated with the meetings papers.
- ii. Planning applications received since the Planning Committee:

2017/263	9 Elm Cottages, Godstone Hill, Godstone RH9 8AH	Concern of over development. Cllr McLoughlin to visit site and report to Councillors.
2017/264	The Bungalow, Byers Lane, South Godstone RH9 8JH	No objection
2017/313	22 Featherstone, Blindley Heath RH7 6JY	No objection
2017/280/ TPO	Tall Oak, 1 Treetops, South Godstone RH9 8HZ	No Comment
2017/345	58 Latham Park, South Godstone RH9 8ER	No objection
2017/297	Oka, Eastbourne Road, South Godstone RH9 8JX	No objection
2017/194	Garages, Salisbury Rd, Godstone RH9 8AB	Councillors noted the concerns of parishioners raised during the public forum. OBJECTION to development proposal as seems overbearing inappropriate for surrounding area and properties.

ACTION: Councillors agreed to inform parishioners of comments that will be submitted for application 2017/194 before the next parish council meeting.

13.4 **Any other current planning matters, including Appeal**

- i. The Spot Wellness Centre – Councillors acknowledged the correspondence from the proprietor of the The Spot Wellness Centre in relation to planning application 2016/1961 (variation of conditions).

ACTION: Clerk to reply to correspondence noting explanations detailed and confirming the council has received no further complaints.

- ii. Councillors noted appeal:

TA/2016/1592	Roquebrune, Carlton Rd, South Godstone RH9 8LE	Refused - Appeal Ref: APP/M3645/D/16/3165518 -Erection of pitched roof over existing flat roof.
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- iii. Clerk to confirm to Planning Committee when a committee is required if applications are received with comment deadlines before the next Parish Council meeting.

14. Finance

14.1. Accounts for payment - **February** accounts for payment:

GPC Ref:	Company	Invoice No.	Payment for:	Break down	Total Payable:
G620	Staff Salaries		Staff Salaries for February		£1424.55

G621 G622					
G623	Gardenwise	05-831	Maintenance Work		£306.00
G624	SLCC Enterprises Ltd	121801	SLCC Course – Clerks Introduction Training		£118.80
G625	Fairalls Ltd	4256672	Padlock - ref Parish/Gary		£16.85
G626	William Way	G442420	Rock Salt	£14.40	£136.80
		442579		£10.80	
		442804		£36.00	
		442855		£54.00	
		443295		£21.60	
G627	MPC Pest Control	9.2.17	Moles		£170.00
G628	SSALC Ltd Local Council Review Subscription	10314	Year End Finance & Meeting Procedures Training		£90.00
G629	Onetoone	SINV214369	Stationery		£28.02
G630	HPS	4781	IT		£264.72
G631	HPS	4782	IT		£2,850.55
G632	HPS	4783	IT		£156.00
G633	PAC Handyman Services	0959	To erect notice board at Blindley Heath		£120.00
G634	Connick's	B603108	Tree care at the Enterdent		£378.00
G635	Expenses	Feb 2016	Travel and Sustenance		£16.98
G636	T Cherriman	444	Tree work at Car Park Site		£4300.00
G637	M Fuller	125	Salisbury Road Clearance		£14,778.48
TOTAL:					£25,155.75

Councillors resolved to approve the payments list totalling £25,155.75 and two councillors countersigned all invoices. It was noted that the remainder of Connick's invoice is to be submitted.

ACTION: Clerk to include NEST pension payments in summary in future.

- 14.2. **Summary Financial Report to January** - A copy of the accounting records for **January**, including the bank statement, incorporating the bank reconciliation was available at the meeting for examination. Councillors resolved that the summary be signed and dated by the Chair. Councillors noted an outstanding cheque dated 4 April 2016 for Portman Construction (security fence for burial plot) was banked.

- 14.3. **Salaries** - Councillors noted that the January salaries have been paid in accordance with 7.2 of the Financial Regulations.

- 14.4. **Direct Debits** – Councillors noted the following direct debits:

BT	M051 XW	BT Telephone Business Bill	1 Feb – 28 Feb 2017	£61.27
Eon	H141850D6B	Electricity	7 Feb – 19 Feb 2017	£14.23

- 14.5. **Monies Received** - Councillors noted total Monies Received since last meeting:

Wayleaves (£26.00)

£300 GVA - Insurance money of cancelled event

- 14.6. **Pensions** - Councillors noted the letter received from Surrey County Council Pension Fund – Results of Actuarial Valuation at 31 March 2016, Parish Council is no longer a member of the scheme.

- 14.7. **Grants for consideration**

i. Grants received:

Kent Surrey Sussex Air Ambulance	£250.00	Ongoing costs of providing life-saving service in the Parish	Approved
Godstone Good Neighbour (Willing Wheels)	£500.00	To set up voluntary drivers, on a pre-booked basis, taking those who cannot drive, to the hospital etc	Approved on the condition that other funds are secured and the scheme starts.

