

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

The Bounty
Godstone Green
Godstone, Surrey, RH9 8DY

Admin Assistant to the Parish Council

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MINUTES

of the meeting of Godstone Parish Council held on
Monday 2 December 2024 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs S Beagley (Chair), C Farr, S Farr, J Gardner, L Case (Vice Chair), K Ward and C White
Absent: Cllr D Christmas
Present: Tandridge District Councillor Cllr M Crane and S Endersby (Clerk)

1. Questions from Members of the Public

1.1 Residents of Blindley Heath – Re: Dippen Hall Planning Application 2024/998 (Blindley Heath, RH7 6JX
Erection of 7 dwellings, car parking and associated landscaping to the rear)

Residents stated concerns in relation to the development shared by a considerable number of residents already raised to the council's Planning Committee. A summary of concerns was provided, and it was noted that residents had sent details of concerns and objections to the application to the Parish council, which included, but was not limited to:

- Outside Defined Village boundary, inappropriate development in Green Belt, fails to establish special circumstances.
- Contradicts the NPPF and Local Plan Policy DP10.
- Contradicts Surrey County Council's 2017 travel assessment '...site is very unsustainable in public transport terms'.

RESOLVED – The council resolved to support the residents in objecting to the application and strongly stated that all residents must submit their own objections.

2. Apologies and reasons for absence

2.1 There had been no apologies received by the Clerk.

RESOLVED – The meeting was confirmed as quorate.

3. Declarations of Interest [Register of Interests](#) - None stated.

4. County and District Councillors – Brief report on matters affecting the Parish.

4.1 Cllr C Farr – Surrey County Council (SCC)

4.1.1 Advised council monitor and stay up to date with what changes are imminent in relation to planning.

ACTION12/24- 1 – Clerk to ensure parish office is registered for updates.

4.1.2 Noted the Surrey Consultation on ANOB boundaries.

4.2 Cllr M Crane – Tandridge District Council (TDC) - Nothing specific to report that effects the Parish.

5. Minutes of the previous meetings held – 5 November 2024

RESOLVED – Councillors unanimously approved the minutes as an accurate record of the meetings.

6. Motions from Councillors

6.1 Motion: That Godstone Parish Council (GPC) does not allocate or spend any funds, howsoever received, on the maintenance or refurbishment of Godstone Green or the Pavilion on Godstone Green. Until the Pavilion (which is on Parish council owned land) and leased to the Godstone Sports Association (GSA) by GPC, is relinquished and lease surrendered by the GSA in the favour of GPC, and full and total control in all legal matters of these properties return to GPC, via a completed and certified legal agreement and Land Registry details. **(Proposed: Cllr C Farr; Seconded: Cllr S Farr)**

Information provided by Cllr C Farr in relation to the motion was considered, summarised below:

Background - 1950, Godstone Parish Council (GPC), under Land Registry SY690677, bequeathed various parcels of land including Godstone Green. In 1984, Godstone Sports Association (GSA) entered a lease agreement with GPC, which included permission for the demolition of the existing GPC owned pavilion and a replacement to be built and paid for by GSA, for which the GSA would receive a lease which included details on maintenance, Insurance and conditions.

GPC concerns - In recent years about:

- Apparent lack of maintenance on the pavilion (wrote to GSA with a Schedule of dilapidations, requesting remedial works). Noted, some works were carried out and insurance claim covered vandalism to roof.
- Decline in the playing of organised Cricket and demise of the teams named in the lease.
- Length of time and deterioration of Parish resident's assets and council's responsibility to "...hold the said property upon trust for the perpetual enjoyment thereof by the public as open spaces".
- Impact on 80-year-old Fete

Intention - With time limited funds available to the Landowner, remodel the building to properly fulfil its primary role, and additionally, be used free of charge by appropriate local community groups with additional new focus, making the building a hub for the village to centre on.

Noting the meeting arranged with the GSA to take place on Wednesday 4 December, Cllrs C White and J Gardner proposed the motion be postponed to the next Parish council meeting.

