



Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold
31 Glebe Road, Warlingham, Surrey CR6 9NG

Telephone: 07494 366074

Email: parishclerk@nutfieldpc.com Website: www.nutfieldpc.com

Minutes of the meeting held on 2 August 2017 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

Councillors (Cllrs) present:

Cllr Paul Murray (Vice-Chair),
Cllr Sue Ford, Cllr Stephen Hall, Cllr Rob Holden,
Cllr David Miller and Cllr Rigel Mowatt (part)

Attending (all part):

4 visitors
County Cllr Rose Thorn
District Cllr Debbie Vickers

Meeting opened at **7:35pm** and closed at **11:25pm**.

In attendance: Simon Bold, Clerk

1.	Chairman to open the meeting. Cllr Murray, in the absence of Cllr John Johnson, chaired and opened the meeting.	
2.	Councillor apologies for absence. Cllrs Sarah Collecott, John Johnson and Kent Sandiford had all provided apologies prior to the meeting.	
3.	Code of Members' Conduct <ul style="list-style-type: none"> The Clerk confirmed that Cllr Holden had provided an updated Notification of Disclosable Pecuniary & Other Interests form since the last meeting. The Clerk to update the Register of Councillors' Interests and post a copy to the Council's website. In accordance with the Council's Code of Conduct, Cllr Hall notified the meeting of his 'Other Interest' in agenda item 7 'Report from the Assistant Clerk and Clerk' relating to the Royal British Legion. No other Cllr declared any Disclosable Pecuniary Interests or 'Other Interests' in respect of any item on the agenda. 	SB
	<i>Cllr Murray temporarily left the meeting during the next item and Cllr Miller chaired the meeting during his absence.</i>	
4.	Public Session The following subjects were raised: cycling events on local roads, the procedures in relation to the public session of Parish Council meetings, the release of draft minutes, Tandridge District Council's (TDC) emerging Local Plan and a TPO.	
5.	Report from County & District Councillors <ul style="list-style-type: none"> County Cllr Rose Thorn confirmed that she had nothing to report in respect of Nutfield on this occasion and confirmed her availability to meet with Parish Council members. The Clerk to liaise with Cllr Collecott in the coming days to secure a meeting. District Cllr Debbie Vickers raised several highways issues at Kings Lodge, the pavements on the A25 and lorries parking on Cormongers Lane. She reported that she would continue to liaise with Surrey County Council (SCC), TDC and County Cllr Thorn to seek improvements in these areas. 	SB SC
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 5 July 2017. Cllrs approved these minutes and the Chair signed them on behalf of the Council. The Clerk to arrange the display of these minutes on the Council's notice boards and website.	SB

7.	<p>Reports from the Assistant Clerk and Clerk including highways and employment matters.</p> <p>Cllrs confirmed receipt of the Assistant Clerk's (Maxine Gray) reports which had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> • Cllr Hall had prepared a response to the SCC consultation on Community Recycling Centres and Cllrs agreed this along with highlighting concerns about the level of fly-tipping if all sites were closed for two days each week. The Clerk to submit the final response to SCC. • Cllrs welcomed the offer from the Royal British Legion Nutfield Branch to improve the appearance of the local War Memorial site on Nutfield High Street. The Clerk to send a letter of appreciation from the Council to the local RBL Chairman. • The Clerk advised Cllrs of the request he had received from the Charles Maw Trust to ensure that there is no connection between their bank account and the Parish Council's. The Clerk provided his reassurance to Cllrs that the two accounts already operated separately but recommended that the Council's Clerk no longer be the nominated correspondent address in respect of the CMT. Cllrs agreed and the Clerk to advise the CMT to update its banking mandate to this effect. • The Clerk suggested that due to the sensitive nature of two land titles in Nutfield and the consideration of a Tree Preservation Order, that Cllrs discuss these subjects under item 21 'Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960 whereby the public is excluded. Cllrs agreed but wished to make clear that the discussion would not relate to the sale of land or its development. • The Clerk had circulated correspondence received in respect of the former Laporte Earthworks site. Cllrs wished to obtain more information about the enquirer before considering the matter further. The Clerk to request these details. • Cllrs discussed at length the subject of overgrown pavements in parts of the Parish and the lack of action to clear them. It was noted that this is a perennial problem during the summer months and most Cllrs felt that the landowners had responsibility to keep their boundaries clear and that it was SCC's duty to maintain access along its highways (including pavements). Several Cllrs explained why they felt that the Parish Council should not intervene despite the problem this caused in some places around the Parish. As a result of the discussion, it was agreed that a call for action should be raised with the County Cllr (at the meeting with Cllr Collecott) in the first instance and Cllr Miller to draft a follow-up letter if necessary. Cllrs noted that some pavement clearance in Nutfield had recently been carried out by TDC, in conjunction with SCC, and that discussions between these parties were continuing. 	SB SB SB SB SC DM
	<i>At this point in the meeting, Cllr Hall temporarily left the meeting for a brief period.</i>	
	<p>The Clerk took the opportunity to remind Cllrs to be sure to send emails only to intended recipients (particularly in the case of re-circulated emails). Cllrs acknowledged this.</p> <ul style="list-style-type: none"> • The Clerk reminded Cllrs of the details from SCC about the implementation of its final phase (Phase 4) of the Part Night Lighting programme. The Clerk set out the method of appeal should anyone feel that the programme needed amendment for a particular location. The Clerk also reminded Cllrs of the decision on 30 May 2017 by SCC's Cabinet that prevented Parish Councils from paying for the lighting of local streets. Cllrs acknowledged these points. 	ALL
	<p><i>At this point in the meeting, item 11 'Local Plan' was brought forward to enable the item to be discussed earlier than scheduled. The order of items, as stated in the agenda, has been maintained for ease of reference.</i></p> <p><i>During item 8, Cllr Murray temporarily left the meeting and Cllr Miller chaired the meeting in his absence.</i></p>	
8.	<p>Local Transport</p> <ul style="list-style-type: none"> • The content of this month's Aviation Report was noted by Cllrs. 	
	<i>The meeting was temporarily adjourned at this point.</i>	
	<ul style="list-style-type: none"> • The Clerk confirmed that the response to the Govia Thameslink Railways 2018 Timetable consultation, which had been circulated prior to the deadline, had been 	