ACTION: Clerk to inform grant applicants of decisions.

ii. Review of previous Grants:

Godstone Football Club	To replace goal posts	Grant was approved last year, but club had to purchase goals and submit the invoice for the Parish Council to pay.
Godstone Club	CCTV for club	Grant was approved last year, but club had to purchase CCTV and submit the invoice for the Parish Council to pay.

ACTION: The Clerk to write a letter to ensure both grant applicants detailed in 14.7 ii. are aware that they need to complete the submission of invoices for payment before the end of March otherwise the offer of the grant will expire. The Parish Council would not object to the applicants reapplying for the grants if necessary.

14.8. Audit – Councillors noted that preparation work has started with the Clerk and C White preparing for the Annual Return submission and had discussed the information received at the training day.

15. Greens, Commons and Land

15.1 **Allotments** - To receive report and consider any recommendations

- i. Councillors noted that new allotment agreements will be sent at the end of March as they start on 1 April 2017.
- ii. A copy of the current agreement was included with the meeting papers. It was agreed that there would be no changes made this year, but that a review of the allotment agreements should take place early next year to consider if there are any amendments necessary, i.e. state that it is the responsibility of a new allotment holder to clear the site if necessary.

ACTION: Clerk to make provisions to ensure allotment agreements are reviewed in January 2018.

15.2 **Salisbury Road**

- i. It was reported by Cllr Gardner that the work to clear the allotments has been carried out very well and it is now necessary to consider the next stage of work to be carried out on the allotments.
- ii. Councillors noted the contact made by a parishioner who owns a property on the High Street which backs on to the allotment plots who would like to ensure that the correct boundary is clearly marked following the clearance work being completed at Salisbury Road.

ACTION: Clerk to liaise with Cllr Davis to visit the site and agree a plan to mark out new allotment plots and ensure the correct boundary fencing is in place. Clerk to liaise with the parishioner.

- iii. Councillors considered if the trees on the allotment should be removed. It was agreed that the trees would not be removed.

15.3 **Godstone Green** - To receive report and consider any recommendations

- i. **Disabled parking** – Councillors received an update from Cllr Johnson and McLoughlin who had carried out an inspection of the disabled parking and bay markings. Cllr McLoughlin and Johnson recommended; the disabled parking bays be repainted; and proposed a new disabled bay is painted next to the barrier (on the opposite side to the current disabled space) in the car park adjacent to the doctor's surgery.

Councillors considered the recommendations and agreed that the disabled bays in both the car parks should be repainted, and whilst doing this work it would be sensible to repaint the other lines in the car parks. To avoid disruption, it was agreed that this work will be carried out once the new car park is open to avoid disruption as the car parks would need to be closed.

ACTION: Clerk to gather quotes for repainting of car parks and a new sign for the new disabled space proposed. Clerk to write again and update people who have sent correspondence on the matter.

- ii. **Pond Car Park Use** – Councillors acknowledged the correspondence the overcrowding of this car park and the suggestion that is being used by people who park their cars all day and travel in a car share scheme.

ACTION: When possible the Clerk to place written notice on a car, if it is observed regularly for long periods of time in the car park, that there is a time restriction of 3 hours parking.

ACTION: Councillors to review the use of the car parks further.

- iii. **Pond Car Park Condition** – Councillors noted that there is a large pothole in the car park and agreed that the repairs should be carried out to fill any holes.

ACTION: Clerk to inform contractor of the council's request.

- iv. **Cricket Club Legacy Funds** – A verbal request for funds to be released was received and considered. Parish councillors have a duty to release funds in line with the instructions attached to the legacy held in trust by the Parish Council.

ACTION: Cricket Club to be informed that a written request in the form of a Performa invoice should be submitted to the Parish Council who will then reimburse the cost from the funds held and ring fenced.

15.4 **Hilly Fields (Car Park)** - To receive report and consider any recommendations

- i. Councillors were informed of a visit carried out by the TDC Tree Officer during work to clear trees from the car park site, who confirmed he was satisfied with the work being carried out.
- ii. Councillors noted that there has been a letter from TDC in relation to work being carried out, reminding the Parish Council of the conditions attached to the planning permission that was granted for the car park planning application TA/2015/1790.
- iii. It was noted that a parishioner had visited the office with concerns about the work taking place
- iv. It was reiterated that the car park site will not be lit and there will be barriers in place to be able to prevent vehicular access when necessary.
- v. The councillors discussed that the next phase of building the car park to be considered is the appointment of a contractor to build the car park and the following actions were agreed:

ACTION: Make enquires to appoint a building consultant.

ACTION: Produce drawings for the tender process appointing a contractor.

ACTION: Put a notice board on the site to keep parishioners informed of the work taking place. Clerk to liaise with G Dicks to relocate the old notice board.

ACTION: Arrange for the Archaeological and contamination reports to be completed.

15.5 **Blindley Heath** - To receive report and consider any recommendations

- i. Forman's Institute – Councillors considered the proposal that a letter is sent to Charities Commission about the situation at the Forman's Institute of cars being sold in the car park. Councillors agreed that a letter should be sent.