During the discussion prompted by the motion, council discussed and noted:

- Council asked how much funding was available, Cllr C Farr did not provide details of the amount of funds available.
- Godstone FC do not play on Godstone Green with the reason stated that money is owed to Godstone Trust
- The new tennis club lighting was paid for by a loan from the LTA; concern about funds available to the GSA; GSA funding streams; Membership fees of £10 per annum per person for GSA members.
- The considerable number of new plans and ambitions of the new GSA committee and history of the GSA
- Generational shifts since the arrangement to demolish and rebuild the pavilion.
- Number of years that it has been considered the pavilion's condition has been in decline.
- The arrangements for grass cutting (Council arrange cuts to the whole of the Green, football team prepare and complete additional cut to prepare pitch(es) for matches)
- Facilities in the pavilion and modern-day requirements.
- There remains a general agreement amongst council that it would not want to see the pavilion lost.

The proposal to postpone consideration of the agenda was re-stated, there was no formal vote taken. Several councillors had no appetite to postpone the consideration of the motion. Cllr C Farr stated he was not prepared to make any amendments to the motion.

RESOLVED – Council, by a majority, approved the motion that GPC does not allocate or spend any funds, howsoever received, on the maintenance or refurbishment of Godstone Green or the Pavilion on Godstone Green. Until the Pavilion (which is on Parish council owned land) and leased to the GSA by GPC, is relinquished and lease surrendered by the GSA in the favour of GPC, and full and total control in all legal matters of these properties return to GPC, via a completed and certified legal agreement and Land Registry details.

Cllrs in favour – Cllrs C Farr, S Farr, L Case and K Ward; Cllrs against – Cllrs C White, S Beagley and J Gardner

RESOLVED – Council unanimously agreed that the GSA be asked to include the pavilion as the first item on the agenda for the meeting due to take place.

ACTION12/24- 1a – Clerk to provide dilapidations letter historically sent to GSA, to the new GSA chairperson.

ACTION12/24- 1b – Clerk to contact GSA and request Pavilion be first item for discussion at the meeting to be held.

7. **New Parish Car Park (Part of Godstone Quarry development - Application ref. 2022/1523)** – Update and action required in relation to: Works Licence Deed of Easement and Detailed Specification.

Acknowledged report, from Parish council's solicitor of 21 November 2024, circulated on 27 November 2024. Council did not comment or request any additional details about the fence or height barrier. Noting the solicitor had flagged the level of transparency on who will build the development, Council is not concerned and know Ashill (who are not party to the Deed) are intermediaries and will appoint a development partner.

RESOLVED - Council accept the solicitors' report and specifically the recommendation to request inclusion of a specific indemnity in council's favour if any costs come back to council as a result of council being a party to the Operator.

RESOLVED – Council agreed to seek clarification on the Legal plan included in the Deed, as boundary shown is only of the car park and a section of the council's land registry title, not a full representation of council's land registry boundary, although this does not affect the development a check on the relevance of the legal plan was requested.

ACTION12/24- 2 – Clerk to liaise with the solicitor in relation to the New Parish Car Park.

RESOLVED - Council unanimously agreed to proceed with the Deed on inclusion of the minor amendments.

Cllr J Gardner raised the impact of the heavy rain of the previous week, which washed across the road, and the importance of the developments flood attenuation plans.

8. **Godstone Parish Neighbourhood Plan** – Council noted and accepted the updates and actions provided:

8.1 Consultant finalising the Statutory consultee list and Local Green Space owners.

8.2 Consultant is compiling draft text for: Generic email to send; Email to send to three (non-publicly owned Local Green Spaces); Text for council website and Survey to be uploaded to website and publicised locally.

8.3 Foreword for the plan document needs to be completed.

8.4 Clerk invited to call with consultant and GNPC Chairperson to establish how Parish office needs to assist.

8.5 A Rabbetts proposes that J Farnaby take up mantle to see the plan to its final stages through to conclusion.

RESOLVED - Council unanimously agreed that J Farnaby take up mantle of Neighbourhood plan to see the final stages through to conclusion following A Rabbetts moving.

ACTION12/24- 3a– Clerk to confirm J Farnaby to step in when A Rabbetts needs to stand down due to moving.

ACTION12/24- 3b– Clerk to keep council updated with consultation by email when appropriate.

9. **Reports**

9.1 Clerks Report

9.1.1 Matters to bring to the Councils attention.

i. Correspondence in relation to local emergency and resilience plan

RESOLVED - Council unanimously agreed that local emergency and resilience plan be postponed until next year.

ACTION12/24- 4– Clerk to set a reminder for such a plan to be prepared.

ii. Request from Clerk to review and clarify, clause 3. t) of Standing Orders following correspondence from a resident. Clause 3.t) states, '... minutes of a meeting shall be circulated in draft form within ten (10) clear days' which does not include the day of the meeting.....'.

