

	Hill (Nutfield Village), County Cllr Windsor confirmed that she was happy to support the question prepared by the Council to be submitted to the next Tandridge Local Committee which was to seek clarification of the process of implementation of speed restriction schemes. She also gave her support to the other question concerning the Parish Council's eagerness to see remedial road works (highway and footway) in the Kings Mead area of Nutfield.	
6	Police Report. The latest report of August 2015 had not been available prior to the meeting. County Cllr Windsor to forward details to the Clerk for circulation to Cllrs.	HW
<i>The meeting was temporarily adjourned at this point.</i>		
7	Approval of the minutes of the meetings held on 30th July and 2nd September 2015. The Clerk had prepared and circulated both sets of draft minutes. In respect of the minutes of the 30 th July a vote to accept the draft was taken and, at the request of Cllr Murray, recorded as follows: For – 3 votes (Cllrs Cullen, Ford and Renault); Against - 1 vote (Cllr Murray) and Abstentions - 2 votes (Cllrs Dowden and Johnson). As a result, the Clerk to issue a final copy to Cllrs and arrange to have them displayed on the Council's website and notice boards. The approval of the minutes of the meeting of 2 nd September to be carried forward to the next meeting in order to give Cllrs more time to review them.	SB
8	Clerk's Report The Clerk commented on a number of topics. These included notification to all Cllrs that his hours for the month were likely to exceed his contracted (standard) hours by a significant level, due to his workload since starting the job, and that Cllrs should be aware of this when it came to approval of his salary at the next (F&D) Council meeting. He added that the high frequency of meetings was adding to the burden of work as time was needed to prepare agendas and draft minutes whilst other tasks also needed to be completed – he added that a frequency of Council meetings, more in line with other Councils (i.e. one full Council meeting a month) would help achieve a more sustainable workload. In respect of training opportunities for the Clerk and Cllrs, Cllr Renault confirmed that she would be attending the forthcoming Chairs' Networking Day on 18/11/15 and Cllr Murray confirmed his availability to attend the New Councillor Training on 17/11/2015 (both events hosted by Surrey Association of Local Councils). The Clerk also advised that procedures would be put in place to cover for his absence (a holiday) with respect to email and telephone messages with the help of Sean Hayes (Assistant Clerk) and Cllr Sandiford.	ALL SR PM SH KS
9	Assistant Clerk's Report The Assistant Clerk provided a written report to Cllrs (see Appendix 1). In respect of a trip hazard identified at the Cemetery, the Clerk confirmed and notified Cllrs that, given the urgency and level of expenditure involved, he would authorise the repair in accordance with the Council's Financial Regulations. Sean Hayes to arrange the completion of the repair as soon as practicable.	SH
10.	MATTERS RELATING TO THE PLANNING & DEVELOPMENT (P & D) WORKING GROUP:	
10.1	Kings Cross Lane 'Section 106' (Affordable Housing) Cllrs agreed that the draft letter provided by the Council's planning advisor be sent to the office of Tandridge District Council's Enabling Officer seeking clarification of the involvement of the Parish Council and details of the Nomination Agreement. In respect of information relating to Affordable Rural Housing, the Clerk to circulate to Cllrs a copy of the 'Practical Guide for Parish	SR

