

**Minutes of Parish Council Meeting of Godstone Parish Council held on  
Monday 5 December 2016 at Parish Rooms, St Stephens Church, South Godstone at 7.30 pm**

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

**In attendance:** Mrs S Endersby

**Open Forum:** Surrey County Councillor Mrs H Windsor, District Councillor Mr N Childs; District Councillor Rose Thorn and Leslie Head were in attendance.

Fenemore Memorial - Leslie Head (LH) – LH thanked the Parish Council and read a letter of thanks he had sent to the Parish Council dated 4 December 2016. The Parish Council thanked LH for all the work he had done in relation to the Fenemore Memorial and Memorial Service. LH requested that item 15.6 Postengate Memorial Site be bought forward and the Chairman agreed to this. The discussion is included in the main body of the minutes.

Footpath - Cllr Childs raised his concerns in relation to the footpath that runs between Godstone Station and Tillburstow Hill Road which is in a very bad condition and in need of repair, it is a well-used footpath. There are trees that lean across the path which is a safety concern. Cllr Windsor will follow up on the condition of the path with SCC.

Carpark – Cllr Childs and Gardner had exchanged emails in relation to the new Godstone car park parking spaces layout. It was reported that diagonal spaces increase the number of spaces that can be in a car park so would offer the opportunity to increase the number of possible spaces without increasing the size of the car park.

Neighbourhood Plan – Councillors thanked Cllr Childs for his attendance at the Public meeting. Councillors asked how arrangements were going for the Local Plan and who would be attending. Cllr Childs reported that Cllr Keith Jecks; Cllr Peter Bond; Cllr Lindsay Dunbar; and Cllr David Dunbar will be attending the meeting. There have been an estimated 30-50 responses about attending the meeting.

Speed change of A25 – Cllr Windsor reported that the Tandridge Local Committee (TLC) have deferred a speed survey on the A25 Bletchingly Road section until the new development in the Godstone section of the road is inhabited. It was acknowledged that Godstone Parish Council have requested pedestrian refuge at the time the planning application was made, but was declined even though the developer was willing to pay for a traffic island.

Zebra Crossings – The white paint has faded on the zebra crossings in Godstone and Cllr Windsor has spoken to SCC about repainting the crossings.

Bakers Mead/Selbourne Road – Cllr Windsor is having a site meeting with SCC about resurfacing the road.

Godstone Hill Footbridge – The field next to the footbridge is being upgraded to a bridleway and Cllr Gardner raised his concern with Cllr Windsor that width restrictions to access the field would be necessary. Cllr Windsor will raise this at the next TLC meeting.

Ray Lane – Cllr Faulkner requested a site meeting with Cllr Windsor and SCC at the Ray Lane Junction that is well known for the speed and safety concerns that Councillors have. Cllr Windsor will try and arrange a site meeting.

Formans Institute – Cllr Childs to follow up on the planning application decision in relation to the proposed change of use. It was noted that the Trustees of the Institute had been informed of the potential impact of the change of use to selling of cars. It was noted that TDC enforcement officers have visited the site.

Yellow Lines – Cllr Hubery requested that the yellow lines on the turning triangle on the road to the doctor's surgery be re-painted as they are not visible and cars and trucks are parking there and on the footpath which will damage the curb and means that pedestrians can't use the path.

1.	<b>Apologies for Absence</b> - Apologies were received and agreed for Cllr K Knox and Mrs D Grose
2.	<b>Declarations of Interest</b> - There were no declarations of interest
3.	<b>Minutes</b> 3.1 Minutes of the meeting held on 7 November 2016 were discussed.

