

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 5 February 2018 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

Members: Cllrs J Gardner, C White, B Davis, B Hubery and C Farr
Apologies: Cllr M McLoughlin, R Johnson and M Gillman
In attendance: S Endersby (Clerk)
Open Forum: N Childs Tandridge District Councillor, N Merell.

1. Questions from Members of the Public

1.1 N Merell – Enterdent, Godstone – Reported Japanese Knotweed at the Enterdent.

Councillors noted the report and confirmed that the situation is being monitored.

1.2 R Carter, Godstone Hill

i. Raised continuing concerns about the level of HGV traffic in the village and asked what the benefit of the survey had been.

Councillors responded that the councillor leading on the issue, Councillor M McLoughlin, was not at the meeting, but that her concerns were noted and shared by the Parish Council. Councillors encouraged R Carter to take the issue up with District and County Councillors.

ACTION 2/2018 – PF1 – Clerk to ensure that Councillor M McLoughlin is made aware of R Carters willingness to assist in working with the Parish council on the issue of HGVs.

ii. Lamp post – why is there a camera installed on the lamp post near the roundabout.

Councillors responded that the camera was nothing to do with the Parish council so they were unable to assist on this occasion.

iii. Lambs Business Park – Will the Parish Council be objecting.

Councillors responded that the Parish council will be discussing this matter under 7.7 to agree the final response to be submitted, but that the Parish council intended to object to the Waste Consultation proposal for Lambs Business Park.

ACTION 2/2018 – PF2 – Clerk to ensure that response to Waste Consultation is published on the Council website.

1.3 A Rabbetts, Godstone

i. Jubilee Tree Sign - Whose responsibility is the sign by the Jubilee Tree is as the GVA would like to arrange for it to be repaired.

Councillors responded that they had no objections to the GVA arranging the repair of the sign.

ii. Noticeboard – Asked if the noticeboard for the green is being dealt with.

Councillors confirmed that the noticeboard is on order and being processed now.

2. County and District Councillors

2.1 N Childs Tandridge District Councillor

i. Noted concerns about HGV's and will report this to Surrey County Councillor R Thorn.

ii. Footpaths – Noted concerns about safety as the footpaths are getting narrower and narrower, i.e. along the roads in Blindley Heath.

iii. Countryside Partnership – Requested that the Countryside Partnership could have the opportunity to come and speak with the Parish Council about the sort of paid work they could do for the parish.

Councillors responded to confirm that the organisation would be welcome to present to them.

iv. Mobility Scooter – Noted that the Parish Council reported that the mobility scooter advertising a local business is still placed at the side of the road (A22).

v. Devon House – Noted the concerns over the apparent disregard for the declined planning application.

vi. Johnsdale Car Park Sale by TDC – Noted the concern raised of a TDC asset being sold at an undervalued price and how was a decision of such a size possible under delegated powers.

vii. Garden Village – No updated details to report, mid-summer timeline remains, with Regulation 19 following the site information being released.

ACTION 2/2018 – PF3 – Councillor N Childs to follow up on points raised and respond to the Parish Council via the clerk.

3. Apologies and reasons for absence

3.1 There were apologies received from Councillors M Gillman, R Johnson and M McLoughlin due to prior personal commitments and unanimously accepted by the Parish Council.

4. Declarations of Interest

4.1 Councillors noted the Declaration of Interest by Councillor J Gardner in item 10.2 – Application 2018/57 due to Contractor services to the applicant.

5. Minutes of the previous meeting held on Monday 8 January 2018.

RESOLVED – Councillors agreed that the minutes of meetings held on Monday 8 January 2018 were an accurate record of the meeting and that they be signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 Implication of the General Data Protection Regulations (GDPR) on the work of the committee – Councillors noted the information that had been passed on by the Clerk for consideration by the committee, particularly in relation to when collecting data via the questionnaire about Data Protection and applying the regulations. It was noted that the matter had been raised, considered and recorded by the committee.