	Councils' by the Rural Housing Alliance to Cllrs.	SB
10.2	<p>Current Planning Applications</p> <ul style="list-style-type: none"> • <u>TA/2015/1571 Four Farthings, Crab Hill Lane, South Nutfield, RH1 5NR</u> Cllrs resolved not to object in principle but wished to see a condition added to any approval that would ensure that a covenant is placed on the development so that the building could not be extended or sold separately. • <u>TA/2015/1613 Crab Hill Farm , Crab Hill Lane, South Nutfield RH1 5NR</u> Cllrs resolved not to object or comment. • <u>TA/2015/1524 14 Mid Street, South Nutfield, RH1 4JX</u> Cllrs resolved not to object or comment. <p>The Clerk to notify TDC of the Council's decisions in respect of these applications.</p>	SB
10.3	<p>Update on Mercers South including progress with Liaison Group.</p> <p>Cllrs noted that since the last meeting, SCC had accepted the dust monitoring proposal that had been submitted by the developer of the site.</p> <p>Cllr Murray commented that he is seeking clarification from other Parishes with regard to the status of a potential liaison group. He is also interested in working with the local Quarry Observation Group (QOG) and Cllrs were happy for him to accept any offer he may receive to join this group.</p> <p>Cllr Ford reminded Cllrs that she is the Council's representative on the TAG-A25 group and also the Nutfield Conservation Society representative. As such, she felt that the Environment & Amenity working group could take forward discussions relating to air pollution on behalf of the Council.</p>	PM SF DC
10.4	<p>Response to correspondence received from, and the public meeting with, Redhill Aerodrome Ltd (RAL).</p> <p>Cllr Cullen had circulated to Cllrs his notes from the public meeting. Noise nuisance had been discussed and RAL acknowledged that the system used for logging reports of nuisance had been out of action from early July to the beginning of August. RAL confirmed that this had subsequently been rectified. The Council had sent a letter to RAL raising concerns about noise nuisance and problems with logging complaints and the reply from RAL had been circulated to Cllrs by the Clerk.</p> <p>The Council had also written to Reigate & Banstead Borough Council (R&BBC) and TDC querying whether permission was required to carry out works to the airfield. The Clerk is to chase R&BBC for an answer.</p> <p>The Council had received a written request from RAL to meet. The Clerk to acknowledge the invitation and advise that Cllrs would consider this request in due course.</p>	DC SB SB
10.5	<p>Neighbourhood Plan</p> <p>Cllr Ford confirmed that the Parish Council would be required to be the formal lead organisation although any Neighbourhood Plan group would not need to be chaired by a Parish Cllr although the Council's involvement and representation was advisable. Cllr Ford raised a concern that none of the current Cllrs appeared to have sufficient available time to commit to a project of this nature and this was reiterated by Cllr Murray who questioned the level of support and enthusiasm from within the Council. Cllr Renault stressed that the Council is committed to the scheme but the Council itself lacks the necessary resources and capacity. It was decided that Cllrs Ford and Miller should consider how to approach the local community to ascertain the level of interest and available resource (manpower) from residents of Nutfield for a Neighbourhood Plan.</p>	SF DM
	<i>The meeting was temporarily adjourned at this point.</i>	

11	MATTERS RELATING TO THE ENVIRONMENT & AMENITY (E&A) WORKING GROUP:	
11.1	Jubilee Fields management and gardening services for the village. In respect of the ditching work in Jubilee Fields, Cllr Cullen will chase up the nominated contractor to make sure that this is dealt with urgently. Other less urgent works to be discussed at the next meeting by Cllr Cullen	DC
11.2	Reinstatement work to Nutfield Marsh and approval, if appropriate, of expenditure. Cllr Johnson had obtained quotations for the work (following the outline provided by TDC) from three different contractors. Cllrs considered these estimates and also discussed whether contributions to the cost of work could be forthcoming from other third parties - Cllrs Cullen and Johnson to make enquiries. Cllrs resolved to approve the contractor quoting the lowest price subject to confirmation of a satisfactory depth of posts and start date. Otherwise, Council resolved to proceed with the contractor with the next best price. Cllrs also agreed that the decision to proceed would be subject to a commitment from third parties to provide some financial support in respect of this work. Cllr Renault confirmed that there were sufficient reserves allocated to the refurbishment of the Marsh within the current budget to carry out this work.	DC JJ
	<i>The meeting was temporarily adjourned at this point.</i>	
11.3	Approval, if appropriate, to expenditure to replace the notice board at Nutfield Marsh Cllrs agreed that this notice board required replacement as the current board was beyond repair and not in use. Cllr Dowden to ask Sean Hayes to research a replacement notice board that would be suitable for the location (durable) and that could be installed using the existing supports.	DD SH
	<i>Item 11.4 on the agenda was brought forward so that it followed item 10.5. This item is recorded here to reflect the original order within the published agenda.</i>	
11.4	Memorial Hall Field Cllr Reeve had circulated a proposal about the Memorial Hall Field and measures to control dog-fouling. Cllrs expressed some concern about the apparent severity of the measures proposed and associated issues relating to satisfactory enforcement. Cllr Cullen commented that he would prefer to see a more inclusive solution that, in cooperation with dog-walkers, could result in signage requiring dogs to be walked using leads. Cllrs were keen to see that any proposal be implemented sensitively and in a coordinated fashion to avoid any confusion and misunderstandings amongst the public. Cllrs requested that Cllr Reeve (in his absence) review his proposals in light of the views of other Cllrs.	IR
11.5	Memorial Hall playground Cllr Ford confirmed that following discussions with officers at TDC it was judged that the play equipment was beyond economic repair. TDC had also confirmed that no funding facility (e.g. match-funding) was available from them in the current financial year. Cllr Ford had obtained outline estimates from contractors to ascertain the financial cost of a full replacement of equipment and reinstatement of the park and given the amount she felt that grant applications to larger organisations would be required to fund the works. On the basis of creating a park suitable for children aged between 2-12 years of age, Cllrs Dowden and Ford to research the availability of grants.	SF DD
11.6	Highways Matters Cllr Cullen had asked SCC Highways to clear overgrown vegetation from pavements along the A25 between the Cemetery and Cormongers Lane. Cllr Ford confirmed that she had also raised this at the recent TAG-A25 meeting. Cllrs Murray and Cullen to check the status of the post where a roadside mirror used to be at the junction of Mid Street and Sandy Lane and to let the Clerk	PM DC