	<p>3.2 Councillors discussed the Community Wellbeing item on the minutes and how the matter was dealt with noting that it was not acceptable to withdraw an item from the agenda. There was a discussion on how the matter was managed, included on the agenda and the supporting papers for the Cllrs reference. It was reiterated that it was a question asked by a parishioner and not a motion.</p> <p>3.3 The Councillors agree that a manuscript amend be made to item 11. Grants ‘<i>Councillors were asked to comment</i>’.</p> <p>3.4 The minutes were then agreed and signed by the Chairman as a true record of the meeting.</p>
4.	<p><b>Questions from Members of the Public</b> – Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes.</p>
5.	<p><b>County and District Councillors</b> Brief report on matters affecting the Parish detailed above under the Open Forum.</p>
6.	<p><b>Matters Arising</b></p> <p>6.1 <b>Bounty Lease</b> - Councillors noted the update received from the solicitor in relation to one further amendment, that clause 7.8/7.9 are altered such that the Landlord can call for a Surveyor appointed if the rent reviewed is not agreed to act as an arbitrator or an expert. Councillors did not object to this amendment. Councillors noted that the lease will be sent as soon as the Landlord’s solicitor has proved the title which is being registered. <b>ACTION:</b> SE to liaise with the solicitor to confirm that no objection to amendment discussed and that engrossments can be sent when they are ready.</p> <p>6.2 <b>TAG A25</b> - Peter Forbes has asked the that Parish have no objections to the details of the traffic survey completed being released. Councillors confirmed there is no objection. <b>ACTION:</b> Clerk to inform Peter Forbes of the decision.</p>
7.	<p><b>Website</b></p> <p>7.1 JG reported that he had spoken to HPS who are supporting the Parish Office for the IT requirements and that a date will be arranged for training to take place on updating the website. It was noted that the website platform was deemed fit for purpose and that there was not a need for any major changes to the website. It was acknowledged that the website must only be updated by the clerk.</p> <p>7.2 Councillors decided that it was therefore not necessary to agree a subcommittee to monitor the update of the Parish website at this meeting.</p>
8.	<p><b>Standing Orders</b></p> <p>8.1 Cllr Davis and Gillman had prepared a proposed draft Standing Orders document which had been circulated to Councillors in advance of the meeting, inviting comments.</p> <p>8.2 Councillors thanked Cllr Davis and Gillman for the work so far on the Standing Order and discussed the draft. It was agreed that there were still some points that required further discussion before the Standing Orders would be ready to be agreed and adopted.</p> <p>8.3 Councillors agreed that a working party be formed to discuss the points of concern raised and that the working group would then recommend a final version to the full Parish Council at the January meeting. <b>ACTION:</b> Cllr Gardner to arrange a meeting of a working party with Cllr Gillman, Davis and the Acting Clerk to review and agree the final Standing Orders before the Parish Council meeting in January 2017.</p>
9.	<p><b>HGVs</b></p> <p>9.1 Councillor Gillman had requested that this matter be included on the agenda so Councillors could consider raising this issue at a future Tandridge Local Committee (TLC) meeting. Councillors agreed that it would be worth raising this at a future TLC meeting.</p> <p>9.2 Councillor are concerned about heavy vehicles using narrow lanes and challenged if the vehicles have valid business reasons to use these narrow lanes or are they being used as a short cut, heavy vehicles using narrow lanes they are placing other users at risk. On many occasions, there is a steady stream of vehicles throughout the day, responsible operators should impose conditions on all its drivers to only use the main roads unless they have a collection or a delivery that can only be accessed using that narrow lane and not to take short cuts down road clearly marked as unsuitable for heavy vehicles.</p> <p>9.3 Councillors discussed if there should be a more active approach taken by the Parish Councillors.</p> <p>9.4 Councillor Davis reported that the Godstone Village Association (GVA) were active in monitoring the operator’s licences and when a licence application was renewed the GVA acts at this point to seek appropriate conditions to be included on the licence.</p> <p>9.5 Councillors briefly discussed the process for licence applications, via the Traffic Commissioner.</p> <p>9.6 Councillors discussed if the operators were potentially breaking the conditions of the licences and that this was something that could be reviewed. It was also discussed that although some roads may be deemed unsuitable and signage may notify drivers of this, it is still does not actually mean that the trucks are prohibited from using certain roads such as Byers Lane which was the example given.</p>