6.2 Questionnaire Review – Councillors had the questionnaire circulated in advance of the meeting for their reference.

6.2.1 Timescales for the questionnaire were confirmed – the questionnaire will be circulated by the end of February.

6.2.2 Councillors asked if the questionnaire could be computerised to aid the analyse to be carried out by the committee.

ACTION 2/2018 – 1 – Councillors C Farr and B Davis to refer the question of computer aided analysis back to the committee.

6.3 The Committee continue to work enthusiastically to produce a Neighbourhood Plan.

7. Motions and matters proposed for discussion by Councillors

7.1 Data Protection Officer (DPO) – Councillors noted the current position reported by the Clerk in relation to the appointment of a DPO and that appointment needs to be an independent person from the council.

RESOLVED – Councillors agreed to wait to consider options that may become available to deal with this issue.

7.2 Greenview – Repairs to the path – Councillors noted a small increase in the cost, noting that at the Parish councils December meeting councillors had agreed that an amount up to £500 could be spent on completing re-surfacing/repair work on the section of path at the end of the path near the new Hilly Fields car park. The cost was now going to be £728.

RESOLVED – Councillors agreed that the confirmed cost of £728, to cover a small section of the path repair work to the town path, still be covered by the Parish Council and CIL funds held by the council be used to cover this cost.

7.3 Grievance and Disciplinary Policy – Councillors consider the proposal to adopt the two model SSALC policies, which had been circulated in advance of the meeting for their review.

RESOLVED – Councillors unanimously agreed to adopt the SSALC model Grievance Policy.

RESOLVED – Councillors unanimously agreed to adopt the SSALC model Disciplinary Policy.

ACTION 2/2018 – 2 – Clerk to ensure that the Parish records are updated accordingly with the adopted Grievance and Disciplinary Policies.

7.4 Publication Scheme – Councillors consider the proposal to adopt the ICO model scheme, which had been circulated in advance of the meeting for their review.

RESOLVED – Councillors unanimously agreed to adopt the ICO model Publication Scheme. Councillors requested that 'Hard Copy' was removed where practicable on the schedule and people asked to contact the Clerk if necessary.

ACTION 2/2018 – 3 – Clerk to ensure that the new Publication Scheme is published on the Parish Council website.

7.5 HGV – Consider writing a letter to the Licence authority – Councillors deferred this item to the next meeting

ACTION 2/2018 – 4 – Clerk to ensure that '*HGV – Consider letter to Licence authority*' is on the next meeting agenda.

7.6 Godstone Village North Ward Councillor vacancy

i. It was noted that the Clerk advertised the vacancy to be filled by co-option, in line with the council's co-option policy and that the closing date for acceptance of requests for consideration was 1 February 2018.

ii. Councillors noted that there were 3 candidates who had put themselves forward for co-option – J Farnaby, D Stone and C Chappell.

iii. Candidates had been sent a full agenda of the meeting and each candidate was invited to speak about their application.

iv. Consideration of which candidate to co-opt – Part 2

v. Candidates were informed that they would be informed on Tuesday 4 February 2018 of the co-option result.

ACTION 2/2018 – 5 – Clerk to contact Councillor Co-option candidates and confirm the decision.

7.7 Confirmation of Objection to Lamb Business Park being included in Surrey Waste Plan 2018

i. Councillors noted the report detailing the draft response circulated in advance of the meeting for councillor's consideration.

RESOLVED – Councillors unanimously agreed the proposed response stating the council's objection to the Surrey Waste Plan and the details why.

ACTION 2/2018 – 6 – Clerk to submit the objection response to the Surrey Waste Plan 2018 consultation. A copy is to be sent to local press; District and County councillors; L Round, P Mason and M Fisher at TDC; and the local Parish magazines.