The Clerk confirmed that the statutory obligations are 'If the Council's gross annual income or

expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.’. Although council does not meet the statutory criteria, for good practice, it is recommended that minutes/draft minutes are published; and within 30 days of the meeting. It was accepted that workload and varying demands impact how promptly draft minutes are circulated.

RESOLVED - Council unanimously agreed that the Standing orders be clarified and amended, removing the specification of 10 days and to read as follows: ‘...minutes of a meeting shall be circulated in draft form as soon as practicable to council following a meeting. The minimum expectation is draft minutes should be available within 30 days of a meeting on the council website (clearly stating if they are draft).....’

ACTION12/24- 5– Clerk to amend the Standing Orders accordingly.

- 9.1.2 Community Asset Information from Tandridge District Council – Council noted following the Parish Assembly (24 October 2024) and related email from CEO D Ford, asking Parish councils to consider readiness and appetite (financial and capacity) to take on responsibility for assets. TDC provided list of TDC community assets in Godstone parish. TDC propose to work with a group of parish councils to develop model options (of asset transfer, TDC retain & manage, hybrid models) to then share with other Parish councils. TDC requested council submit an expression of interest if, “in principle”, parish would consider taking assets on or to provide funding support.

Asset type	Asset name	Postcode
Public Convenience	Godstone Green, Public conveniences and Bus Shelter	RH9 8DY
Sports & Recreation Land	South Godstone Playing Field	RH9 8HN
Play Space	Clayton Mead, Godstone Open space/Playground	RH9 8NX
Play Space	Playground - Hunters Chase, Godstone	RH9 8HR
Sports & Recreation Land	Featherstone playing Field, Blindley Heath	RH7 6JY
Pavilion	Pavilion, L agham Road	RH9 8HN
Playground	Catlin Gardens Play Area	RH8 9JP
Playground	Featherstone Play Area	RH7 6JY
Playground	Hunters Chase Play Area	RH9 8HR

RESOLVED - Council unanimously agreed that GPC already have a considerable number of assets of its own that by way of the precept are funded by parishioners (noting some parish councils may not own any assets), so currently has no appetite to take on more assets, but will continue to be willing to communicate with TDC in relation to the initiative and potentially consider assisting with grant applications (dependent on impact/demand on the parish office).

ACTION12/24- 6– Clerk to liaise with TDC to confirm decision on assets.

- 9.2 Chairperson’s Report – (for noting) information only.

9.2.1 Confirmation of meeting to be held with the GSA - GSA meeting on Wednesday 4 December at 6pm at The Bounty – Agenda provided by the GSA.

9.2.2 Thanks, and best wishes to Candy Edwards for her contribution during her time as a councillor.

ACTION12/24- 7– Clerk to pass on thanks to C Edwards.

9.2.3 Christmas lights are on.

- 9.3 Reports (for noting) from representatives on outside bodies etc.

9.3.1 GVA meeting, attended by Cllrs S Beagley and L Case. Meeting was positive in general, but it was noted that White Hart Barn committee reported there are no reserves left.

- 9.4 Reports from Committees

9.4.1 Planning Committee - 20 November 2024 – Dippen Hall was discussed.

9.4.2 Greenspace Committee - 25 November 2024 – Focused on trees and pavilion on Godstone Green.

9.4.3 Finance Committee - 25 November 2024 – Reported that there were updates/amendments agreed to the draft, which once completed would be reviewed again by the committee.

- 10. Greens, Commons and Land – Matters to bring to the Councils attention in relation to areas of the Parish.**

10.1 Godstone – Godstone Green; Greenview; Godstone Playground and Hilly Fields, to include:

10.1.1 Correspondence of Consultation: Application to divert public footpath no.138 – No concerns raised.

10.1.2 Hilly Fields Fence – As agreed at the last meeting, Cllr S Beagley had inspected the section of fencing and discussed the potential cost with a contractor. The quote provided for labour and materials to repair/replace the fencing was £1,350.

RESOLVED - Council unanimously agreed the fence is not to be repaired as it considered the cost to be too much.

10.1.3 Cllr L Case reported the issues of broken drains on Club road in need of repair and replacement. On this matter being raised, council discussed the damage caused by vehicles along this section of road which park next to the pond.

RESOLVED - Council unanimously agreed, in principle, to protect this area better, subject to costs, that quotes be sought to replace drains and to install wooden barrier posts along this area to stop parking.