	<p>submitted. The Clerk had acknowledged and thanked all contributors and respondees to the consultation. Cllr Hall thought it worthwhile to consider publicising a copy of the response from the SCC Cabinet member for Transport. The Clerk to obtain permission for this and, if so, Cllr Miller to circulate via the Nutfield Parish Council email distribution list. Cllr Miller was keen to know the views of Sam Gyimah MP and the Transport Working Group to draft a letter to the MP and Cllrs Collecott and Miller to discuss what, if any, future action could be considered by the Council in respect of the proposed 2018 timetable.</p> <ul style="list-style-type: none"> • The Clerk had received an enquiry from the Sussex Community Railway Partnership (SCRIP) offering the Parish Council the opportunity to install a notice board at Nutfield Station. Cllrs wished to review this at a later date – the Clerk to reply to the SCRIP on this basis. 	<p>SB DM</p> <p>PM SC DM</p> <p>SB</p>
	<p><i>Cllrs discussed the future participants of meetings of the Redhill Aerodrome Consultative Committee (RACC) during item 8 – this is noted under item 10 (its original place on the agenda).</i></p>	
<p>9.</p>	<p>Finance</p> <p>The Clerk confirmed the Council's current bank balances as follows: Current Account £200 and Reserve Account £74,007. In addition, the Clerk had provided, prior to the meeting, a financial statement for the current financial year for the period ending 31 July 2017 for Cllrs' information.</p> <p>The Clerk had also provided Cllrs with a list of current bank signatories and Cllrs agreed that deletions relating to ex-Cllrs were necessary. Cllrs Ford and Murray signed a completed bank mandate form following approval by the Council that "the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended". The Clerk to copy and send to the Bank for action.</p>	<p>SB</p>
<p>10.</p>	<p>Current Planning Applications</p> <p>In respect of the nine applications notified by TDC since the previous Parish Council meeting Cllrs resolved, as follows, to:</p> <ul style="list-style-type: none"> • <u>2017/1334</u> 19 High Street, Nutfield, RH1 4HH Cllrs had no wish to object or comment. • <u>2017/1321</u> 28 Mid Street, South Nutfield, RH1 4JX Cllrs had no wish to object or comment. • <u>2015/1861/Cond2</u> Block 26, Redhill Aerodrome, Kings Mill Lane, RH1 5JY Cllrs had no wish to comment. • <u>2017/1416</u> 1 Hunters Gate, Nutfield, RH1 4HT Cllrs had no wish to object or comment. • <u>2017/1409</u> Barn Ridge Cottage, Kings Cross Lane, South Nutfield, RH1 5NY Cllrs had no wish to object or comment. • <u>2017/1417</u> 2 Hunters Gate, Nutfield, RH1 4HT Cllrs had no wish to object or comment. • <u>2017/1418</u> 2 Coopers Cottages, Bletchingley Road, Nutfield, RH1 5JY Cllrs had no wish to object or comment. • <u>2017/1494</u> Nutfield Nurseries, Crab Hill Lane, South Nutfield, RH1 5PG Cllrs objected to this application and wished to see the land use classification remain unchanged. At the request of Cllr Murray, the votes in respect of this application were recorded as follows: 4 against (objection); 1 in favour (no comment) and 1 abstention. • <u>2016/1653</u> The Inn On The Pond, Nutfield Marsh Road, Nutfield, RH1 4EU Cllrs wished to comment that any illuminated signage could cause disruption to wildlife at this site in Nutfield Marsh and so measures should be considered to mitigate this. Therefore, if TDC were minded to approve, the Parish Council would wish to see a restriction on lighting times (e.g. business hours only). <p>The Clerk to advise TDC of the Parish Council's comments in respect of the above. Cllrs discussed correspondence received from the TDC Housing Enabling Officer in respect of the Affordable Housing site at Kings Cross Lane, South Nutfield. Firstly, the Clerk explained the Council's role as defined in the Nominations Agreement,</p>	<p>SB</p>

