

# 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 7 August 2017 at 7.30 pm** at St Stephens Church,  
South Godstone, Godstone

**Members:** Cllrs J Gardner, B Davis, J Faulkner, B Hubery, M McLoughlin, C White, M Gillman.  
**Absent:** Cllr K Knox  
**In attendance:** S Endersby (Clerk)  
**Open Forum:** Tandridge District Councillors N Childs and E Blake-Thomas; Richard Parry from Meeting Place Communications, Sophie from Thakham Homes, L Case, and A Rabbetts.

## 1. Questions from Members of the Public

1.1 Richard Parry from Meeting Place Communications and Sophie from Thakham Homes – Parish councillors listened to the information provided with the following points noted:

- i. Parish Council do not support the concept of a Garden Village and are concerned that it would be a dormant village;
- ii. Parish Council are not prepared to support any of the proposed sites;
- iii. Have not had evidence of the need for the number of houses being discussed;
- iv. The importance of affordable housing and how it disappeared from the new housing development at the Knights site; and
- v. The inclusion and necessity for commercial and industrial units within the development.

1.2 L Case, Godstone

- i. Traveller Incursion – Parish Council thanked for swift response.
- ii. Car Park – Asked for an update on when the car park will be completed. Parish council confirmed that work continues to get the car park built.
- iii. St Nicholas Church – There are some loose tombstones, one of which has now been laid down and wanted to bring this to the attention of the Parish council due to safety concerns. Councillors noted the issue.

**ACTION 8/2017 – PF01** – Options to deal with this matter to be investigated.

1.3 A Rabbetts, Godstone

- i. Village Speed sign – Letter handed to Clerk confirming transfer of ownership of speed sign from GVA to the Parish Council.
- ii. Tandridge District Council (TDC) Garden Village Consultation Leaflet – Concerns over the misleading content of the leaflet advertising the public consultations.
- iii. Lambs Business Park (Data Centre) – Raised concerns over potential plans for a data centre with the councillors, stating the increase of HGV movements that would occur and that such a development does not offer any real employment opportunities for local people.

## 2. County and District Councillors

2.1 Tandridge District Councillors E Blake-Thomas

- i. A22 roadworks - Reported that she understood that an extension for the road works taking place had been requested.

2.2 Tandridge District Councillors N Childs

- i. Traveller Incursion – Raised control orders in relation to the issue and that TDC are looking into this option.
- ii. A22 roadworks – Will pass concerns raised about disruption to the bank holiday weekend traffic with the Oxted and Edenbridge Show and poor signage to Councillor R Thorn.

2.3 Councillors noted apologies from Surrey County and District Councillor R Thorn.

## 3. Apologies and reasons for absence

3.1 Councillors noted and accepted apologies received from Councillor R Johnson.

3.2 Councillors noted that there had been no apologies received from Councillor Knox.

## 4. Declarations of Interest - None

5. **Minutes** of the previous meeting held on 3 July 2017 and the Extraordinary meeting held on 10 July 2017 were confirmed as correct records of each meeting and signed by the Chairman.

## 6. Neighbourhood Plan Committee

6.1. Councillors noted the report from the committee which had been circulated with meeting papers.

- 6.2. The next meeting of the committee was confirmed as Wednesday 16 August 2017.
- 6.3. Councillors noted that the committee had decided to delay the parishioners' questionnaire by a month due to timing issues with other matters, but it was confirmed that the questionnaire is ready to go.

## 7. Motions and matters proposed for discussion by Councillors:

7.1 Councillors considered the letter drafted to respond to Surrey County Council (SCC) Community Recycling Centre's consultation.

**RESOLVED** – Councillors agreed the content of the response on SCC Community Recycling Centre's consultation and that it be sent to the appropriate authority.

**ACTION 8/2017 – 01** – Clerk to send Community Recycling Centre's consultation response from Parish council.

7.2 Councillors considered the proposal and design for a Noticeboard for Godstone Green

**RESOLVED** – Councillors agreed in principal to a double sided, locked notice board, which could be placed on the edge of the Parish council's car park next to the path on to the Green.

**ACTION 8/2017 – 02** – Clerk to follow up on the notice board to be erected near the Baptist Church, Godstone and make enquiries about the cost of a double-sided notice board for the Car Park opposite the White Hart.

**ACTION 8/2017 – 03** – Clerk to include agreeing funds up to £2k for a new noticeboard at the next Parish Council meeting.