8. Tandridge District Local Plan and Garden Village

8.1 Councillors noted the Correspondence circulated by email in relation to the Local Plan and Garden Village:

- i. LDS – email update
- ii. TDC meeting 17th January Planning Policy Committee highlighted points from C Farr
- ii. TLAG Liason – update from Chris sent by email (draft mins of meeting)

9. Reports

9.1 Action taken – to be ratified (if any)

- 9.1.1 Ratify appointment of Councillor C Farr as Parish representative at TLAG meetings.
RESOLVED – Councillors unanimously ratified the appointment of Councillor C Farr as Parish representative at TLAG meetings.
- 9.1.2 Ratify appointment of Councillor C Farr as Parish representative to liaise with OLRG and report to councillors as necessary
RESOLVED – Councillors unanimously ratified the appointment of Councillor C Farr as Parish representative to liaise with OLRG.
- 9.1.3 List of Actions – Councillors note the list of actions circulated with meeting papers.
Actions taken – Actions detailed in the minutes of the meeting held on 8 January 2018 or previous meetings, had either been discharged, were included as part of the meeting, or are detailed below to ensure they are followed up:

| |
|---|
| 1/2018 – 2 – Clerk to investigate the legalities and practicalities of potentially requesting donations from Parishioners to fund legal costs. |
| 1/2018 – 5 – Councillors M McLoughlin and M Gillman to consider and report back to the council an action plan for future Christmas lights. |
| 12/2017 – PF3 – Clerk to contact SCC to enquire about the consultation and why the Parish Council was not made aware. |
| 12/2017 – 3 – Clerk to investigate the costs of a height barrier and installation. |
| 12/2017 – 6 – Clerk to send letter to TDC following the latest budget to Louise Round, Chief Executive TDC and Martin Fisher, Leader of the Council, with copies to TDC councillors, S Gyimah MP and local newspapers. |
| 12/2017 – 7 – Clerk to send letter to S Gyimah MP following the latest budget, including a request for a response. |
| 12/2017 – 9 – Clerk to respond to letter in relation to disabled parking. |
| 12/2017 – 17 – Clerk to liaise with Councillor B Davis on the investigation of hiring a 3-ton excavator for the parish contractor to rotivate the allotment plots. |
| 12/2017 – 19 – Clerk to investigate arrangements for purchasing and installing 4 posts on the green opposite the Deli Forge café and a replacement post for Greenview and the sign there. |
| 12/2017 – 23 – Knotweed to continue to be monitored. |
| 11/2017 – PF1 – Clerk to send letter about parking near the café on behalf of the council to SCC. |
| 11/2017 – PF2 – Clerk to investigate how historic donation from GVA for poppies was used. |
| 11/2017 – 5 – Clerk to refer issue and Parishinor to SCC in relation to Advertising Banners. |
| 11/2017 – 26 – Clerk to inform the Parishinor about Greenview Parking being on common land. |
| 11/2017 – 29 – Clerk to report the dip in the road to SCC Highways. |
| 11/2017 – 31 – Clerk to request a test run using an Access Database. |
| 7/2017 – PF4 – Councillor M McLoughlin will write to Councillors R Thorn and N Childs following a final review and summary of the survey being completed. |
| 7/2017 – 22 – Councillor M McLoughlin and B Hubery to carry out joint inspection at Tillburstow Hill. |
| Apr-17: Put a notice board on the car park site to keep parishioners informed of the work taking place. |
| 6/2017 - 3: NPC Terms of Reference - Cllr Gillman to send comments to Cllr White. |
| i. Cllr Gillman to review the BCP. Emergency Plans to cover each village are to be included as part to the BCP. (Clerk has sent these to Cllr M Gillman) |
| 10/2017 – 18 – Chairman to continue following up about Data with AirSensa. |
| 10/2017 – 35 – Clerk to carry out the following actions: ii. Investigate if the tree is protected and speak with grave digger about impact on location of tree in relation to graves; It was noted that a shingle drainage system could be invested in. Investigate water table by test holes during the winter. |

9.2 Clerks Report

- i. GDPR – Councillors noted that the Clerk has attended training in relation to the GDPR. Key components to be considered; detailed below:
 - What (Information have we got)
 - Who (Do we share information with)
 - Why (Do we need data)
 - Where (Are we keeping data)
 - When (will we receive information and when will we finish with it)The clerk continues to work to ensure that the Council is compliant.
- ii. Staff – PART TWO
- iii. Godstone Green Path – Councillors noted the request, consider as a project for the future, the widening of the path across the green (in front of the Bounty).
RESOLVED – Councillors unanimously agreed that they did not wish to make any plans to carry out such a project, particularly considering the high expense of such a project and noted that it was felt the path was already adequate.
ACTION 2/2018 – 7 – Clerk to respond to Parishinor who raised the matter about the Path.