	<p>which Cllrs acknowledged. Secondly, Cllrs queried the way in which it was suggested that the Rural Exception terms would be applied to any households in Nutfield vacated by those moving into Kings Cross Lane. The Clerk to ask the Council's Planning Advisor to draft a letter to TDC setting out the Parish Council's concerns and seeking the TDC Planning Department's interpretation of this aspect of the Rural Exception terms.</p> <p>Cllrs discussed the participation of Thakenham Homes (possible developer of Redhill Aerodrome) in future RACC meetings. Cllr Miller wished to have a clearer picture of the benefits, or otherwise, of Thakenham's involvement. The Transport Working Group to consider this matter further and the item to be carried forward.</p>	<p>SB</p> <p>PM</p>
<p>11.</p>	<p>Local Plan</p> <p>Cllr Murray explained that some of the points nominated by him for inclusion on the agenda might have caused some misunderstanding. He clarified that he was proposing the creation of a new Working Group to include a minimum of three Cllrs to research and prepare a formal response by the Parish Council to TDC's emerging Local Plan. The immediate task would be to consider the imminent TDC Garden Villages consultation (Regulation 18). In light of comments from Cllrs to the published agenda, Cllr Murray confirmed that he envisaged the role of the new Working Group to make requests for information from TDC, the Highways Agency and other potentially relevant parties. Cllr Miller stated that he felt it right for the Council to gather information and reach out to the local population and that a Working Group would be the most appropriate way for the Council to achieve this. Cllrs reviewed each of the agenda items and made decisions as follows:</p> <ul style="list-style-type: none"> a) To adopt a Local Plan approach as set out by Carole Forrest (planning advisor to Nutfield Parish Council) and circulated prior to the meeting. Cllrs wished to add to this, the initial strategy document by Cllr Murray (to which Carole Forrest had responded) and the TDC Garden Village (Regulation 18) ten principles (as presented by TDC at its Local Plan & CIL seminar of 11 July 2017). Cllr Murray to circulate the latter two documents to all Cllrs. b) To appoint Carole Forest (planning advisor to Nutfield Parish Council) to assist with this project (terms and fees as approved by the Council in June 2017). c) To liaise with the Nutfield Conservation Society regarding the Local Plan consultation and overall strategy d) To canvass Parish based businesses to seek their views on the Local Plan and associated matters. It was acknowledged that Cllrs and/or third parties may be required to resource this task. e) To liaise with neighbouring Parish Councils on the emerging Local Plan. f) Cllrs rejected the proposal that "Councillor Paul Murray to be appointed/authorized to produce/oversee relevant documentation and/or responses to TDC Local Plan". As an alternative, Cllrs proposed and approved the creation of a new Working Group to operate in accordance with the Council's standard Working Group Terms of Reference except that there will be no Head of the Working Group and instead the group's members will jointly share the role of the Head, for example, in reporting back to the full Council. g) Cllrs rejected the proposal that "Councillor Paul Murray to be authorised to take appropriate action as he deems necessary on behalf of Nutfield Parish Council regarding TDC's Local Plan". As an alternative, Cllrs proposed and approved that the remit of the new Working Group be to deliver, and work in accordance with, items 11 a – f above. In addition, it was agreed that any correspondence sent by the new Working Group should clearly state that it is from the Local Plan Working Group to make clear the sender's role and responsibilities. It was agreed that Cllrs Johnson, Mowatt and Murray be the Council's representatives at this stage and that the Clerk will not be involved in the activities of the Working Group. <p>The Clerk reminded the Council and Working Groups to be mindful that a response to any consultation should be based on all available and extant information at the time. Cllrs acknowledged this. The Clerk to update the list of Working Groups to reflect the creation of the new Group (see next item).</p>	<p>PM</p> <p>JJ RM PM</p> <p>SB</p>