7.3 Community Infrastructure Levy (CIL)

i. Councillors noted that it is believed that GPC is owed around £67k of CIL money

ii. Councillors noted that the Clerk has been trying to arrange a meeting with Councillor White and the Clerk to meet with Tandridge District Council (TDC).

**RESOLVED** – Councillors agreed that if the Clerk has no success arranging a meeting the matter with the head of the department it should be followed up with the Chief Executive of TDC, Louise Round.

**ACTION 8/2017 – 04** – Clerk to follow up on CIL meeting and write to the Chief Executive if necessary.

7.4 Councillors considered the proposed letter to Tandridge District Council (TDC) asking them to give the number of homes Government requires them to provide.

**RESOLVED** – Councillors agreed that the proposed letter to TDC asking about the number of homes Government requires them to provide be sent.

**ACTION 8/2017 – 05** – Clerk to send letter to TDC asking about the number of homes Government requires them to provide.

7.5 Consider sending a letter to MP for East Surrey Sam Gyimah asking as a Minister in the Government to confirm what number of homes the Government requires Tandridge to provide.

**RESOLVED** – Councillors agreed that the proposed letter to S Gyimah MP asking to confirm what number of homes the Government requires Tandridge to provide be sent.

**ACTION 8/2017 – 06** – Clerk to send letter to S Gyimah MP asking to confirm what number of homes the Government requires Tandridge to provide.

7.6 Motion to approve letters to be sent to TDC and the MP for East Surrey Sam Gyimah about the intention of the District Council to develop a new mini town settlement.

**RESOLVED** – Councillors agreed that the proposed letter to TDC and S Gyimah MP about the intention of the District Council to develop a new mini town settlement be sent.

**ACTION 8/2017 – 07** – Clerk to send letter to TDC and S Gyimah MP about the intention of the District Council to develop a new mini town settlement.

7.7 To approve an amendment to our standing orders about attendance at full parish meeting.

**RESOLVED** – Councillors agreed the following statement be included in the councils Standing orders '*Should any Councillor not attend 6 full council meetings without making apologies that have been accepted by the parish council they would be deemed to have resigned. The parish council will then take the required steps to fill the vacant position*'.

**ACTION 8/2017 – 08** – Clerk to update the Standing orders.

## 8. Reports

8.1 Action taken – to be ratified (if any) - to include, but not limited to:

i. Statement prepared and circulated to Parish Councillors, expressing the view of Godstone Parish Council on the Tandridge District Council Draft Local Plan and Preferred Strategy was discussed.

Changes requested:

- Page 2, print is too small and there is key information included on it.
- Make clearer that Parish Council is not against appropriate affordable development

It was reiterated that this information is the Parish council published statement on its stance on the Garden Village proposal and not the formal response to TDC on the consultation.

**RESOLVED** – Councillors unanimously approved the prepared statement, with the small suggest amendments agreed.

ii. Councillors considered the circulation and distribution plan and budget for the Statement detailed in 8.1 i.

**RESOLVED** – Councillors unanimously approved the production of 3,000 copies with a limit of £2.5k approved budget.

**ACTION 8/2017 – 07** – Councillors Gardner and Davis to liaise to make amendments and arrange printing of the leaflets within the agreed budget. Councillors C White, M Gillman and M McLoughlin to help distribute leaflets.

- iii. Action List from previous meetings - An updated action list was circulated with meeting papers, all actions detailed had either been discharged, were included as part of the meeting, or are detailed below to ensure they are followed up.

Ongoing Actions from previous meetings:

<b>ACTION 6/2017 – PF1:</b> Linden Fields Playarea, Godstone - TDC Councillors to visit residents and Parish Council to be kept informed via the Clerk.	
<b>ACTION 6/2017 - 3:</b> Neighbourhood Plan Constitution/Terms of Reference - Cllr Gillman to send comments to Cllr White.	
<b>ACTION 5/2017 – 4:</b> Clerk to compare the current Parish publication scheme with the ICO model scheme.	Pending
<b>ACTION - Apr-17:</b> Put a notice board on the car park site to keep parishioners informed of the work taking place.	Location of board TBC. Request Cllr visits with Clerk.
<b>ACTION - Apr-17:</b> Clerk to follow up the street lights information provided by Councillor Johnson and submit online.	Followed up – pending
<b>ACTION 6/2017 – 8:</b> In conjunction with the Clerk, Cllr B Hubery to liaise with the Baptist Church in relation to a new noticeboard.	Pending – requested availability
<b>ACTION 6/2017 – 33:</b> Clerk to inform applicant of decision on mobile pizza pitch.	
<b>ACTION 6/2017 – 35:</b> Clerk to inform Parishioner of acceptance of offer to pay from refurbishment of bench and liaise with Parish contractor to establish costs before any work takes place.	
<b>ACTION 6/2017 – 36:</b> Clerk to inform Preservation Society about clearing the pond.	
<b>ACTION 6/2017 – 39:</b> Clerk to inform Parishioner of the council's position in relation to garden plots being common land and not for sale.	
<b>ACTION 6/2017 – 44:</b> Clerk to arrange a performance reviews as required.	
<b>ACTION 7/2017 – PF1 –</b> Clerk to send the reference number on if possible in relation to railing reported to SCC.	
<b>ACTION 7/2017 – PF4 –</b> Councillor M McLoughlin will write to Councillors R Thorn and N Childs following a final review and summary of the survey being completed.	
<b>ACTION 7/2017 – 04 –</b> Clerk in liaison with Councillor M McLoughlin to ensure that results of the HGV Survey are shared with the volunteers.	
<b>ACTION 7/2017 – 05 –</b> Clerk to liaise with the owner to arrange the appropriate agreement documentation as soon as possible. Maynards - Wayleave	Pending response from owner
<b>ACTION 7/2017 – 06 –</b> Clerk in liaison with Councillor M McLoughlin to prepare a working document to record the Parish councils and clerks understanding of what maintenance work and grass cutting the contractor should carry out to ensure a clearer record for day to day purposes.	Started
<b>ACTION 7/2017 – 10 –</b> Councillor R Johnson in liaison with the Clerk to discuss the grant application with Godstone Club and report back at the next Parish council meeting.	Pending. RJ has spoken with KW and awaiting further information.
<b>ACTION 7/2017 – 22 –</b> Councillor M McLoughlin and Councillor B Hubery to carry out another joint inspection at Tillburstow Hill and report recommended actions to the Council.	
<b>ACTION 7/2017 – 23 –</b> Clerk to liaise with Stonecrest to ensure that the work is carried out on lettering on war memorials.	

8.2 Clerks Report

- i. Bay Pond Barrier – Councillors noted the report that there is no chain on the barrier. This barrier is SCC. No chain to be purchased.
- ii. Christmas lights – Councillors discussed if businesses should be asked to support lights in December 2017.

**RESOLVED** – Councillors agreed that business should be asked to support Christmas lights this year and that suppliers should be contacted about installing more Christmas lights.

**ACTION 8/2017 – 08** – The Clerk to write to local businesses and suppliers about Christmas lights.

- iii. Bay pond – Councillors note the response from SCC - Reference number: SQ-1017588 and that Bay Pond path has been added to the regular weed spray programme, although no timescale given as to when the work will be carried out.

**RESOLVED** – Councillors agreed the following i. Footpath management to be included on the next Agenda; and ii. enquiries about the cost of hiring someone to clear the path be made by the clerk to aid discussion.

**ACTION 8/2017 – 09** – The Clerk to include Footpath management on the next Agenda and make enquiries about the cost to clear the path (using a finger mower and two tonne mini excavator to clear rubbish).

- iv. Change to Cricket dates – Noted by councillors.
- v. Invitation to feed into the Infrastructure Development Plan - Noted by councillors.

vi. Councillors considered making an annual donation to St Stephen's and Godstone Baptist Church for use of the halls for meetings.

**RESOLVED** – Councillors agreed that an annual donation as in previous years be made.

**ACTION 8/2017 – 10** – The Clerk to arrange donations to St Stephen's and Godstone Baptist Church.

vii. Electrical Test Report – Councillors noted the report circulated in relation with meeting papers. Referring to the Parish council's financial regulations points 11.1 (g) and 10.3, it was noted that only one quote has been received in response to 5 contractors being invited to provide a quote

**RESOLVED** – Councillors agreed that the council are obliged to act upon the report received and ensure that the work is carried out and the contractor who had provided a quote should be appointed.

**ACTION 8/2017 – 11** – The Clerk to inform electrical contractor who is appointed to carry out the work.

viii. Richardson Memorial Bench – Councillors noted the map detailing the requested location for the bench (between young silver birch and large flowering chestnut near to path on the green from the barrier)

**RESOLVED** – Councillors approved the requested location and specified that the bench should be installed on a concrete base, paid for by the Parish.

**ACTION 8/2017 – 12** – The Clerk to liaise with Mrs Richardson.

ix. Data Protection Training – Councillors noted request for Parish staff to attend the Data Protection Training to ensure they are up to date with the new regulations from May 2018.