- iv. Councillors noted that bulky waste clearance weekend had been confirmed for April 2018.
 - v. Temporary Prohibition of Traffic Notice, Godstone Bypass, Tandridge – Councillors noted the information which had been circulated by email.
 - vi. Waste Consultation – Councillors noted the information sent to the clerk that it had been confirmed that Haysbridge and Brickhouse are too small to be included in the Waste Consultation plan and so they would not be taken forward.
 - vii. Terms and Condition when using the Green – Councillors noted the document circulated in advance of the meeting for review, which has been created to ensure a clear understanding between all parties.
RESOLVED – Councillors unanimously agreed that the T&C’s were an acceptable guide for people wishing to use Godstone Green.
ACTION 2/2018 – 8 – Clerk to use the T&C’s as necessary when requests are received to use the Greens.
 - viii. Noticeboard – Councillors noted that the supplier requested a 50% payment in advance of delivery and that the notice board will need treating on delivery.
RESOLVED – Councillors unanimously agreed that this payment be made, as the amount is within the agreed budget figure.
ACTION 2/2018 – 9 – Clerk to pay the noticeboard company 50% in advance of delivery.
 - ix. Clerk Holiday – Councillors noted that the clerk would not be in the office on the 14 or 16 February 2018.
 - x. Ashill – Godstone Quarry – Councillors noted the information circulated in relation to the water company land, Godstone Quarry and the Ashill.
 - xi. Cherry Trees – Councillors noted the request from the Church in relation to Cherry trees being planted.
RESOLVED – Councillors unanimously agreed that they had no objection to the church planting Cherry trees, it was requested that the final location for planting is confirmed and that care is taken, as detailed in the Rectors email, in the placement of the trees.
- 9.3 Chairman’s Report – Matters raised during the course of the meeting.
- 9.4 Reports (for noting) from representatives on outside bodies etc
- i. Councillor B Hubery reported that he has attended the Railway Liaison Group meeting and it was stated that there will be a shuttle service between Tonbridge and Redhill.

10. Current Planning issues

10.1 District Council Planning Decisions (Dec and Jan) – Councillors noted the following planning decisions:

[2017/2264/TCA](#)

[White Oaks, 7 Ivy Mill Lane, Godstone RH9 8NH](#)

Proposal T1 Horse Chestnut at front - Reduce and reshape by 2-3 metres and remove major deadwood T2 Sycamore RHS at rear - Raise canopy to 6 metres T3 Maple in centre at rear - Reduce by 1-2 metres to maintain size T4 Plum at rear - Fell to near ground level Maintenance works .

Decision Approved

[2017/2243](#)

[1 Tylers Green Cottages, Godstone Hill, Godstone RH9 8DJ](#)

Proposal Erection of single storey extension to east elevation, hip to gable roof extension to south elevation and dormer to west elevation in association with conversion of loft space to habitable accommodation. (Certificate of Lawfulness for a Proposed Use or Development)

Decision Split

[2017/2223](#)

[Lyndhurst, 59 Hickmans Close, Godstone RH9 8EB](#)

Proposal Demolition of existing garage. Erection of single storey side extension.

Decision Approved

[2017/2208](#)

[1 Dewlands, Godstone RH9 8BS](#)

Proposal Erection of single storey rear and side extensions. Formation of steps and associated landscaping changes to rear.

Decision Approved

[2017/2165](#)

[27 Court Road, Godstone RH9 8BT](#)

Proposal Erection of dormer to south elevation in association with conversion of loft space to habitable accommodation. (Certificate of Lawfulness for a Proposed Use or Development)

Decision Certificate of Lawfulness (proposed use or development) granted

[2017/2129](#)

[22 Evelyn Cottages, Eastbourne Road, South Godstone RH9 8EN](#)

Proposal Erection of two storey rear extension.

