

**Nutfield Parish Council**  
**Minutes of the Parish Meeting**  
**Wednesday 6<sup>th</sup> February 2013 at 7:30pm**  
**The Village Hall, Mid Street, South Nutfield**

**Present:** Councillors: Mrs S Renaut (Chairman), Mr D Chapman, Mr D Dowden, Mr P Forbes, Mr I Reeve, Mr K Sandiford, Mr C Williams  
District Councillors: Mr T Elias, Mrs G Black & Mrs D Vickers  
Clerk: Mr R Brown  
Assistant to the Clerk: Alec Howard  
Police: No attendance  
6 Residents present

**Action By**

**18/13 Apologies for Absence.**

Cllr Cullen had given his apology  
Chairman welcome Alec Howard

**19/13 Declarations of Interest.**

None

**20/13 Public Forum – Residents requests.**

Resident reported on the poor state the Marsh is currently in, with vehicle damage over a wide area. D.Cllr. Black reported that she had visited the area recently together with C.Cllr. Elias, D.Cllr. Vickers, the newly appointed TDC Chief Executive Louise Round and the Police Commissioner Kevin Hurley and their visit included Nutfield Marsh. Mr Hurley promised to look into the matter of the Marsh damage to see what could be done on Common Land rights and whether it may be possible to establish restrictions of use. Clerk to draft a report to go to Sam Gyimah MP to see if he could assist in the matter. Lamping and the shooting of rabbits was reported on a public highway adjacent to the Marsh, Clerk requested further details.

Resident commented on the great job done recently on snow clearance. Discussion on whether it may be useful for Council to purchase a walking grit spreader for local pavements, Clerk to investigate cost and bring to Combined Committee

**RB**

Also commented on the pavement along Kings Cross Lane between Kings Mead and Christ Church where it is badly covered in slippery wet leaves, could Council assist? Chairman asked Clerk to instruct Parish Gardener to clear this pavement ASAP

**RB**

They are also experiencing a high volume of helicopter noise in that area of the village and it was questioned what flight paths were designated? Cllr Chapman explained the new emergency services' helicopters are allowed to fly at any time 7 days per week. Also they were low in numbers of permanent pilots and RAL had agreed to speak to the temporary pilots to determine exact routing. The emergency services pilots will also attend RACC meetings.

**21/13 Report from County & District Council – For information.**

C.Cllr Elias said the salted/gritted snow cleared roads had been much better in the last 2 years due to priority Cat 1 being classified for many main and B roads, such as Mid Street. Local farmers contracted to do this work and it was noted no problems to access or exit South Nutfield or the Marsh area. The Village Gateway project is on hold until John Lawlor of SCC Highways can go through due process of examining use by Public before allowing Council to take it over. The new TDC Refuse and Recycling scheme is working extremely well with a recycling target achieved at 63%, up from 33% when the scheme was launched. TDC are now the 2<sup>nd</sup> highest percentage District in Surrey, which has been mainly due to food waste recycling. Cllr Chapman asked if there were extra trucks and C.Cllr Elias stated Biffa were delighted with the figures, are keen to provide more trucks and are having high level discussions on how to achieve even better results, with only 24 sites out of 500 yet to be assessed. In some areas hard-standing is being provided for recycling bins. Cllr Renaut asked again if the collectors could place the bins back on resident's property and not block pavements, C.Cllr Elias will report this.

Cllr Renaut had attended a meeting recently at which the prospective County Councillor had said that SCC have got to provide 50 new schools in the County. C.Cllr. Elias said this was currently under investigation.

D.Cllr. Black said the new Chief Executive of TDC, Ms Louise Round, came with great experience having worked at Wimbledon and also Islington Councils. On their recent visit around the Parish they had examined the problems at Pendell camp, the Marsh and the need for social housing

**22/13 Police report & issues –**

Police not in attendance. Clerk read the latest Crime Report received from PCSO Wells, attached

**END OF PUBLIC FORUM**

All residents left the meeting.