ACTION12/24- 7a – Clerk to seek quotes for drain and new barrier post installation (and take the opportunity to include replacing any broken posts as part of the works).

10.2 Salisbury Road Allotments, to include:

10.2.1 Easement in relation to development of old garages site:

- i. Steps to establish the required consent process is underway. Clerk advised offer of assistance.

RESOLVED - Council unanimously agreed that support to complete process be accepted, with no cost to council.

ACTION12/24- 8a – Clerk to liaise with solicitors to ensure consent application concluded.

- ii. Request council confirm/approve last draft of Easement agreement to proceed with signing in conjunction with consent application.

RESOLVED - Council unanimously approved the draft Easement agreement and proceeding with signing in conjunction with consent application.

ACTION12/24- 8b – Clerk to liaise with solicitor to complete the execution of the easement.

- 10.2.2 Cllr Gardner raised the water supply to the allotments and whether council should withhold support of the Works Licence Deed of Easement for development 2022/1523, as the site is owned by the water company who are refusing to install a water supply to the allotments. Council understood the desire to seek a route to enable a water supply, but as council has obligations under the signed s106 agreement in relation to the development it is not feasible.

10.3 Tilburstow Hill and The Enterdent

- 10.3.1 Report from Resident in relation to Scot Pine tree – Council noted the correspondence which had been circulated to all councillors.

RESOLVED - Council unanimously agreed that the preferred tree contractor be approached for an opinion.

ACTION12/24- 9– Clerk to liaise with tree contractor on Scot Pine tree.

10.4 South Godstone – No matters raised.

10.5 Blindley Heath, to include:

- 10.5.1 Residents Reports of issues caused by heavy rain fall in the area circulated to council. Council discussed the issues after heavy rain fall and from farms that appears to be getting worse each year and concerns for the future; possible work to help redirect water in such circumstances; no conclusion as to what the solution is to help protect the parish; agreed it would be impossible for the council to solve the issue on its own. Impact of water on the village, reaffirms council's position to avoid hard surfaces, for recent applications for resurfacing works to access tracks.

- 10.5.2 Clacks - Consent application for submission to Natural England - Council acknowledged correspondence circulated to council.

RESOLVED - Council unanimously agreed that the Clacks Consent application for Natural England be approved and signed by the Clerk on behalf of Godstone Parish Council.

ACTION12/24- 9– Clerk to complete paperwork and liaise with Clacks owner for its submission.

- 10.5.3 Heathview Appeal - Correspondence circulated to council (M Cars appeal). Council reiterated that the track for residents was an public footpath, not a public road. TDC officers aware of the footpath in relation to the application. Council do not want the track to be used as a public road.

ACTION12/24- 9– Clerk to respond to letter and reiterate council's position and comments objecting to the application.

11. Burial Ground, Exclusive Rights of Burial Applications and Memorial Applications

- 11.1 Memorial Applications – Council noted the following applications approved under delegated authority for graves for the Battersby, Farquhar and Kelly families.

- 11.2 Application to relinquish grave 570 (appropriate declaration completed and signed).

RESOLVED - Council unanimously approved the request to relinquish plot 570 and that the Clerk process a payment of monies for the relinquished grave plot.

- 11.3 Clerk reported there is currently an investigation required to establish which areas of the burial ground are consecrated and unconsecrated due to an issue that has been discovered with a grave so an application to exhume ashes can be made. Rev P O'Connell is assisting in the research.

12. Finance

12.1 Accounts for Payment - Approve **DECEMBER** accounts for payment.

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	Information
Salary Payments								
G1690-94	Salaries	November	Salary		£ 3,091.58		£ 3,091.58	Within budget available
	HMRC		NI and Income tax					
	NEST Pension		Pension contribution					
Direct Debits								
G1690	BT	M14499	17/11/2024	Telephone & Internet	£ 57.16	£ 11.43	£ 68.59	Within budget available
G1680	British Gas Lite	BGL40965	09/11/2024	Electricity	£ 48.81	£ 2.44	£ 51.25	Within budget available
Invoices for Payment								
G1679	Crawley Fire Protection	210520	09/11/2024	Extinguisher maintenance	£ 44.00	£ 8.80	£ 52.80	£35 left in budgt.
G1681	Neat Gardens	85685345		June invoice	£ 1,007.00		£ 1,007.00	Within budget available
G1682	Neat Gardens	8777342		July invoice	£ 2,208.80		£ 2,208.80	Within budget available
G1683	Neat Gardens	87785		August invoice	£ 2,038.75		£ 2,038.75	Within budget available
G1684	Neat Gardens	87785(2)		September invoice	£ 550.00		£ 550.00	Within budget available
G1685	Mulberry LA			Internal Audit Fee	£ 186.35	£ 37.27	£ 223.62	Within budget available
G1689	CartridgeSave		14/11/2024	Ink cartridges	£ 147.94	£ 29.59	£ 177.53	Within budget available
G1695	UKPN	8110171997	28-Nov	Cancellation charge	£ 81.00	£ 16.20	£ 97.20	No budget or reserves remaining
G1696	St Stephens		02-Dec	December hall hire	£ 25.00		£ 25.00	Within budget available
TOTAL					£9,486.39	£105.73	£9,592.12	