Decision Approved

[2017/2491/TCA](#)

[Pondtail, Godstone Green, Godstone RH9 8DY](#)

Proposal H1 Yew hedge next to surgery - Reduce by 50% (approx 1m) to bring to same height as adjoining hedge and trim sides - works to bring hedge in line and tidy area.

Decision Approved

[2017/2431/TCA](#)

[1 Fayreholme, Needles Bank, Godstone RH9 8LN](#)

Proposal Yew (T1) at left side of house - Fell. Eucalyptus (T2) at rear of property reduce crown height and spread by approximately 3-3.5 metres to leave a finished height approximately 9 metres and spread 4 metres Goat Willow (T3) at rear of property reduce crown height and spread by approximately 1-2 metres and thin crown to remove approximately 15% of live branches. Start height approximately 7 metres and spread 5 metres. Finished height approximately 5 metres and spread 4 metres.

Decision Approved

[2017/2403](#)

[Unit 3, South East Studios, Eastbourne Road, Blindley Heath RH7 6JP](#)

Proposal Formation of additional car parking.

Decision Approved

[2017/2392](#)

[20 Dumville Drive, Godstone RH9 8NY](#)

Proposal Erection of single storey extension to west elevation. (Certificate of Lawfulness for a Proposed Use or Development)

Decision Certificate of Lawfulness (proposed use or development) granted

[2017/2354](#) [3 Catlin Gardens, Godstone RH9 8NT](#)

Proposal Erection of single storey extension to south elevation. (Certificate of Lawfulness for a Proposed Use or Development)

Decision Certificate of Lawfulness (proposed use or development) granted

[2017/2350](#) [1 Brook Cottages, The Enterdent, Godstone RH9 8EG](#)

Proposal Demolition of existing porch. Erection of single storey side/front extension.

Decision Approved

10.2 Current Planning Lists and applications

10.2.1 Councillors considered the following planning applications and agreed the responses:

| | | | |
|-----------|--|--|-------------------------|
| 2017/2627 | 13 Woodlands Drive, South Godstone RH9 8HU | Erection of rear extension and conversion of loft space over into habitable accommodation. Installation of windows to side elevations. | No Objection |
| 2018/31 | Stoneways, 1 High Street, Godstone RH9 8AF | Demolition of existing shed and lean-to. Erection of two storey side extension. | No Objection |
| 2018/57 | 44 to 46 High Street, Godstone RH9 8LW | Proposed extension and alterations to car park | No Objection |
| 2017/2532 | Parkwood Industrial Estate, Byers Lane, South Godstone RH9 8JJ | Demolition of Units 1A and 3, part of unit 1 and subsidiary buildings. (Prior Notification of Demolition) | Noted Below – 10.4.iii. |

10.3 Update from the meeting which considered planning applications on 22 January 2018 – Update was noted.

10.4 Any other current planning matters, including Appeal

i. Councillors noted that a Planning meeting was required, 19 February 2018 was the date agreed for the next planning committee meeting.

ACTION 2/2018 – 10 – Clerk to circulate the Planning Committee Agenda for a meeting on 19 February 2018.

ii. Devon House, Blindley Heath TA 2017/2184 – Councillors noted the issue raised and discussed Tandridge District Council (TDC) would need to take enforcement action against the disregard of a planning refusal.

ACTION 2/2018 – 11 – Councillor C Farr to draft a letter to be sent on behalf of the Parish Council about the concern being raised in relation to Devon House and to be circulated to councillors by email to confirm content.

iii. Ratify decision taken by email – **OBJECTION** - Application - 2017/2532 - Parkwood Industrial Estate, Byers Lane, South Godstone RH9 8JJ - The Parish council strongly objects to the proposed loss of commercial working space and employment potential, noting that the parish and district does not have enough business premises in Tandridge to serve the housing stock that is already in the district.