ACTION: Clerk to liaise with Cllr Faulkner to prepare and send a letter to the Charities Commission.

- ii. Cricket Club - Thank you from Cricket club for Grant received was noted.
- iii. Surrey Wildlife Trust (SWT) – Councillors acknowledged that there is restructuring of the Countryside Management Department taking place because of the reduction in funding from Surrey County Council. Cllr Hubery is participating in a meeting with SWT and the Blindley Heath Liaison Group on Tuesday 7 March 2017. Councillors noted that the ring-fenced funding of £7,900 HLS funds is included on the agenda for the meeting. Councillors have no issue spending the funds on projects outside the agreement if they receive the appropriate information to support any requests.
- iv. Dog Bin (Cottenham's) – Still to be installed following the site meeting some weeks ago.

15.6 **Tilburstow Hill Common** - To receive report and consider any recommendations, to include:

- i. Lady Day Letter – Councillors noted that a letter confirming the road/track will be closed on 25 March 2017 for Lady Day will be sent by the Clerk.

ACTION: Clerk to prepare and send Road closure letters.

16. Burial Grounds

15.1 Applications for Exclusive Rights of Burial - None

15.2 Applications for consent to erect Memorials

- i. Buckland (475) - Councillors discussed the change to the application, to extend the base stone of the memorial to 500mm (original request to 375mm) to include the new inscription. It was noted that this now falls outside the regulations which states plinths should be no longer than 381mm. It was noted that the memorials existing headstone is 900mm, which falls outside regulations (maximum height 762.0mm).

ACTION: Clerk to inform Stoneman's that permission is not granted for a plinth measuring 500mm and that the plinth must be within the regulation size.

15.3 Request for a Memorial Bench – Councillors noted that there has been an enquiry about a memorial bench at the burial ground, noting final details to be advised by Stoneman's. The following was agreed:

- i. The following details would need to be confirmed - Name of bench; the bench suppliers name; the location to be considered; type of plaque; and the inscription.
- ii. The Parish Council would not expect a donation to be made.
- iii. There would have to be an agreement that the applicant would be responsible for the maintenance of the bench i.e. for a period of 10 years from the date of installation and then after this time, the Parish Council should be contacted if there is a request for an extension to this arrangement.

ACTION: Clerk to liaise with Stoneman's in relation to the memorial bench request.

15.4 War Memorials – Contractor contact and the remaining work on lettering and pointing will be completed as soon as the weather permits.

15.5 Footpath clearance – It was noted that work to be completed at Glebe house to make good the grass damaged during the burial path extension work remains outstanding until the weather permits conditions for the work to be completed.

15.6 Posterngate Farm Memorial Site

- i. Wooden cross for Wreaths – Councillors acknowledge the offer to make a wooden cross for wreaths at the site to keep the memorial site tidy. The councillors agreed in principal to accept the generous offer of a wooden cross to attach wreaths to, but would like to confirm more details i.e. the proposed design and location for the cross.

ACTION: Clerk to liaise with person who made the offer of a wooden cross.

- ii. Resiting of previous Bench – Councillors were informed that the relocation is all in hand and underway.

16 **Correspondence** – Councillors noted the communication detailed below which had been sent to them:

- Air quality A25 Nutfield
- Surrey Rural Conference - 9 March 2017
- Planning Committee Agenda - Despatch - 1st February 2017
- Invitation to Visit Surrey 2017 Forum - please RSVP
- TAG Annual General Meeting - Jan 2017 – Revised Draft minutes
- Blindley Heath Liaison Group – Reference petition
- Oxted & Limpsfield Residents Group AGM
- Information about Surrey County Council's council tax recommendation
- Press release: Tandridge Local Plan process not flawed concludes review

- Press release: The Local Plan process – setting the record straight
- Message from Cllr Windsor - Council tax rise
- Parish Assembly meeting - Wednesday 15th February
- Plan printing costs - letter from Piers
- #GBSpringClean - only three weeks left to register!
- Response from TDC to Letter from GPC on New published sites
- PETITION for action regarding Gatwick Departure Route 3
- Delegated Action List 13. 15th February 2017 and Council Agenda 23rd February 2017
- Agenda for Tandridge Local Committee, Friday, 3 March 2017, 10.15 am
- Press release: Have your say about open spaces and leisure facilities (This is related to TDC Local Plan)
- Reported Crime and Incidents for January 2017
- Consultation on design and use of Airspace
- Council agrees district council tax increase of £5
- OLRG 21 Second open space survey
- Leader puts forward garden village proposal
- Community Services Committee Agenda 2.3.17
- Key council projects endorsed by Council
- The impact of future funding decreases - have your say
- Housing Committee Agenda 7.3.17

17 Matters for reporting or inclusion on future agendas

17.1 Councillors proposed that the PETITION for action regarding Gatwick Departure Route 3 be included for discussion at the next Parish Council meeting.

17.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 3 April 2017 at St Stephens Church, South Godstone, Godstone

----- End of Meeting -----

Signed _____ Dated _____
Chairman