**RESOLVED** – Councillors approved the request for Data Protection training.

**ACTION 8/2017 – 13** – Clerk to book Data Protection training.

x. Annual clearance of the land on the A22 either side of the footpath next to St Stephens church. Councillors confirmed that the Parish council contractor completes this task each year. Councillors noted that CIL money would be useful for this sort of maintenance for footpaths within the Parish.

**ACTION 8/2017 – 14** – Clerk to liaise with contractor about clearance of land next to St Stephens.

**ACTION 8/2017 – 15** – Clerk to ensure that a motion to consider management of certain footpaths in all three villages is included on the next meeting agenda.

### 8.3 Chairman's Report – (for noting) information only

i. Traveller Incursion – Councillors noted what actions had been taken by the Chairman in liaison with the police to serve notice and ensure the travellers moved on.

### 8.4 Reports (for noting) from representatives on outside bodies

i. BHLG Meeting of 5 July – Councillor B Hubery attended. Councillors discussed the repairs made to the fencing on the common and the quote and request for a contribution by way of a grant that had been received from Surrey Wildlife Trust (SWT). Councillors discussed the request, but did not approve a contribution towards the cost of repairing the fencing on Blindley Heath Common where the cattle graze.

**ACTION 8/2017 – 13** – Clerk to contact SWT to inform them that there will not be a contribution towards the repairs to the fence, the requirement to have more than one quote or explanation why there is less than three, grant applications/requests for monies to be made in advance of expenditure and send the grant application.

ii. Blindley Heath meeting about TDC Local Plan – Councillor J Faulkner attended. Councillors noted that this meeting had discussed where 2500 of housing has already been granted planning permission.

**RESOLVED** – Councillors agreed that a letter be sent to Chief Executive of TDC to request information about housing development that already has planning permission.

**ACTION 8/2017 – 16** – Councillor M Gillman to draft letter about where 2.5k approved planning developments are and liaise with Clerk to send letter.

## 9. Current Planning issues

### 9.1 District Council Planning Decisions where noted by the councillors.

Application	Description	Address	Decision
<a href="#">2017/1196</a>	Siting of static mobile home to provide ancillary residential accommodation to west of dwelling. (Certificate of Lawfulness for a Proposed Use or Development)	<a href="#">4 Beech Close, Blindley Heath RH7 6JE</a>	Certificate of Lawfulness (proposed use or development) granted
<a href="#">2017/1095</a>	Replace existing second floor single glazed casement sash windows to south elevation. (Certificate of Lawfulness for a Proposed Use or Development to a Listed Building)	<a href="#">Church House, Church Lane, Godstone RH9 8BW</a>	Certificate of Lawfulness of works to a listed building – granted
<a href="#">2017/1598</a>	Erection of porch to front elevation, internal alterations and changes to fenestration including removal/installation of windows and doors. (Certificate of Lawfulness for a Proposed Use or Development)	<a href="#">65 High Street, Godstone RH9 8DT</a>	Certificate of Lawfulness (proposed use or development) granted
<a href="#">2017/929</a>	Erection of canopy to the rear of the existing shop building. (Retrospective)	<a href="#">Blindley Heath Service Station, Eastbourne Road, Blindley Heath RH7 6JR</a>	Approved

## 9.2 Current Planning Lists and applications

i. The following planning applications received since the last Planning Committee were considered:

2017/1079	Devon House, Eastbourne Road, Blindley Heath RH7 6JJ	Formation of three dormer windows to the front roof slope, one dormer to the rear roof slope and conversion of loft into habitable accommodation to provide a separate flat	No Comment
2017/1308/TPO	66 Lagham Park, South Godstone RH9 8EP	T1 Oak – Crown lift to 8 metres from ground level. Reduce height and lateral spread by 4 metres to leave the tree with a height of 20m and spread of 20m.	No Comment
2017/1301	Little Coombe, Carlton Road, South Godstone RH9 8LG	Erection of first floor rear extension incorporating Juliet balcony.	Note objection of adjoining owner.
2017/1296	Oldencraig Farm, Tandridge Lane, Lingfield RH7 6LL	Demolition of existing equestrian centre including associated staff accommodation and facilities. Erection of 9 dwellings with associated garaging, landscaping and the formation of a meadow.	OBJECTION – Inappropriate development of Greenbelt area.
2017/1329	1 Tilers Green Cottages, Godstone Hill, Godstone RH9 8DJ	Erection of two storey side extension, single storey rear extension and front porch.	No Comment
2017/1271	11 High Street, Godstone RH9 8LS	Conversion of dwelling into 2	No Comment
2017/1372	Gaysland Farm, Tandridge Lane, Lingfield RH7 6LW	Formation of new access & erection of 5-bar entrance gate (amended description).	No Comment
2017/1528/TCA	9 Ivy Mill Lane, Godstone RH9 8NH	T1 Silver Maple – Fell	No Comment
2017/1483	115 Lagham Road, South Godstone RH9 8HF	Erection of single storey front extension and ramp access to property. Installation of door and window to side elevation.	No Comment
2017/1564	Erection of single storey rear extension.	18 Easter Way, South Godstone RH9 8HQ	No Comment