RESOLVED – Councillors unanimously agreed, the email decision made to submit an objection to application 2017/2532, be ratified.

iv. Councillors noted that a parishinor from Tilburstow Hill Road had contacted the office about plans for the house. It was noted that the clerk had responded confirming that the Council would consider the application when it is received via TDC.

v. Councillors noted APPEAL - SITE Whyte Gate Farm, Tilburstow Hill Road, South Godstone RH9 8LY APPLICATION TA/2017/563, APPEAL REF APP/M3645/W/17/3189044.

vi. Councillors noted the Notice from Surrey County Council (D485) Oaklands, South Godstone Temporary Prohibition of Pedestrians Order 2018 had been circulated by email due to the deadline of 2 February 2018.

10.5 Licensing Applications – None to discuss.

ACTION 2/2018 – 11 – Clerk to remove 'Licensing Applications' as a standing item from the Agenda.

11. Finance

11.1. Accounts for payment - **JANUARY** accounts for payment

11.1.1 Councillors reviewed the accounts for payment detailed below:

| Godstone Parish Ref. | Business | Invoice | Invoice Date | Payment For | Net Invoice amount | VAT | Invoice Total |
|----------------------|------------|---------------|--------------|-------------------------------|--------------------|--------|---------------|
| GP247 | One to One | 221052 | 29-Dec | Invoice for swapped envelopes | £14.33 | £2.87 | £17.20 |
| GP248 | One to One | CREDIT 043719 | 11-Jan | Credit of envelopes collected | £13.43 | £2.69 | £16.12 |
| GP249 | Fairalls | 04293897 | 15-Dec | Rock salt | £54.20 | £10.84 | £65.04 |

| | | | | | | | |
|---------------|----------------------------------|------------|-----------|---|-----------|---------|-----------------|
| GP250 | Pear Technology | 118718 | 26-Sep | Mapping | £1,000.00 | £200.00 | £1,200.00 |
| GP251 | Pear Technology | 118750 | 29-Sep | Tech support and update | £220.00 | £44.00 | £264.00 |
| GP252 | Pear Technology | 119112 | 09-Nov | Land Registry Map | £75.00 | £15.00 | £90.00 |
| GP253 | S Endersby | | | Expenses | | | £10.25 |
| GP254 | SSALC | 11557 | 24/1/2018 | GDPR Training | 48.00 | 9.60 | 57.60 |
| GP255,6,7 | Salaries | | | | | | £2784.84*** |
| GP258 | EON** | H155D3E03A | 21-Feb | Electricity | £49.14 | £2.46 | £51.60 |
| GP259 | HMRC | | | NI and Income Tax | | | £0.00**** |
| GP260 | NEST | | | Pension | | | 115.79 |
| GP261 | Gardenwise Estate Management Ltd | 05-872 | 30-Jan | Maintenance (includes playground £1080) | | | £2,484.00 |
| GP262 | Gardenwise Godstone Ltd | 05-677 | 30-Jan | Allotment Hedge | | | £673.63 |
| GP263 | MA Parsons | | | Expenses | | | £10.25 |
| TOTAL: | | | | | | | £5066.28 |

* Salaries have been paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

**Direct Debits

*** Includes payment of a Tax Rebate **** GPC HMRC payments are £0 due to a tax rebate payment and this is how the HMRC website details the way to balance the amounts.

RESOLVED - Councillors unanimously approved the payment of all invoices and expenses detailed for JANUARY totalling £5066.28 on payment of salaries and two councillors countersigned all invoices.

11.2. Summary Financial Report to **DECEMBER** – Councillors received and reviewed the Budget, including spend against budget.

RESOLVED - Councillors unanimously approved the Financial Summary Report for DECEMBER and agreed the Chairman should sign the summary sheet.

11.3. Grants and Grant Applications

11.3.1 St Johns, Blindley Heath – Councillors reviewed the grant application papers received.

ACTION 2/2018 – 11 – Clerk to contact St John grant applicant contact to request information on what the £3k grant awarded last year was spent on.