	<p>9.7 Councillors considered what action they want to take and noted that they could liaise with Cllr Windsor in tackling the issue, but that evidence was important.</p> <p><b>ACTION:</b> Cllr McLoughlin to liaise with the GVA and consider carrying out a traffic survey.</p> <p><b>ACTION:</b> Request that the matter of HGV's be put forward to the TLC.</p>
<b>10</b>	<p><b>Neighbourhood Plan</b></p> <p>10.1 Councillors acknowledged the success of the Public meeting held on 28 November 2016.</p> <p>10.2 Several volunteers had put their details forward, the list had been taken by the GVA and JG had been sent a copy. As the public meeting, had been organised by the Parish Council it was felt that it would have been more appropriate that the list of volunteers should have been the responsibility of the Clerk. However, it was acknowledged that 19 volunteers at the meeting had put themselves forward to help produce a plan, but there were others also prepared to take part.</p> <p>10.3 Cllr Davis, McLoughlin and White are willing to be involved and attend meetings as representatives of the Parish Council.</p> <p>10.4 Councillor Gillman challenged the organisation of the meeting, for example, who had been invited to speak and how this had been decided.</p> <p>10.5 Councillors proposed a vote to agree if the Parish Council will support the preparation of a Neighbourhood Plan, noting before the vote that the Parish Council would have to facilitate it as an organisation with time and money, which although there are grants available there would potentially be Precept funds used.</p> <p>10.6 Councillors voted on 'Does the Parish Council support the preparation of a Neighbourhood Plan', 7 Councillors were in favour and 1 abstained. Cllr Gillman stated that he had abstained as the skill set and the level of work volunteers were prepared to make was not clear.</p> <p>10.7 Councillors discussed what the next steps would be and agreed that an initial Neighbourhood Plan Committee (NPC) meeting needed to take place to prepare a financial proposal to be put forward to the Parish Council for consideration, this should include the skill set and number of people who are prepared to be involved.</p> <p>10.8 Following the review of the financial proposal, which should include the level of financial commitments, if any, from the Parish Council, the Parish Council will then decide if it is in a reasonable position to continue with the process of producing a plan.</p> <p><b>ACTION:</b> Clerk to contact the Chair of the GVA to set out the proposal of a NPC meeting and contact TDC with notification of Godstone Parish Councils intent to produce a Neighbourhood Plan.</p>
<b>11</b>	<p><b>Reports</b></p>
<b>11.1</b>	<p><b>Action Taken - None reported.</b></p>
<b>11.2</b>	<p><b>Clerks Report</b></p> <p>Councillors noted the following in the Clerks report:</p> <ol style="list-style-type: none"> <li>i. Pear Technology programme has been installed</li> <li>ii. Bay Pond Barrier – We are still waiting for the repairs to take place.</li> <li>iii. Bus Shelter Oxted Road - Surrey County Council (SCC) still to complete work and Cllr Windsor is also chasing.</li> <li>iv. Bounty Electrics - Councillors are asked to consider if and Electrical Installation Condition Report (EICR) can take place. The quotation received from Jenner Electricals for the work is for £250.00. Councillors discussed the matter and noted that it is a requirement to have a EICR every 5 years. Councillors unanimously agreed that the EICR be completed and the quote from Jenner Electricals be accepted and instructions given to complete the EICR.</li> </ol> <p><b>ACTION:</b> Clerk to instruct Jenner Electrical to carry out the Electrical Installation Condition Report.</p> <ol style="list-style-type: none"> <li>v. Greensand Way Sign - SCC still to replace the Footpath signage.</li> <li>vi. Handrail at Zebra Crossing (North Side) - SCC still to repair the handrail.</li> <li>vii. Christmas Lights – The lights have been switched on. Councillors were informed of a letter received on the day of the meeting from a young parishioner about her disappointment with the Christmas lights. Councillor discussed the Christmas lights and unanimously agreed that there should be review of them for 2017. It was noted that business had been asked in 2015 to contribute to the lights and this money had been ringfenced in the budget, they had not been asked this year.</li> </ol> <p><b>ACTION:</b> Clerk to write to the parishioner thanking her for her letter and explaining the Parish Councillors intention to review the lights next year, the costs involved and care taking spending money.</p> <ol style="list-style-type: none"> <li>viii. Contractor has been asked to clear Needles Bank</li> <li>ix. Thank you letters to people who helped with the Memorial Service have been sent.</li> <li>x. It was recommended at the Clerks Networking day to review the Councillors Interest Declarations and Councillors Code of Conduct. Councillors discussed the recommendation and acknowledged that reviews should be carried out in an annual basis.</li> </ol>