**23/13 Agenda item 8.3.1 Village Halls - Memorial Hall Field brought forward on agenda**

Council welcomed Football Club representative Jeff Dungate. The Junior Section of the Club had offered a substantial donation towards the funds for the new proposal to purchase changing rooms on the site. The copy of the Sports Pavillion brochure had been greeted with enthusiasm and a site meeting is being arranged with the company's representative to discuss overall size and facilities required. Jeff said the dimensions on the outline plan for the changing rooms were ideal but just need to check the Official room. He agreed a booking system would need to be put into place + a cleaner / caretaker/key-holder would need to be appointed

A choice of meeting dates to be circulated

**RB**

Clerk to distribute copies of the original building footprint to JD Council and Ascot and to agree what is required in the building prior to the meeting

**RB**

Agree to place a report to The Link in March for the April Copy

**RB**

**24/13 Approval of the Minutes of the Parish Council Meeting held on 9<sup>th</sup> January 2012 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41)**

The Minutes were **AGREED** and signed by the Chairman as a true record.

**25/13 Matters and action points arising from Minutes – for updating and noting only. Any items requiring attention will be on the agenda**

None

**26/13 COMBINED COMMITTEE**

**27/13 PLANNING & DEVELOPMENT**

**27/1/13 Planning Decisions** by Tandridge District Council since last Combined Committee Meeting

**TA/2012/1527 land opposite Hawkesbury, Coopers Hill Road, Nutfield...** Erection of 3 loose boxes and tack room together with formation of vehicular access

(Application to extend time limit for implementation of planning permission 2009/1263)

Dated 03/12/12 – 21 days – NPC comment by 24/12/12

**NPC Comment – No Comment**

**TDC DECISION - APPROVED**

**TA/2012/1573 Coighach, Holmesdale Road, South Nutfield...** Erection of detached garage.

Dated 12/12/12 – 21 Days – NPC comment by 02/01/13

**NPC Comment – No Objection – Neighbours**

**TDC DECISION - APPROVED**

**27/2/13 Current Planning Applications** – the following applications to be considered and comments agreed for submission to Tandridge District Council:

**TA/2013/1719 Kings Mill Lodge, Kings Cross Lane, South Nutfield...** Erection of single storey extension and pitched roofs over 2 existing dormer windows to east elevation

Dated 23/01/13 – 21 days – NPC comment by 13/02/13

**NPC Comment – No Objection – Neighbours**

**TA/2013/23 107 Mid Street, South Nutfield...** Erection of 2 x detached dwellings with associated garaging

Dated 24/01/13 – 21 Days – NPC comment by 14/02/13

**NPC Comment – No Objection – Neighbours**

**27/3/13 RACC-** No update

**27/4/13 Other Matters for discussion**

Large number of cars, seen from Kings Mill Lane, parked in long lines behind farm buildings, the road entrance being off Clay Lane. Investigate and advise TDC Planning if necessary.

**28/13 FINANCE & GENERAL PURPOSES**

**28/1/13 Finance**

**Agree Current bank balances on all accounts**

The latest copy of the Bank balances had been sent to Councillors last month and to date no bank statements have been received

