

Nutfield Parish Council

COMBINED COMMITTEE MEETING

Planning & Development, Environment & Amenity & Finance & General Purposes

Minutes

Wednesday 17th June 2015

Nutfield Memorial Hall, High Street, Nutfield

In attendance: Cllrs. Cullen, Dowden, Johnson, Ford, Reeve, Renaut, Sandiford.

Clerk: R Brown Assistant to the Clerk: S Hayes

Public Session

Chris Hoskins advised Council that he had attended the SCC meeting re Mercers South planning application by JJ Franks.

1. **APOLOGIES and reasons for absence: Cllrs P Murray & D Miller**

2. **Declarations of Interest:**

None

3. **MINUTES**

Approval of the Minutes of the Combined Committee meeting held on 20th May 2015

Signed as a true record of the meeting

4. **Matters and action points arising from Minutes – for updating and noting only. Any items requiring attention will be on the agenda**

Cllr. Cullen raised latest Police Crime Report showing 46 incidents, 21 of which are petty vandalism. He suggested we write to Police Inspector Gutierrez at Caterham about the high level of petty crime and what do they intend to do about this; plus cc the Housing Officer at TDC, quoting the dwelling in North Station Approach/Trindles Road and quote the high number of incidents occurring regularly.

A letter to be written by DC and circulated for approval

5. **COMMITTEE STRUCTURE**

SR

Discuss future Council structure as recommended by SSALC

Elect members for each working group, a list had been circulated prior to meeting

Agree dates for meetings

After some discussion it was agreed that:

There will be 2 meetings per month, as now, but these will be re-named. They will both be Full Council meetings at which decisions can be made. Council will have 3 working groups (as per attached list) with each councillor sitting on 2 of the groups, the Chairman of Council to sit on all 3 groups. Group discussions to take place by email or informal meeting, and the Chair of each group brings any proposals to the Full Council for vote. This should prove a more efficient use of Councillor's time.

Chairman to compile and distribute details of the discussion to all Councillors.

SR

Discussion on New Clerk applications – agreed a trained Clerk would be preferable.

6. **PLANNING & DEVELOPMENT**

6.1 **Planning Decisions by Tandridge District Council since last Parish Meeting**

As listed on planning schedule

6.2 **Current Planning Applications – the following applications to be considered and comments agreed for submission to Tandridge District Council;**

- **2015/962 Mellow, The Avenue, South Nutfield.** Erection of single storey rear extension
Dated 28/05/15 – 21 days – NPC comment by 18/06/15
NPC Comment – No Objection - Neighbours
- **2015/945 Burnside, The Avenue, South Nutfield.** Demolition of existing conservatory. Erection of single storey rear extension and single storey extension to existing garage (Retrospective)
Dated 29/05/15– 21 days – NPC comment by 19/06/15
NPC Comment – Council has been made aware of adjoining neighbour's objections to overhanging garage gutter over boundary plus garage in close proximity to boundary line.
- **2015/853 Halfway House, Bletchingley Road, Nutfield.** Erection of two storey rear extension, single storey side extension and dormer window to rear roof slope

Dated 02/06/15 – 21 days – NPC comment by 23/06/15

NPC comment – No Objection - Neighbours

- **2015/855 Land at Halfway House, Bletchingley Road, Nutfield.** Erection of dwelling
Dated 03/06/15 – 21 days – NPC comment by 24/06/15
NPC comment – Objection – Loss of trees on Green Belt settlement area. Safety concern over access to A25 and sightlines. Request that, if approved by TDC, new property cannot be sold as a separate dwelling
- **2015/1032 24 Kings Acre, Kings Cross Lane, South Nutfield.** Erection of dormer to north elevation in association with conversion of loft space to habitable accommodation (CofL for Proposed Use or Development)
Dated 04/06/15 – 21 days – NPC comment by 25/06/15
NPC comment – No Objection - Neighbours
- **2015/976 Cottage, Centenary Hall, Coopers Hill Road, Nutfield.** Change of use from C3 (Dwelling) to B1 (Office)
Dated 04/06/15 – 21 days – NPC comment by 25/06/15
NPC comment – No Objection – Neighbours
- **2015/988 Hawkesbury, Coopers Hill Road, Nutfield.** Erection of detached outbuilding and garage (CofL for Proposed Use or Development)
Dated 05/06/15 – 21 days – NPC comment by 26/06/15
NPC comment – No Objection – Neighbours
- **SCC/2015/0095 Mercers South, Nutfield, Redhill Surrey RH1 4EU –** Details of a Dust Action Plan (DMS) pursuant to Condition 21 of planning permission ref TA/2013/1799 dated 12 August 2014 Applicant: J&J Franks Ltd
Dated 04/06/15 – 28 days – NPC comment by 02/07/15
NPC comment – NPC not qualified to comment as Dust Action Plan details of a technical nature.