	<p><b>ACTION:</b> Cllr Hubery to review the to review the Interest Declarations and Code of Conduct and report at the next meeting.</p> <p>xi. Letters asking for payment of Wayleaves have been sent to relevant people and organisations. Councillors asked if the Hare and Hounds have paid the required Wayleave as the some of the car park used and monopolised by the Hare and Hounds is Parish land. Concern about the condition of the car park by the Hare and Hounds was raised by Councillors and the Council considered it's liability if anyone was injured.</p> <p><b>ACTION:</b> Clerk to confirm payment of the wayleave by the Hare and Hounds.</p> <p><b>ACTION:</b> Parish Council to review the survey of land boundaries.</p> <p>xii. Training – Discussed in Part 2.</p>
<b>11.3</b>	<p><b>Chairman's Report</b></p> <p>Work has been taking place on the allotment project, car park project and pathway in burial ground.</p> <p><b>ACTION:</b> Clerk to confirm that all relevant papers were sent with the specification for tree removal on the new car park site.</p>
<b>11.4</b>	<p><b><u>Reports [for noting] from representatives on outside bodies etc.</u></b></p>
<b>11.5</b>	<p><b><u>Reports [for noting] from Members' areas of responsibility</u></b></p> <p>i. <u>Enterdent</u> - Cllr Hubery has met with one contractor in relation to removing trees causing concern following the specification being sent to contractors.</p> <p>ii. <u>Hilly Fields Allotment</u> - Cllr Gardner reported that Mrs Aldous, the landowner of the site which the Parish Council leases, has requested a site meeting in relation to the hedge cutting. Cllr McLoughlin reminded Councillors that hedge cutting at the Hilly Fields allotment had taken place this year by the contractors Gardenwise.</p> <p><b>ACTION:</b> Cllr Gardner to send details of meeting with Mrs Aldous on the 19 January to Cllr McLoughlin so that he can attend.</p> <p>iii. <u>Blindley Heath Common</u> - Cllr Faulkner had completed an inspection on 29 November 2016.</p> <p>iv. <u>Tillburstow Hill Road</u> - Cllr Hubery reported there had been fly tipping on the road, two separate lots of car tyres had been dumped. This had been reported to TDC by the Clerk.</p> <p>v. <u>Playground</u> – Concerns raised that the Play Inspection Company report did not really highlight the concerns that the Council have with the condition of parts of the playground. No copy of the contract has yet been found in relation to the work that took place and the specification agreed with the architect. Cllr McLoughlin has drafted a letter to the architects about this issue, but it is problematic without a copy of the contract. Wellers Hedley have been contacted to see if they hold a copy of the contract. Councillors were asked to speak to contacts who were involved at the time to see if information can be found. Main areas of concern are the timbers around the border and how the sleepers will be replaced needs to be considered. The costs to rectify the issue was estimated as around £10k. Councillors acknowledged that without a copy of the contract there is not much hope of enforcing contractual obligations.</p> <p><b>ACTION:</b> Cllr McLoughlin to liaise with Cllr Gardner about the draft letter and then Cllr McLoughlin and Gardner to update the Council at the February meeting with recommendations.</p> <p>vi. <u>Audit</u> – Cllr White reported that there is an internal audit scheduled to take place tomorrow, 6 December 2016.</p> <p>vii. <u>Redhill Aerodrome</u> – Cllr Hubery reported that he has a meeting about potential plans for Redhill Aerodrome.</p>
<b>12</b>	<p><b>Current Planning Issue</b></p> <p><b>Tandridge Local Plan</b></p> <p>12.1</p> <p>i. Draft minutes of Planning Committee were circulated in advance of the meeting as the committee had discussed the Tandridge Local Plan.</p> <p>ii. Councillors discussed that it was important the Council has a collective response.</p> <p>iii. It was raised that there was no mention of where the new settlement is planned which is misleading and there is no infrastructure to accommodate a new settlement.</p> <p>iv. Councillors discussed the response, including the point that although there are lots of sites listed there is no update on which of the original 6 options discussed for the plan was going to form the plan; a figure of 9400 new homes is mentioned, but this is not a government figure as people are being led to believe.</p> <p>v. Councillors were reminded and encouraged to attend the Local Plan meeting being hosted by Cllr Childs at the South Godstone Sports &amp; Community Association at 8pm on Tuesday 6 December.</p> <p><b>ACTION:</b> Councillors to respond to the consultation as individuals.</p> <p><b>ACTION:</b> Cllr Davis agreed to prepare a robust response to TDC and circulate for agreement by email within 7 days of the meeting and Councillors were asked to reply to Cllr Davis within 2 days with feedback. Cllr Davis</p>