**Agree Payment of January Invoices received**

**PAYMENTS FOR JANUARY 2013**

**Signed on 6<sup>th</sup> February 2013**

**Chq No.**

002575	Clerks salary – as per contracted terms		
002576	Clerks expenses		333.53
002577	H.M. Revenue & Customs - Income Tax + N.I. - as per contracted terms		
002578	BTCV – Nutfield Parish Tree Wardens Group ID 69295		
	- Zurich Municipal Insurance policy		234.51
002579	Ken Hamilton – Invoice 360.38		
	Maintenance work		
	Nutfield Cemetery 01/12/12 - 31/01/13 inclusive	£355.00	
	Ken Hamilton – Invoice 360.39		
	Maintenance work		
	Nutfield Woodland Burial 01/01/13 - 31/01/13 inclusive	<u>£110.00</u>	465.00
002580	Mole Valley Masonry - Invoice 11941		
	Woodland Burial Area		
	2 x Ashes Tablets		
	2 x Burial Tablets		450.00
002581	Nutfield Parochial Church Council		
	Mowing Churchyard 01/09/12 - 31/12/12		27.00
002582	Nutfield Village Hall Ltd		
	Hire of Village Hall Committee Room		
	05/09/12 @ £15.00 Parish Meeting		
	03/10/12 @ £15.00 Parish Meeting		
	22/10/12 @ £15.00 Joint meeting NVHL Directors		
	07/11/12 @ £15.00 Parish Meeting		
	05/12/12 @ £15.00 Parish Meeting		75.00
002583	Redhill Farm Services - Invoice 6133		
	Trim verges on Nutfield Marsh		
	Clearing ditch & drain at Allotments	£178.10	
	Redhill Farm Services - Invoice 6134		
	Memorial Playground		
	Supply materials and restore wood bench	<u>£148.80</u>	326.90
	<b><u>Total Payments</u></b>		<b><u>£3,423.75</u></b>

**Note:** \* Payment for BT by Direct Debit

**RESOLVED: Proposed, Councillor Forbes. Seconded, Councillor Reeve. AGREED**

**28/2/13 Assistant to the Clerk**

Update on Assistant to the Clerk  
Chairman welcomed Alec Howard to Council. Discussion on PAYE structure. Meet Clerk at Parish Office to assist in files clearance prior to redecoration.

**28/3/13 New Councillors**

New Parish Councillors update  
Cllr. Chris Williams D of I documents sent to TDC Standards Dept. by Clerk.

**29/4/13 Insurance 2013-14**

Discussion on letter received from Mr. Roger Copeland re Allotments ditch clearance. It was agreed Clerk speak to Mr. Copeland acknowledging his letter and advising him that the work had been completed satisfactorily by Councils contractor. Request for insurance purposes he refrains from clearing the ditch, Clerk to cite a recent case of a serious accident at local golf club, and that he advises Council of any problems that may occur. **RB**  
Clerk advise RFS to clear rubbish left there **RB**  
Clerk is obtaining quotations on the Council Insurance scheme and will report back **RB**  
Clerk check if Jubilee Fields need cover on policy, especially Right of Way area and footpaths **RB**

**30/5/13 Jubilee Fields, South Nutfield**

Land costs including fencing entrance area and current position  
Clerk contacted contractors and awaiting one further quotation **RB**  
Sub-Committee of Cllrs. Dowden, Reeve & Williams have met and submitted a report to Council on prospective uses for the fields  
Meet ASAP to discuss proposals for future use and maintenance **DD/IR/CW**

**31/6/13 Allotments**

Maintenance completed and required  
Ditch clearance completed

**32/7/13 Other matters for discussion**

**The Pound**

Fence completed and appears not to have been placed on Council ground. Check if more shrub/tree clearance could provide further parking. Cllr Sandiford to design a new sign. **RB/KS**

**33/13 ENVIRONMENT & AMENITY**

**33/1/13 Village Halls**

**Memorial Hall Field**

Site meeting with Football Club – Changing Facilities - **See above 23/13**

**Memorial Hall**

Committee, Public meeting and other items

Bank trustee transfer forms in circulation to Council for signatures and personal details.

New project as detailed above

**South Nutfield Village Hall – update**

**Maintenance update – Structural Survey plus other works:**

AGM

Cllr Forbes outlined procedures for the Village Hall Ltd Co. AGM to be held on 15 April 2013 and his thoughts on Election of Directors

Cllr Chapman to check the format of elections of Directors of community halls.

Cllr Forbes unable to attend the next NVHL committee meeting, another Councillor needs to attend.