9.3 Any other current planning matters, including Appeal:

- i. 2017/815 - Formation of vehicular crossover. (Amended Site Address) - The Lodge, Dippen Hall, Blindley Heath RH7 6JX. Councillors made no comment as this was deemed a highways issue.

## 10. Finance

10.1. Accounts for payment - to approve **July** accounts for payment

Ref:	Business	Invoice Number	Invoice Date	Details	Net Invoice amount	VAT	Invoice Total
GP121	Risk Management	004434	11-Jul	Contamination Report - Car Park	£2,000.00	£400.00	£2,400.00
GP122	Tangent Line Marking Ltd	1703/17	14-Jul	Repainting of Car Park lines	£675.00	£135.00	£810.00
GP123	BT Telecom**	MO56 GB	17-Jul	Telephone and Internet	£63.19	£10.53	£52.66
GP124	EON**	H14B041856	23-Jul	Electricity	£22.77	£1.14	£23.91
GP125-GP127	Employees x 3			Salaries			£2,010.71
GP128	Gardenwise			Grass Cutting		£1630.00	£1630.00
GP129	Gardenwise			Maintenance		£1674.00	£1674.00
GP130	Expenses			Sarah Endersby	£90.20	£17.00	£107.20
GP131	Nest			Pension – July Salary			£71.81
GP132	HPS	4865	30-Jul	IT support 1/06 - 31/07 - 2 months @ £65 per month	£130.00	£26.00	£156.00
GP133	HPS	4864	30-Jul	IT support 1/04 - 31/05. 2 months @ £65 per month – credit ***.	£130.00	£26.00	£56.00
<b>TOTAL:</b>							£8992.29

\*Salaries have been paid in accordance with 7.2 of the Financial Regulations. \*\*Direct Debits

\*\*\* This invoice includes a £100 credit which corrects an over payment on a previous invoice, which stated an incorrect total.

**RESOLVED** - Councillors resolved that the July accounts for payment detailed above, totalling £8992.29, be approved and the payments made and two councillors countersigned all invoices.

**ACTION 8/2017 – 17** – Clerk to arrange payment of invoices.

10.2 Financial Report for **June** to receive and note - Councillors noted the accounting records for **June** and the information provided by the clerk, including the bank statement, bank reconciliation, monies received and designated and restricted funds balance sheet which were available at the meeting for examination. Noting that an HMRC VAT refund claim for Quarter 1 for £1009.36 had been submitted.

**RESOLVED** - Councillors resolved that the accounting records summary for **June** be signed and dated by the Chair.

10.3 Grants – Consideration of applications received

i. No grant applications received.

ii. Councillors noted that the annual donation to St Stephen's and Godstone Baptist Church for use of the halls for meetings already discussed during the course of the meeting.

10.4 Financial Transparency – information published for Q1 (Local government transparency code 2015) - Councillors noted the information provided with meeting papers, which details information to be published on the Parish council website setting out: Procurement – Invitations to Tender exceeding £5000 for Quarter 1 of 2017-2018; and Expenditure exceeding £500 (Qtr. 1 - 2017-18).

10.5 Audit – Clerk updated councillor's on questions received from the Auditor asking for more detailed breakdowns which was sent on 1 August and then an amend that was necessary to Box 9 (Fixed Assets) on the Annual Return Summary.

**RESOLVED** - Councillors accepted the information presented and the necessity to amend the Annual Return form – Box 9 as advised by the External Auditors BDO.