	will then liaise with the Acting Clerk to submit the response to the TDC within the timescale of the end of December 2016 <b>ACTION:</b> Following agreement by Councillors on collective response wording Cllr Davis to liaise with the Clerk to submit the response.																											
12.2	<p><b>District Council Planning Decisions</b></p> <p>i. Councillors noted the planning decision information presented.</p> <table border="1"> <thead> <tr> <th>Application Number</th> <th>Address</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>2016/1922</td> <td>33 Woodlands Drive, South Godstone RH9 8HU</td> <td>Approved</td> </tr> <tr> <td>2016/1923/TPO</td> <td>8 Merebank Close, Godstone RH9 8DS</td> <td>Approved</td> </tr> <tr> <td>2016/1912</td> <td>Oak View, Brickhouse Lane, South Godstone RH9 8JW</td> <td>Approved</td> </tr> <tr> <td>2016/1859</td> <td>18 Hunters Chase, South Godstone RH9 8HR</td> <td>Approved</td> </tr> <tr> <td>2015/1354/Cond1</td> <td>The Veterinary Referral Centre, Godstone Highway Depot, Oxted Road, Godstone RH9 8BP</td> <td>Approval of details</td> </tr> <tr> <td>2016/1773</td> <td>Quendon, Flower Lane, Godstone RH9 8DE</td> <td>Approved</td> </tr> <tr> <td>2016/1610</td> <td>25 Bakers Mead, Godstone RH9 8AU</td> <td>Approved</td> </tr> <tr> <td>2016/1592</td> <td>Roquebrune, Carlton Road, South Godstone RH9 8LE</td> <td>Refused</td> </tr> </tbody> </table>	Application Number	Address	Decision	2016/1922	33 Woodlands Drive, South Godstone RH9 8HU	Approved	2016/1923/TPO	8 Merebank Close, Godstone RH9 8DS	Approved	2016/1912	Oak View, Brickhouse Lane, South Godstone RH9 8JW	Approved	2016/1859	18 Hunters Chase, South Godstone RH9 8HR	Approved	2015/1354/Cond1	The Veterinary Referral Centre, Godstone Highway Depot, Oxted Road, Godstone RH9 8BP	Approval of details	2016/1773	Quendon, Flower Lane, Godstone RH9 8DE	Approved	2016/1610	25 Bakers Mead, Godstone RH9 8AU	Approved	2016/1592	Roquebrune, Carlton Road, South Godstone RH9 8LE	Refused
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12.3	<p><b>Current Planning Lists and applications</b></p> <p>Councillors discussed the planning applications presented to the meeting:</p> <p>2016/2050 1 Winders Hill Cottages, Quarry Road, Godstone RH9 8DQ - Erection of part single/part two storey side extension.</p> <p style="text-align: right;"><b>No Objections</b></p> <p>2016/2078 7 Moorcroft, Tilburstow Hill Road, Godstone RH9 8LX -Formation of vehicular crossover and driveway.</p> <p style="text-align: right;"><b>No Comments</b></p> <p>2016/2042 Stansted Borough, Tilburstow Hill Road, Godstone RH9 8LY - Discharge of planning obligation dated 3 March 2003 from application TA/2002/P/1376.</p> <p style="text-align: right;"><b>No Comments</b></p> <p>2016/2160 9 Evelyn Cottages, Eastbourne Road, South Godstone RH9 8EN - Erection of single storey side and rear extension.</p> <p style="text-align: right;"><b>No Objections</b></p> <p><b>ACTION:</b> Clerk to submit necessary comments to TDC.</p>																											
12.4	<p><b>Planning Applications received since the Parish Council Agenda was published</b></p> <p>Councillors noted that a planning committee meeting was required to consider the applications received so far: 2016/2193; 2016/2194; and 2016/2142.</p> <p><b>ACTION:</b> Planning committee to hold a meeting on Tuesday 13 December 2016 at 7.30pm at the Bounty.</p> <p><b>ACTION:</b> Clerk to circulate a planning meeting agenda within the appropriate meeting notice deadlines. Cllr White gave apologies as he cannot attend a meeting on the 13 December.</p>																											
12.5	<p><b>Any other current planning matters, including Appeals</b></p> <p>i. Papers in relation to the proposed Stopping Up of Land at Flint Hall Cottage, Flower Lane Godstone were discussed and available during the meeting.</p> <p>ii. Councillors raised no concerns in relation to the stopping up, noting the piece of road is redundant in front of the cottage.</p>																											
<b>13</b>	<b>Finance - November [December meeting]</b>																											
13.1	Accounts for payment - Councillors were asked to approve the following accounts for payment presented:																											
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OnetoOne	Printer Cartridge	84.17	84.17
Shaw and Sons	Minute Binder	91.19	91.19
Mrs Grose	Stationary, stamps, miscellaneous		38.50
1 <sup>st</sup> Godstone Scouts	Bounty Rent due 31 December		625.00
Councillors unanimously resolved to approve the payments list totalling £3758.12.			
13.2	<p>i. Councillor agreed that a Finance Committee meeting should take place on Wednesday 14 December 2016 at 10.30am at The Bounty, to prepare the budget and agree the precept for 2017/2018 along with other appropriate Agenda items for review by the committee.</p> <p>ii. Councillors agreed that the finance committee would be formed of Cllr Johnson, Gillman, Gardner and White.</p> <p><b>ACTION:</b> Clerk to confirm final Agenda with Cllr White and then circulate the agenda within the appropriate notice period for the meeting to be held on 14 December 2016.</p>		
13.3	<p><u>Summary Financial Report to 31 October 2016</u></p> <p>i. A copy of the accounting records for October, including the bank statement, incorporating the bank reconciliation were available at the meeting for examination.</p> <p>ii. The summary papers for the Financial Report to 31 October 2016 presented to the meeting were signed and dated by the Chair.</p>		
13.4	Councillors noted that the November salaries had been paid in accordance with 7.2 of the Financial Regulations.		
13.5	Councillors noted the Direct Debits payments made:		
	<p>i. E.ON. for office electricity £6.16 debit</p> <p>ii. BT -for telephone and broadband charges for the period to 17 November £61.41</p>		
13.6	Councillors noted total monies received since the last meeting		
	<p>i. Burials £945.00</p> <p>ii. Memorial £152 (1x cheque)</p> <p>iii. Wayleave £277.50 (11 x Cheque Payment) and £1891.48 (BT Wayleaves by BACS)</p>		
13.7	<p>Finance Meeting</p> <p>i. Councillors discussed the matter of the SALC and NALC subscriptions for 2017/18 for Godstone Parish Council, which would need to be considered in preparation for the Finance Committee discussing the budget. The SALC subscriptions for 2017/18 will be £1343.95 and the NALC subscription for 2017/2018 will be £305.87.</p> <p>ii. Councillors discussed if the Parish Council should renew the subscriptions and if they were value for money.</p> <p>iii. Councillors unanimously approved that the subscriptions be renewed, on the condition that the subscriptions should be reviewed on an annual basis, so the membership will next be reviewed in December 2017.</p>		
13.8	<p>Godstone Fete Committee offer of £500 for new Christmas lights</p> <p>i. Councillors acknowledged the offer of £500 towards new Christmas lights in Godstone from the Godstone Fete Committee.</p> <p>ii. Councillors noted that they had already planned to review the Christmas lights next year and will ask if the money be used to replace lights.</p> <p>iii. It was discussed that £500 would not be enough money to cover the cost of a whole new tree of lights in Godstone.</p> <p><b>ACTION:</b> Clerk to liaise with Cllr Johnson to write a letter to the Godstone Fete Committee about how the money could be used and that it will not be enough to cover the cost of a whole new tree.</p>		
<b>14</b>	<b>Greens and Commons</b>		