11.3.2 On receipt of further information from St John's Blindley Heath the councillors will review the new grant application received in February 2018 again.

11.4. Budget Revision

11.4.1 Councillors noted that the 2018-2019 Budget sheet had been updated following decisions agreed at the Parish council meeting held on 8 January 2018

11.4.2 It was noted that the updated Budget sheet was circulated with meeting papers for Councillors reference.

11.4.3 The following changes were reiterated:

- i. £10k reduction on the designated funds for the car park, noting that the council awaited confirmation of car park tender quote for further review of designated funds;
- ii. Funds allocated to legal fees was increased from £3k to £30k;

11.4.4 It was noted that on Councillor C White and the Clerk reviewing the budget in light of the changes detail in 11.4.3 i-ii, if there was a £10k reduction in the 2018-19 Grants budget then this would work towards addressing the balancing of the budget, with £7k remaining to be considered.

RESOLVED - Councillors unanimously agreed that the grant budget be reduced by £10k to address the changes that had been necessary to the budget.

ACTION 2/2018 – 12 – Clerk to update the Grant budget line in the 2018-2019 Budget.

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

12.1 Allotments

12.1.1 Allotment agreements

- i. The clerk reported that the allotment agreements were being updated to include necessary changes, such as charging plots by the square metre.
- ii. The Clerk requested that a Councillor review the final draft of the agreements before it is circulated to the council.

ACTION 2/2018 – 13 – Clerk to liaise with Councillor B Davis in relation to the Allotment Agreements.

12.1.2 Notice board arrived – It was noted that the noticeboard for the allotments had been delivered.

ACTION 2/2018 – 14 – Clerk to inform the contractor to install it at the location agreed between Councillor B Davis and the Clerk.

12.2 Godstone, South Godstone and Godstone Green

12.2.1 Godstone Playground Repairs and replacement equipment

- i. Councillors noted that we are awaiting a date from the playground equipment company to replace agree pieces of equipment.

ACTION 2/2018 – 15 – Clerk to follow up to confirm date for playground equipment.

- ii. Sign – Councillors noted the potential other options available in relation to the playground signage following the decision made at the meeting in December to spend £288 + VAT agreed – a more reasonable option found of £254.66 + VAT. It is a printed sign rather than a noticeboard and more suitable for purpose.

ACTION 2/2018 – 16 – Clerk to follow up on printed playground sign with other suppliers.

12.2.2 South Godstone Play area exit – Councillors noted issue and that the County and District authorities are aware.

12.2.3 New Hilly Fields Car Park- Councillors noted that the tender specification is nearly complete and will be sent out as soon as possible.

ACTION 2/2018 – 17 – Clerk to liaise with Councillor J Gardner to send out the car park tender.

12.2.4 Godstone Village School (GVS) - Hedges and drainage

- i. Councillors noted the issue raised that there is a concern about how the green is receding and effecting the drainage around the school and the request about if an edge to the green could be created so that the green does not recede any further.

ACTION 2/2018 – 18 – Councillors J Gardner and C Farr to carry out a site visit.

- ii. Councillors noted the issue question about if there are any plans to have a pathway from the car park to the school parallel to Ivy Mill Lane, this is following earlier consultations during the planning for the new Hilly Fields car park.

ACTION 2/2018 – 19 – Clerk to liaise with the Caretaker at GVS on the points of the green edge and a new pathway.

12.2.5 Cricket Club – May 12 Charity match. Councillors considered the request to park some cars on the green to address number of people potentially attending.

RESOLVED – Councillors did not grant permission for vehicles to be parked on the green for the Charity Cricket Match.

ACTION 2/2018 – 20 – Clerk to liaise with the Cricket Club.

12.2.6 GVS PTA – Fun Run – 13 May – Councillors noted the request.

RESOLVED – Councillors unanimously agreed the event could take place, as long as there was no clash with the football club. There would be no donation or deposit requested.

ACTION 2/2018 – 21 – Clerk to send a copy of the Terms and Conditions for organisations using the Green to the GVS PTA.