Clerk made a report on his meeting with the Chairman of NVHL, Barrie King. A useful discussion in which the Clerk showed the amount of contributions and grants the parish council had made over the last 10 years, which would include the current Structural Survey costs, it had been agreed that NVHL would extend the use of the Parish Office, at no charge, until 2020.

Council discussed this and it was **PROPOSED** that Council pay the full structural survey and testing of the Hall - including CCTV inspection of the drainage system and digging down to expose the foundations - received from Mike Redmond of Redmond & Associates at £2,100 + VAT (£2,520).

**AGREED**

It was further agreed that the Clerk write to the Chairman of NVHL confirming the conversation and the agreed use of the Parish Office until 2020, and the payment of the Survey by the Parish Council.

**Link move to Committee Room**

Completed satisfactorily

**Parish Office key and re-instatement works to the Parish Office**

Work commencing with re-decoration of office, new carpet to be fitted, as per quotation accepted new layout of office furniture and telephone line to be reconnected **RB**

**33/2/13 Nutfield Marsh**

Update on Police and Hedleys

Chase Hedleys for update with TSol. & Write to Sam Gyimah to see if he can add any weight to the process **RB/PF**

**33/3/13 Jubilee Fields, South Nutfield**

Entrance – excessive mud and dangerous spike:

RFS removed spike and chippings to be placed on wet entrance area when water subsided

Fields condition – horses, grass seeding update, Right of Way area, Lane, accumulated rubbish:

Field very wet making it impossible for hedge cutting until it dries out.

Grass seeding poor and need to contact lawyers to request farm owner re-seed it – seeded too late in last season.

Quote discussed for Right of Way area and need 2 more quotes for comparison.

Accumulated rubbish will be cleared by RFS

Future use and projects:

Discussion took place on sub-committee's report. Recommended to create Aims and Objects of what Council needs to do to make best use of the fields. The conclusions to their report were agreed and it was agreed Council should work closely with Conservation Socy., Tree Wardens, Village School and local residents to create the finished product. Cllr Cullen said Council should try to obtain match funding of approx. £40,000. Agreed to present the project at the Parish Assembly.

**33/4/13 Traffic & Parking**

**TAG-A25**

Report

Cllr Forbes will attend a meeting with SCC Highways at the end of this month

**Village Gateway project**

Lay-by adoption/business plan/update

D Cllr Vickers will chase SCC Highways for action to enable start on project, John L:awlor SCC in process of examination for hand over to NPC

Please note these are draft minutes until approved and signed at the next meeting

**33/5/13 Cemetery/Woodland Burial Area**

**Update on Cemetery/Woodland Burial Area**

No report

**33/6/13 Tonbridge to Reigate Community Rail Partnership**

Cllr Reeves advised 2<sup>nd</sup> meeting due soon

**33/7/13 Tree Wardens Jubilee Trees**

Update

Plaques for new trees to be chosen soon by Liz Ramsey

**33/8/13 Health & Safety Inspections: update**

Agreed bi-monthly with RFS and Assistant to the Clerk - Alec Howard

**33/9/13 Other matters for discussion**

AGM date to be agreed for Memorial Hall Trustee AGM, Clerk check available dates with Village Hall bookings officer.

**RB**

**34/13 Correspondence received – List for information only**

**35/13 Clerks Report –**

No report

**36/13 Matters for reporting or inclusion on future agenda**

None to date

**37/13 Other matters- for information only**

**38/13 Dates of next meetings:**

**Combined Committee Meeting** – P&D, F&GP and E&A – 20<sup>th</sup> February 2013 venue tba

**Council Meeting** – Next meeting 6<sup>th</sup> March 2013 - Committee Room, Village Hall - 7.30pm

**Section 2:** Any Tenders that need consideration or decision must be read in this section

**MEETING CLOSED 23.15pm**

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**Signed, Chairman, 06 February 2013**

**Cc: County Councillor Elias  
District Councillor Black  
District Councillor Vickers**