14.1	<p>Allotments <u>Salisbury Road</u></p> <p>i. The Councillors considered the quotations received in relation to the work specification to clear the allotment site.</p> <p>ii. It was noted that it was necessary to keep in mind that the mound that is to be cleared from the site is an unknown quantity and it is not known what is in the mound.</p> <p>iii. The following quotations were presented and Councillors considered the proposal for value for money and reputation of the contractors:</p> <table border="1" data-bbox="209 383 1516 629"> <thead> <tr> <th>Contractor</th> <th>Quotation amount</th> <th>Further details</th> </tr> </thead> <tbody> <tr> <td>Cherriman's</td> <td>£10,000</td> <td>Quotation given as a total amount for all work detailed in the specification. *</td> </tr> <tr> <td>JPS</td> <td>£13,854</td> <td>Quotation given by item detailed in the specification, but the overall total presented to the Councillors. *</td> </tr> <tr> <td>Fuller</td> <td>£9,460</td> <td>Quotation given as a total amount for all work detailed in the specification. *</td> </tr> </tbody> </table> <p>*A provision was included by all contractors that if once the mound was dug up the materials discovered were completely different to how the mound appears on top then it would be reasonable that the Parish Council and Contactor would discuss the next course of action.</p> <p>iv. Councillors confirmed that the quotes all included disposal and noted the difficulty in estimating the number of lorry loads that maybe required.</p> <p>v. Councillors agreed that there is a contingency of £20k for this work and that the work should take place, but that if the work reaches £20k following the unpredictable issues that may potential arise then the work would have to stop on reaching £20k.</p> <p>vi. Councillors unanimously agreed that Fullers be awarded the work.</p> <p><b>ACTION:</b> Cllr Gardner to written confirmation from Fullers of the quotation and instruct Fullers to go ahead and carry out the work.</p> <p>vii. Councillors discussed the request by Mr Caldicott acting on behalf of the owner of the garages adjacent to the allotments for a reaction on the third set of plans, which were tabled.</p> <p>viii. Councillors did not raise any issues in relation to the plans, noting that they are still subject to the planning application being approved. It was noted that working with Mr Caldicott would mean that a wayleave would have to be put in place so that there is access across parish land, in exchange for access over the garage owners land.</p> <p>ix. Councillors unanimously approved the proposal to enter a legal agreement in relation to wayleaves and access over land. A request for the Parish Councils legal costs should to be covered should be put forward.</p> <p>x. Councillors reiterated that allotment holders are aware of the proposed plans, but that it was not yet necessary to write to allotment holders until any planning applications had been approved. The Parish Council would ensure that any disruption to allotment holders is rectified like for like.</p> <p><u>Hilly Field</u> - Site meeting with the owner of Hilly Field allotment site was discussed and noted in 11.5 ii.</p>	Contractor	Quotation amount	Further details	Cherriman's	£10,000	Quotation given as a total amount for all work detailed in the specification. *	JPS	£13,854	Quotation given by item detailed in the specification, but the overall total presented to the Councillors. *	Fuller	£9,460	Quotation given as a total amount for all work detailed in the specification. *
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14.2	<p>Godstone Green <u>Playground</u></p> <p>i. Councillors note the criminal damage to the playground being reported to police and the Incident number: 45160099253</p> <p><u>Cricket Square</u></p> <p>ii. Cllr Johnson raised the matter of a letter sent by the Clerk to the Cricket Captain in relation to the vandalism to the posts around the cricket square.</p> <p>iii. Councillors note the criminal damage to the cricket square being reported to police and the Incident number: 45160103166.</p> <p>iv. Councillors discussed that there has been money left to the Cricket Club and that the Cricket Club would like a letter from the Parish Council about giving the money to the club. The issue Councillors raised however is that the cricket club does not have a bank account or a constitution so it is not straightforward.</p> <p><u>Dog Bin</u></p> <p>v. Councillors considered the request from a parishioner to have a dog bin installed on the path leading up to Hilly Field. Councillors questioned who would empty the bin if it was fitted.</p> <p><b>ACTION:</b> Clerk to confirm if the bin is emptied by TDC and Cllr Faulkner to follow up about the installation of the Blindley Heath dog bin.</p> <p>vi. Councillors noted that a large tree branch broken off on the green, Ivy Mill Lane side near the turning to The Priory and that the contractor had been instructed to remove it.</p>												