12.3 Hilly Fields

ACTION 2/2018 – 22 – Clerk to double check that notice to quit in relation to the lease has been correctly addressed.

12.4 Blindley Heath

12.4.1 Surrey Wildlife Trust (SWT) and Blindley Heath SSSI site – Councillors C White; C Farr; J Gardner; B Davis; and B Hubery, who had attended the meeting stated the recommendation to the full Parish Council – Release the restricted funds of £7779.85 currently held by the Parish Council, which are historic Higher Level Stewardship (HLS) payments.

RESOLVED – Councillors unanimously agreed that the current restricted funds held by the parish council be released and paid.

ACTION 2/2018 – 23 – Clerk to liaise with SWT to arrange the transfer of funds.

12.4.2 Wayleaves – Councillors noted the report given by the clerk in relation a property in Blindley Heath which does not have the appropriate wayleave agreement in place.

ACTION 2/2018 – 24 – Clerk to investigate the options we have available in relation to ensuring the appropriate Wayleave agreements are in place.

12.4.3 Unidentified land – Councillors noted the area of land which had come to the attention of the Parish council when the diversion to footpath 251 was raised.

ACTION 2/2018 – 25 – Councillor C Farr to re-review the land near footpath 251.

12.5 Tilburstow Hill Common – Flytipping to be checked and reported if necessary.

13. Burial Grounds

13.1 Maintenance

- i. Replacement of the water barrel – MM to report back.
- ii. Tree fallen down
- iii. Occasional Clearance of Graves – The issue raised by a relative visiting a grave was noted, but councillors stated that the council do not tidy the graves and the regulations should be referred to for guidance.
- iv. Sign by memorial garden in need of replacement

ACTION 2/2018 – 26 – Clerk to follow up with Councillor M McLoughlin in relation to the fallen tree at the burial ground to ensure if it is safe or if work needs to take place to secure, the condition of the water barrel and the sign by the current memorial garden.

13.2 Applications for Exclusive Rights of Burial – Councillors noted the applications detailed below:

- i. Jennings – Amendment to EROB
- ii. Starmer
- iii. Haplin

RESOLVED – Councillors unanimously approved all applications detailed which had been dealt with by the clerk in the appropriate way.

13.3 Applications for consent to erect Memorials

- i. Councillors noted that applications, detailed below, had been received and are to be reviewed and confirmed by Clerk:
572 – Harrison
324 - Hart
170 – Webster

ACTION 2/2018 – 27 – Clerk to review and confirm memorial applications.

13.4 War Memorials

13.4.1 Commemoration plans for 2018 – Discussion postponed until the next meeting.

13.5 Postengate Farm Memorial Site

14. Correspondence – Councillors noted the following correspondence which had been circulated by email:

Planning Committee Agenda – 11th January 2018
Lamb's Business Park - site listed on SCC Waste Local Plan
Housing Committee Agenda 16th January 2018
Planning Policy Committee Agenda – 17th January 2018 (Despatch - 9th January 2018)
TDC's Resources Committee - 18th January
Get involved - South and South East in Bloom
Reigate and Banstead's Local Plan consultation
TLAG Liason
Redhill Aerodrome
Minutes for Tandridge Local Committee, Friday, 8 December 2017, 10.15 am
Launch of Tandridge Together Lottery
Press release: Local Plan preparation continues
M23 Whisper Concrete - update 19/1/18
Spend on the Highways in Tandridge
Tandridge Delegated Action List 24.1.2018
Tandridge District Council Local Plan Newsletter 26.01.2018
Ashill Group - Godstone Reservoir/ Old Quarry
Resources Committee Agenda
Planning Committee Agenda 8.2.18
Press Release: Council owned property investment company reports on its successful first year

15. Matters for reporting or inclusion on future agendas

15.1 The next meeting of the Parish Council will be held at 7.30 pm on **Monday 5 March 2018 at St Stephens Church, South Godstone**

PART TWO - RESOLVED - Councillors passed a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

----- Meeting closed at 10.45pm -----

Signed _____

Chairman

Date