	know so that he can make an enquiry to SCC Highways for re-instatement of the mirror.	
11.7	Items for the Tandridge Local Committee (TLC) With reference to the questions prepared by the Clerk on behalf of the Council and supported by County Cllr Windsor (see item 5 above), Cllrs agreed that these should be submitted to the TLC and Cllr Cullen confirmed that he would be attending on behalf of the Council. Cllr Murray would advise the residents of Kings Mead of the Council's actions.	DC PM
11.8	Nutfield Volunteers Cllr Murray requested an update. In the absence of Cllr Reeve, this item would be carried forward to the next meeting.	IR
11.9	Date of next (E&A) Working Group meeting No date was advised.	
12	MATTERS RELATING TO THE FINANCE & GENERAL PURPOSES (F&GP) WORKING GROUP (urgent matters only):	
12.1	Training and conferences (See item 8 above)	
12.2	Date of next (F&GP) Working Group meeting Cllr Dowden to circulate a provisional date to working group members.	DD
13	Clerk's Contract of Employment Cllr Murray queried some of the terminology used in the Clerk's Contract of Employment which were answered, to his satisfaction, by the Clerk.	
14	Memorial Hall Trust Deed. Cllr Renaut reported that this document needs to be reviewed to ensure that it is fit-for-purpose. Therefore, she will contact the Community Buildings Advisor at the Surrey Community Action Trust.	SR
15	Charity Commission annual returns Cllr Renaut to review the process of submitting returns and present the relevant documentation for approval at a subsequent Council meeting.	SR
16	Minutes format. Cllr Murray raised a question about the management of correspondence. All Cllrs felt that this was suitable for discussion at the forthcoming 'Communication Strategy' meeting being organised by Cllr Miller. However, the Clerk took the opportunity to outline that in due course he hoped to be able to provide a regular list of correspondence he had received which he would be able to circulate to Cllrs for review.	DM SB
17	Venue for future meetings Cllrs confirmed that the next meeting would be held at the Village Hall in South Nutfield. However, some Cllrs expressed reservations about the suitability of the venue and so future meetings at this venue would be subject to confirmation.	
18	Matters for inclusion on a future agenda. Other than the items already noted, Cllrs raised the need to approve fencing repairs around the allotments and also the ongoing review of the Mercers South site.	
15	Date of next full Council meeting including P&D & F&GP reports The date of the next Council meeting of 7 th October 2015 at the Village Hall, South Nutfield starting at 7.30pm	

	Section 2: Any tenders that need consideration or decision must be read under this sections	
	None.	

Appendix 1: Assistant Clerk's Report

Cemetery and Woodland Burial Area

- One of the clients for the Woodland Burial Area cancelled before the burial so income for August adjusted down by £4,650. Only money banked to be recorded in future.
- Contractor gave a quote for the removal of a potential trip hazard at the entrance. Estimate using cold tarmac (£75) provided. Instruction to proceed required.

Allotments

- Open day on Sunday 6th was very good and as a result we have 1 whole plot and 1 half plot taken up.
- It was good to see the chair of the Parish Council representing NPC and she seemed to have enjoyed it.
- Contractor has strimmed the unoccupied allotments.
- Fencing on the Jubilee Field side is needed to prevent entry to the allotments.

Roads

- Drain on North side of A25 just west of the village has been highlighted with cones and hopeful it will be repaired imminently.

Health and Safety

- Cllr Reeve and I have spoken about the review which is now due
- Contractor will re-wire the top of the hard court area which has come loose in the play area.