14.3	<p><b>Hilly Field</b> <b>Car Park</b></p> <p>i. It was confirmed that the specification for the removal of trees on the site had been sent to contractors.</p> <p>ii. Councillors noted the concerns of a local business that had contacted the Parish Office about business flow due people having nowhere to park.</p> <p>iii. Councillors considered the option of metering the current parking, but acknowledged that it would need policing to be successful. Even if notices were placed on cars stating that action may be taken, what would the Parish Council be able to do without costs being incurred to enforce it i.e. by outsourcing to a parking contractor.</p>															
14.4	<p><b>Blindley Heath</b> <b>Vision Mirror</b></p> <p>i. Councillors discussed the request to install a vision mirror by a resident exiting onto Ray Lane will not be installed as SCC have a policy not to install them. The last option would be to site on common land, but if an accident should result from use of the mirror the land owner (Parish Council) would be liable, so Councillors deemed that it was not appropriate, the resident has been informed by Cllr Faulkner that it is not possible to install a vision mirror and the reason.</p> <p><b>Surrey Wildlife Trust Meeting</b></p> <p>ii. It has been proposed that a meeting take place and a date is to be set with Cllr Gardner and Gillman to meet with Surrey Wildlife Trust.</p> <p><b>ACTION:</b> Clerk to liaise with Cllr Gardner and Gillman to confirm date of meeting with Paul Newdick.</p>															
14.5	<p><b>Tilburstow Hill Common</b></p> <p>i. Cllr reported that there has been fly tipping of car tyres, this has been reported to TDC.</p> <p>ii. Councillors noted that the specification for tree works has been sent to contractors and that one contractor has responded so far.</p>															
<b>15</b>	<b>Burial Ground</b>															
15.1	<p>Applications for Exclusive Rights of Burial</p> <p>i. Applications for C Hemmings (Grave 580) and (G Smale) Grave 443, both are 7 year parishioners, was approved by Councillors.</p>															
15.2	<p>Applications for consent to erect Memorials</p> <p>i. A request to amend the inscription (adding additional inscription) on the Memorial of Plot 485. Vera, Stanley &amp; Robin Fuller was noted that permission was given by the clerk 15 November, and was approved by Councillors.</p>															
15.3	<p>i. The motion <i>'that Parish Councillors formally delegate to the Parish Clerk, for an initial period of 1 year, the approval of all inscriptions on memorials. The clerk should bring to the attention of Parish Councillors any novel or contentious inscription that there is cause to object to.'</i> was discussed.</p> <p>ii. It was noted that considering changes taking place (noted in Part 2) this decision be deferred to the next meeting.</p> <p><b>ACTION:</b> Clerk to include the motion on the next meeting agenda.</p>															
15.4	<p><b>War Memorials</b></p> <p>i. It was noted that the contractor had been contacted and the remaining work on cleaning the war memorial was weather dependent and would be completed as soon as possible.</p>															
15.5	<p><b>Footpath Clearance</b></p> <p>i. Councillors considered the quotations received in relation to the work specification to extend the path in the burial ground.</p> <p>ii. It was noted that access to the site is difficult which impacts the cost of the work at the site.</p> <p>iii. The following quotations were presented and Councillors considered the proposal for value for money and reputation of the contractors:</p> <table border="1"> <thead> <tr> <th>Contractor</th> <th>Quotation amount</th> <th>Further details</th> </tr> </thead> <tbody> <tr> <td>Cherrimans</td> <td>£8,330</td> <td>And £65m<sup>2</sup> for repairs to other parts of the path that maybe required.</td> </tr> <tr> <td>Marshall</td> <td>£12,800</td> <td>And £66m<sup>2</sup> for repairs to other parts of the path that maybe required.