**ACTION 8/2017 – 18** – Clerk to make necessary amendments and return documentation to the auditors.

11 **Greens, Commons and Land** - To receive updates, inspection reports from Members' areas of responsibility and consider any recommendations:

11.1 Car Park – Bletchingley Road, to include, but not limited to:

i. Councillors noted the need to appoint various experts to prepare papers and support Godstone Parish Council to assist with the submission of details to discharge the conditions of planning application TA/2015/1790

ii. L Wesson appointed to help GPC and support Godstone Parish Council to assist with the submission of details to discharge the conditions of planning application TA/2015/1790 and submit the paperwork to TDC as per email from Clerk on 14 July 2017.

**RESOLVED** - Councillors agreed that the information and action detailed in an email to all councillors on 14 July 2017 be ratified.

iii. A Younger (Chartered Architect) contacted to do further work in discharging Condition 3 - Hard Landscaping – to discharge conditions of the planning application permission. **Ratify.**

**RESOLVED** - Councillors agreed that the information and action detailed in an email to all councillors on 27 July 2017 be ratified.

iv. Councillors noted that Condition 3 - Soft Landscaping had been discussed by the Chairman and A Younger and would be included in the plans prepared. It was noted that there was a chance that TDC could object to the plans being combined.

v. Councillors considered what signage and hard furniture was required and the following was agreed:

Signage	Yes	Stating Godstone Parish Council and no overnight parking or commercial vehicles.
Lighting	No	None to be installed, no culvert to be included in plan as further planning permission would be needed.
Bins	Yes	Number and location to be confirmed.
Entrance Barrier	Yes	Height barrier of 2.1metres.
Fencing	Yes	Fence to be erected on border with 3 Elms along the original confirmed boundary line to protect the culvert.

11.1.2 Councillors considered the request from a Parishinor enquiring about the possibility of residents having allocated spaces which could be rented annually. Councillors rejected the request and would not approve any spaces being rented in the new car park.

11.2 Allotments

11.2.1 Hilly Fields

i.2.2 Salisbury Road

i. Councillors consideration the impact on plans for water, waste clearance and parking at the allotments in relation to development of adjacent site.

**RESOLVED** – Councillors agreed that the Chairman, with the Clerk in copy of correspondence, could contact the person acting on behalf of the owner of the Garages to ask if the Parish Council can have a wayleave agreement for a water source and vehicular access for the allotments.

**ACTION 8/2017 – 19** – Councillor J Gardner to contact owner of Salisbury Road Garages.

- ii. Allotment meeting – Councillors noted the meeting information - Monday 21 August 2017 at Baptist Church at 7.15pm and that the Agenda would be circulated to all Councillors in advance of the meeting.
- iii. Report from Parish office and Councillors J Gardner and B Davis – to be circulated to Parish Councillors as soon as possible.

**ACTION 8/2017 – 20** – Clerk to circulate a summary of the discussion in preparation of the allotment holders meeting

- iv. Pear instructed – Councillor noted that the visit to map allotments is confirmed – 24 August 2017.

11.3 Godstone, South Godstone and Godstone Green, to include, but not limited to:

- i. Playground repairs – Councillors considered the quote information presented to repair the boundary of the playground –.

Ref: 16	No response - chased 1 August 2017
Ref: 17	£8560+VAT
Ref: 18	No response - chased 1 August 2017
Ref: 19	Will not be submitting a quote
Ref: 20	£16,304.80 + VAT

**RESOLVED** – Councillors agreed that if within two weeks of this meeting there were no further quotes received then the Clerk could confirm the award of contract to contractor Ref: 17.

**ACTION 8/2017 – 21** – Clerk to follow up remaining contractors contacted about the Playground repairs.

- ii. Councillors noted that a copy of the drawing which details the planned works had been circulated to all councillors.
- iii. Councillors noted the information provided by the Clerk from the Protection of Common land, NALC, Legal Topic Notes, November 2007, point 26, 26a and 26c and noted that the fence is being repaired so this was not applicable.
- iv. Councillors agreed that the Bowls club can have a key cut for the barrier on to the Green, the Bowls club to pay for the key cutting.

**ACTION 8/2017 – 22** – Clerk to liaise with Bowls club.

- v. Path Clearance – Councillors noted that further work by parishioners, to clear the footpath near Utopia Brides has taken place and the Parish Council were asked to remove the bag of compostable waste. It was confirmed by the Clerk that the Parish Council request that they are contacted before such work is carried had been reiterated due to the cost implications of clearing the waste.
- vi. Lamp post for the speed sign – It was noted that the Clerk has written confirmation from the GVA that confirms the transfer of ownership and will liaise with highways to ensure that the speed sign is connected to the lamppost once it is refurbished to enable this.