6.3 **TDC Green Belt Meeting June 25th TDC Offices**

Cllr. Ford gave a report on the meeting she attended at TDC Offices on methodology document and found it both confusing and too technical for a lay person. Letters have been submitted by Conservation Socy and Tree Wardens. A proposal was placed on the agenda and read as follows:

Proposal from Oxted and Limpsfield Residents Group:

'At their meeting on June 25th, we are calling on the Planning Policy Committee councillors not to approve any methodology document until there has been proper and meaningful public consultation on it. Request by them for NPC to attend the meeting at 7.30pm on 25th June at the Council Offices in Oxted to show support.

It was agreed that SF send a copy of her report to Conservation Socy. & D.Cllr. Debbie Vickers. SF has drafted a letter to be sent to TDC and a copy of this to be sent with the above. Group from Council and Conservation Socy to attend TDC meeting on 25th June.

Cllr. Johnson noted that if we proceeded with the Neighbourhood Plan it would assist Council on Green Belt issues.

6.4 **RACC**

Cllr Cullen attended the latest RACC Meeting and gave a report. It was agreed that discussion between MD Anne Bartaby and NPC would be helpful to know what is being proposed or considered. Clerk to contact her.

RB

7. **FINANCE & GENERAL PURPOSES**

7.1 **Annual Accounts**

RB/SR

Chairman and Clerk had met with Internal Auditor Mark Mulberry of Mulberry and Co and the annual accounts were satisfactory for him to sign them off.

Thanks were given for all the hard work in completing them.

Proposal to adopt the audited accounts and sign them off.

Proposed Cllr. Dowden - Seconded Cllr. Sandiford. Voted and Agreed

To be ratified at 1st July meeting

7.2 **Bi-Monthly accounts**

Proposal to adopt Management Reports for April and May

Proposed: Cllr Dowden Seconded: Cllr Sandiford Agreed

- 7.3 Assistant to the Clerk**
Report– To be taken as read. Health & Safety Inspection report now overdue. **SH/IR**
- 7.4 Website** **KS**
Cllr. Sandiford updated council on all the progress made and the website was working well.
He was thanked for all his hard work in creating this smart new website
- 7.5 Parish Email list** **DM**
Report submitted prior to meeting showed 110 parishioners now on the mail list and expecting more
- 7.6 Clerk retirement**
Discuss process for handover – computer, email, files, Log on/Passwords etc **RB**
Meeting to be arranged to complete this **SR/KS/DC/DD**
- 7.7 New Councillor Training**
Date added – Monday 13th July 6.30pm, Dorking Halls
PM to be contacted, SF, DC, KS and possible DD to attend **DD/PM**
- 7.8 Agree payment of any urgent invoices**
None
- 8.0 ENVIRONMENT & AMENITY**
- 8.1 Highways, Traffic & Parking** **DC**
Cllr Cullen reported on the excellent resurfacing work carried out by SCC Highways on Mid Street and High Street. The A25 resurfacing at Bletchingley needs to be advised to Parishioners.
- 8.2 Volunteer Force** **IR**
Blacklands Meadow undergrowth cut back + Jubilee Fields work party suggested
Cllr Reeve proposed buying 20 logo'd safety jackets at approx. £300. It was agreed he purchase these but check with C.Cllr. Windsor to see if she has funding for them.
- 8.3 Jubilee Fields** **IR/SR**
Agreed need a meeting with Mr Fletcher and IR to agree a work schedule on new field plus hard-standing still overdue. Need a pricing review on contractors. Clerk or assistant attempt to obtain two more tenders for this work. **IR/RB/SH**
- 8.4 Mid Street bend by field**
Correspondence received. **RB**
None
- 8.5 Re-instatement of Nutfield Marsh**
Cllr Cullen advised Tim Brown is supposed to have sent a plan to TDC on bunding and ditching
Report of fly tipping on mid-section of the Marsh. Report to TDC **RB**
- 9. Clerks Report –Nutfield Link – July/August 2015.**
Response to Police letter re non-attendance at meetings.
- 10. Other General Matters for discussion- For information only**
Report of sewerage leaking from main drain in centre of BRI field, closest to their property. Thames Water to be contacted and advised of seepage. Clerk check with Camden BRI if they are aware.
NPC team for British Legion Quiz Night – no-one free to attend unfortunately.
SF reported that the Queen's Head had asked to put tables on Village Green. Agreed, but they will be asked to reduce the signage currently on display.
RB to check regulations for village greens.
- 11. Memorial Hall and Charles Maw Trusts**
Signs needed for entrance area of Memorial Hall, and 'no unauthorised parking' signs **RB**
- 12. NEXT MEETING DATE: 15 July 2015 – TBA**