</td> </tr> <tr> <td>JPS</td> <td>£11,256</td> <td>And £91.32m<sup>2</sup> for repairs to other parts of the path that maybe required.</td> </tr> <tr> <td>Exall</td> <td>No quote submitted</td> <td>The contractor had contacted Cllr Gardner to inform him that they would not be submitting a quote.</td> </tr> </tbody> </table>	Contractor	Quotation amount	Further details	Cherrimans	£8,330	And £65m <sup>2</sup> for repairs to other parts of the path that maybe required.	Marshall	£12,800	And £66m <sup>2</sup> for repairs to other parts of the path that maybe required.	JPS	£11,256	And £91.32m <sup>2</sup> for repairs to other parts of the path that maybe required.	Exall	No quote submitted	The contractor had contacted Cllr Gardner to inform him that they would not be submitting a quote.
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	<p>iv. Councillors discussed that the work was an expensive job and considered if there was any other solution. It was noted that in this section of the Burial Ground there was room for a further 100 graves and that as there is an income from the Burial Ground the work would be an investment to ensure that the remaining space for graves could be accessed and used.</p> <p>v. It was noted that if deemed necessary that the fees for grave spaces could be reviewed.</p> <p>vi. Councillors considered was it a cost that the Parish Council can afford and it was agreed that the Council could afford it.</p> <p>vii. Councillors unanimously agreed that the contract be awarded to Cherriman's, with Cllr Gardner attempting to negotiate further on the m<sup>2</sup> price included on the quote to bring this in to the total cost of the work quoted.</p> <p><b>ACTION:</b> Cllr Gardner to contact Cherriman's and confirm approval for work to go ahead.</p>
15.6	<p><u>Postengate Memorial Site</u></p> <p>i. Cllr Hubery is having a meeting about the relocation of the bench in South Godstone at Hunters Chase play area, with Andy Packham at TDC.</p> <p>ii. It was proposed that a ceremony to acknowledge the resiting of the bench take place involving the school.</p> <p><b>ACTION:</b> Cllr Faulkner to investigate a plaque for the bench.</p>
16	See Part II
17	<p><b>Correspondence</b></p> <p>Councillors noted that the following email correspondence had been sent:</p> <ul style="list-style-type: none"> <li>• Reported Crimes and Incidents October 2016</li> <li>• Adopt a Phone Box - Removal of some payphones within district - BT consultation</li> <li>• New Surrey Waste Local Plan (SWLP) Consultation</li> <li>• SSALC Newsletter - November 2016</li> <li>• Details for local committee questions – letter supporting Bletchingly and speed review of A25</li> <li>• Parish Plan Printing – update</li> <li>• Parish Council Annual Assembly - Wednesday 23rd November 2016</li> <li>• Housing Committee Agenda 1 December 2016</li> <li>• OLRG 9 Local Plan Sites Consultation – reminder about consultation ending on 30 December 2016</li> <li>• Meeting of Tandridge Local Committee - Friday, 9 December 2016 10.15 am</li> <li>• SCC Agenda and Reports (Document in the Parish Office)</li> <li>• Blindley Heath Liaison Group Minutes of last meeting</li> <li>• Local Plan Public Meeting 6/12/2016</li> <li>• Draft Woodland Management Plan - Blindley Heath</li> <li>• National Highways &amp; Transport Public Representative Survey 2016</li> <li>• Agenda for Tandridge Local Committee, Friday, 9 December 2016, 10.15 am</li> <li>• Tandridge Community Services Agenda 8.12.16</li> <li>• DIS 896 and grants bulletin</li> </ul>
18	<p><b>Matters for reporting or inclusion on future agendas</b></p> <p>i. Cllr Davis requested that the resiting of the noticeboard on Godstone Green or a new additional noticeboard be discussed at the next Council meeting.</p> <p><b>ACTION:</b> Clerk to include the resiting of the noticeboard or a new additional noticeboard on Godstone on the next Agenda.</p> <p>ii. The next meeting of the Parish Council will be held at 7.30pm on Monday 9 January 2016 at Oasis Café, Godstone Baptist Church, Godstone</p>

Chairman ..... Date ..... 2016