**ACTION 8/2017 – 23** – Clerk to liaise with SCC to ensure Speed sign installed following refurbishment.

11.4 Blindley Heath, to include, but not limited to:

- i. Request for Consent to make an amendment to a lease – Councillors noted the proposed change to the lease between Godstone Parish Council and Geronimo Inns to amend the 'Tenant' to Young and Co's Brewery and that the Tenant has confirmed that Parish legal fees up to £1000 plus Vat will be paid by the Tenant. The Parish council's solicitors have confirmed that are able to act on our behalf and agree with the fee of £1000 plus Vat (not including disbursements).

**RESOLVED** – Councillors agreed that they had no opposition to the proposed amendment.

**ACTION 8/2017 – 24** - Clerk to inform solicitors that the amendment to a different 'Tenant' was accepted by the Parish Council, noting that fees up to £1000 +VAT should include disbursement.

- ii. Terms of Business for Wellers Law Group – Councillors noted the letter to act on our behalf in relation to item 11.4 i.

**RESOLVED** – Councillors agreed that on confirmation about the fees that Clerk/Chairman sign the acceptance letter.

**ACTION 8/2017 – 25** - Clerk to liaise with Weller Solicitors.

- i. Restriction of access RH7 6LG (PC10) – Councillors noted the request to carry out maintenance of vegetation on the public highway themselves and agreed that this issue should be resolved following the work detailed in 11.4. viii.
- ii. Request for quotes to clear pond and create Bung sent to contractors on 1 August 2017 was noted by Councillors.

**RESOLVED** – Councillors agreed that Councillor J Gardner be asked for a quote due to lack of response from contractors to carry out the work.

**ACTION 8/2017 – 26** - Clerk to liaise with Councillors M Gillman and M McLoughlin to look at prices and award contract if necessary before the next council meeting.

- iii. Formans Institute and Charities Commission – Correspondence received from the Formans Institute and Charities Commission was noted by Councillors.

- iv. Cattle grazing – Letter confirming John Mills as the sole grazier for the year 2017 was noted by Councillors.
- v. Surrey Wildlife Trust – Consider letter in relation to releasing funds to pay for the repair to fencing required for the cattle to graze was discussed during the course of the meeting (8.4. i.)
- vi. Footpath on Ray Lane and off A22 – Councillors noted that at a recent Blindley Heath Liaison Meeting the Parish expressed their desire to flail the hedges and remove the encroaching vegetation from the pavement edge along the A22 as some of this work is along the Blindley Heath Reserve which is a SSSI, SWT has confirmed the following details with Natural England and they have agreed to the below works:
  - flail hedges along roadside. Any debris that falls onto path can be put into verge edge;
  - To cut away grass and soil from path edge to widen access. Arising to be placed in the verge edge; and
  - work should not be undertaken until after September to avoid bird nesting season.

**RESOLVED** – Councillors agreed that the work on the Footpath on Ray Lane and off A22 should take place.

**ACTION 8/2017 – 27** – Councillor J Faulkner and Clerk to liaise and gather 3 quotes for up to £500.

- vii. Eastbourne Road RH7 6JX (Ref: PC5) – Councillors noted that a request for speed limit on the part of the road opposite the children’s playground, church & Nursery be reduced to 30mph and speed enforcement cameras. It was noted that a response had been sent and included SCC links to report concerns, volunteering information and advice to contact Surrey County Councillor R Thorn.

- viii. Public Footpath 272 Proposed Diversion – Councillors considered the supporting papers.

**RESOLVED** – Councillors agreed that a response should be sent objecting to the proposed diversion giving reasons and proposing that the footpath should join at point B as section F is on the bend.

**ACTION 8/2017 – 28** – Councillor M Gillman to draft response and liaise with Clerk to send to the appropriate authority.

#### 11.5 Tilburstow Hill Common

Councillors noted that there is still fly tipping there and that there is an Action in place for Councillors B Hubery and M McLoughlin to meet on site to review the situation and area.

## 12 Burial Grounds

Councillors considered the following matters in relation to the Burial Ground:

- i. Request for a Parishinor to put a bird bath in – The Councillors declined the request.

**ACTION 8/2017 – 29** – Clerk to inform Parishinor the request for bird bath has been declined.

- ii. Request from St Nicholas to plant two donated cherry trees at the front of the church yard between the front of the church and lychgate.

**RESOLVED** – Councillors agreed that the cherry trees could be planted but they would be better placed outside the west door and would be keeping with tradition of previous trees at the church.