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.

RESOLVED – Council unanimously approved the payment list totalling **£9,592.12** for payment.

ACTION12/24- 10– Clerk to arrange payments and liaise with the second signatory.

12.2 Audit Report

12.2.1 Internal Interim Audit – FY2024/25 - 11 November 2024 - Council acknowledged receipt of report.

RESOLVED – Council unanimously accepted Interim Internal Audit report dated 11 November 2024 for FY2024/25.

12.2.2 External Auditor Report - FY2023/24 AGAR Section 3 - Council acknowledged receipt of report and that it is published on the council’s website.

RESOLVED – Council unanimously accepted the FY2023/24 AGAR Section 3 External Auditor Report.

12.3 Risk Assessments – It was acknowledged that the Risk Assessment document for across the parish had been provided to council. Assessments are undertaken as regularly as possible for external equipment and sites. Reported that the external report on the Playground had been delayed but was still scheduled.

13. Planning - Council considered the following applications due to the deadlines, and agreed the following:

Ref	Address	Application	Resolved:
2024/998	Dippen Hall, Eastbourne Road, Blindley Heath, Lingfield, Surrey, RH7 6JX	Erection of 7 dwellings, car parking and associated landscaping to the rear of Dippen Hall.	TO OBJECT
2024/995	23 Oldencraig Mews, Lingfield, RH7 6GU	Erect single storey garden room	No comments or objections.
2024/1205	9 Ivy Mill Lane, Godstone, Surrey, RH9 8NH	Demolish existing garage, shed and timber framed garden room. Erect double storey side extension to form a new lounge, bedroom and bathroom. Erect new garden room to replace existing.	No comments or objections.
2024/1004	64 High Street, Godstone, Surrey, RH9 8LW	Erection of first floor rear extension and rear dormer window.	No comments or objections.
2024/1208	64 High Street, Godstone, Surrey, RH9 8LW	Erection of first floor rear extension and rear dormer window. (Listed building consent)	No comments or objections.

ACTION12/24- 11– Clerk to submit planning comments.

14. Correspondence and matters for reporting or inclusion on future agendas.

14.1 Correspondence – Council acknowledged correspondence, circulated by email since the last meeting:

14.1.1 Invitation for Members interested in Surrey Hills National Landscape Area

14.1.2 NALC Chief executive’s bulletin - 7 November 2024

14.1.3 Opportunities for Tree Planting – 12/1

RESOLVED – Council agreed that a request for trees to replace some on Godstone Green be submitted.

ACTION12/24- 12– Clerk to respond to email to request trees.

14.1.4 GSA response – 12/11

14.1.5 Consultation: Application to divert public footpath no. 138, Godstone parish. 8/11

14.1.6 TRO- Brickhouse Lane (D373) Lingfield and Church Lane (C72) Godstone- Revocation Order 22/22

14.1.7 Surrey Rights of Way Improvement Plan Consultation 20/11/2024.

SUMMARY - Consultation on draft Surrey Rights of Way Improvement Plan inviting Godstone Parish Council to comment. The Plan helps SCC to make sure the public rights of way network will meet the needs of the public, now and in the future. It sets out priorities for public rights of way for the next ten years. Details of the consultation provided. Consultation closes 9 February 2025.

It was confirmed that this had been uploaded to the Parish council’s social media account.

14.1.8 Surrey Hills National Landscape (AONB) - consultation ends on 10th December.

14.2 Matter for reporting or inclusion on future agendas

14.2.1 The next meeting of the Parish Council is scheduled to be held on Monday 6 January 2024 at 7.30pm, at St Stephens.

Part 2 – None.

----- Meeting ended 9.15pm -----

Signed
Chairperson

Print Name

Date