**ACTION 8/2017 – 30** – Clerk to liaise with Rev P O’Connell in relation to the Cherry Trees.

- iii. Report of a loose tombstone – Covered during the meeting.

- iv. Councillors noted the recommendation from the Clerk to consider including a section on the Memorial Garden in the Regulations at some point in the future.

**ACTION 8/2017 – 31** – Clerk to ensure that the Memorial garden in considered at the Finance meeting in December and then included in the regulations at a suitable time.

- v. Councillors noted the Inspection report details provided and necessary actions:

St N Burial Ground	War Memorial	Has not had any work done on it - took pics. JF to check one at BHC.
18 July 2017	Grass around graves	Along far end of park grass is very weedy - needs weeding and reseeded. MM to liaise with GD.
	Fencing	At far end along wood boundary fence needs replacing and at other points along path. MM to liaise with GD.

- vi. Following the inspection being carried out it was noted that there was some concern that the burial ground map needed correcting slightly and then updating with new burial plots that had been marked out.

**ACTION 8/2017 – 31** – Parish council to consider GPS systems at the burial ground.

#### 12.1 Applications for Exclusive Rights of Burial – the councillors noted the following applications:

- i. Transfer of EROB – S Halsey to S Halsey and Z Halsey – Plot 259
- ii. S Blake EROB – Plot 585

#### 12.2 Applications for consent to erect Memorials – the councillors noted the following applications:

- i. Hancock – Plot 569
- ii. Furnues – Plot 575

#### 12.3 Memorials – War Memorials and Postern Gate Farm Memorial Site – No

## 13 Correspondence - To note

- i. Correspondence received and circulated:



- Local Plan and CIL Seminars
- SES Water - Invitation - Friday 21 July 2017
- Overgrown Vegetation Public Footpath 138 Godstone - Our ref: IC13137
- Guidance request - Potential donation to OLRG
- Civic Church service Sunday 2/7/2017
- Invitation to a workshop - Local Plan: Garden Villages Consultation (Regulation 18)
- Press release: Have your say about council services survey
- Albury Parish, Wonersh and Dunsfold Parish Council - Responses to Surrey's community recycling centres - public consultation
- Surrey Highways Reference: ME-382640 - GODSTONE BY-PASS, GODSTONE
- Despatch 12 July 2017 - Council Book and Delegated Action List 12.7.17
- Press Release: Dates agreed for Local Plan Garden Villages Consultation
- Tandridge DC's Resources Committee - 24th July 2017
- Despatch - 17th July 2017 - Overview & Scrutiny Committee Agenda
- Statement to our residents receiving Housing Related Support
- Night flight decision
- Invitation to feed into the Infrastructure Development Plan
- Tandridge Planning Committee Agenda 27.7.17
- CIL
- A22 Eastbourne Road, South Godstone - Drainage works reminder
- A22 Eastbourne Road works
- Press Release: Chaldon location no longer being considered for Local Plan: Garden Villages Consultation
- Unauthorised Traveller incursion onto Glebe Field next to Caterham Dene Hospital
- GTR Consultation on train timetable - Closes today at 5pm
- Surrey's Community Recycling Centres Consultation/OLRG 9 Warlingham recycling centre deadline
- Tandridge Delegated Action List 4 of the PLANNING, PLANNING POLICY, COMMUNITY SERVICES and LICENSING COMMITTEE's
- Air Quality on A25
- Press Release: Just over a week to go before start of the Local Plan: Garden Villages Consultation

ii. Correspondence to and from parishioners:

- Reporting of condition of Bay Pond Path
- A22 works commencing 24th July
- Restriction of access RH7 6LG (PC10)
- Pot Holes & Drainage in & off Ivy Mill Lane, Godstone – Caretaker Godstone Village School

iii. It was reported that a letter had been sent to Airsensa Ltd about the lack of data from the Air Quality monitor.

**ACTION 8/2017 – 32 –** A White of the GVA to liaise with the Clerk in relation to the concerns raised with Airsensa.

**14 Matters for reporting or inclusion on future agendas**

- i. Noted - ACTION 8/2017 – 15 – Clerk to ensure that a motion to consider management of certain footpaths in all three villages is included on the next meeting agenda.
- ii. The next meeting of the Parish Council will be held at 7.30 pm on Monday 4 September 2017 at Oasis Cafe, Godstone Baptist Church, Godstone.

**Part 2 matters –** No discussion.

..... Meeting ended at 11.00pm .....

Signed \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date