12.	<p>Working Groups</p> <ul style="list-style-type: none"> • Cllrs Ford and Sandiford had provided reports on behalf of the Cemetery and Planning Working Groups respectively prior to the meeting. Cllr Murray confirmed that there was nothing to report in respect of Highways and Cllr Miller confirmed that he would liaise with the Clerk to commence the annual staff appraisal process. Cllr Holden confirmed that the Land Working Group had met since the last meeting and gave a brief outline of activities to be undertaken by the Group with priority being given to risk assessment of land assets, a review of the Council's Tenancy Agreement for 2018/19 and the boundaries around the Council's Allotments (and burial grounds). In addition, he would schedule a meeting to discuss churchyard maintenance with members of St Peter & St Paul Church to take place in September. Cllr Murray reported, on behalf of the Communications Group, that the surgeries on Saturdays were a success (see item 18 for more details about Cllr surgeries). • No new projects in respect of existing Working Groups were proposed (other than those mentioned above and item 11) and the new Local Plan Working Group was the only change to the list of Working Groups. <p>Cllr Holden confirmed that it was his intention to undertake a risk assessment of the burial grounds once he had reviewed the background information provided by Cllr Hall. This would include a memorials 'push-test'. He also confirmed that the Clerk and Assistant Clerk had already created a draft Allotment Tenancy Agreement for 2018/19, which he would take forward with one or two tenants to canvass opinions.</p>	RH RH RH
13.	<p>Cemetery and Woodland Burial Area (excluding general groundworks)</p> <p>Cllr Ford gave a brief presentation of the old and new draft plans for the Council's burial grounds. The new plans illustrated one of the major benefits of the digitization project in terms of clearer presentation of plots with the ability to more easily cross-reference with formal records – Cllrs acknowledged the size of the ongoing project and voiced their appreciation of the work by the Assistant Clerk and Clerk to reach this key stage. In respect of the plans, Cllrs suggested that vacant plots be indicated in some way so that Funeral Directors would be able to indicate to clients where burials could take place within the grounds. It was acknowledged that plans would become outdated over time so replacements would need to be supplied periodically but that printing the plans would be more straightforward given their digitization. Cllr Ford also showed fellow Cllrs the information packs that the Assistant Clerk had put together in order to promote the burial grounds to Funeral Directors. Cllrs, as Nutfield Burial Board, reviewed each of the agenda items and made decisions as follows:</p> <ul style="list-style-type: none"> • The cost of printing plans at different sizes was discussed under the next item. • Cllrs approved the style, content and cost of information packs, including A0 plans in each, at a total cost of £389.20 (excluding VAT) for 20 packs. The Assistant Clerk to arrange supplies. • Cllrs approved, in principle, a proposal to install a medium sized wooden noticeboard at the Cemetery entrance (for the display of visitor information) with the provisos that the Clerk a) check to see if there are any planning permission issues and b) shop around for the best price. <p>In addition, Cllrs raised the poor state of repair of the notice board outside the Station Hotel pub in South Nutfield.</p>	MG MG SB
	At this point in the meeting, Cllr Mowatt left the meeting.	
	<ul style="list-style-type: none"> • Cllrs approved the cost of £85 to reinstate the level of a grave in the woodland burial site (part of the Burial Board responsibilities). The Assistant Clerk to arrange reinstatement. <p>Cllr Ford also raised the subject of the poor appearance of the lay-by outside the Cemetery and in particular the roadway that, in her opinion, had become a hazard to visitors because of its heavily pitted and uneven surface. Cllrs agreed that the Cemetery Working Group take this up with SCC.</p>	MG SF

14.	Groundworks, land and tree management (including cemeteries, allotments and 'village green') <ul style="list-style-type: none"> • None. 	
15.	Events (public) and meetings of Outside Bodies (other than transport groups) <ul style="list-style-type: none"> • The Clerk mentioned a number of events and meetings as follows: in August the public exhibition in respect of TDC's Local Plan Garden Villages consultation (22 August between 3:30 – 8pm) and in September the meetings of TAG-25, Biffa Redhill Liaison and the Tandridge Local Committee (TLC). In the case of the latter, the Clerk reminded Cllrs that a question could be prepared in advance for discussion at the next Parish Council meeting and, if appropriate, submission to the Committee for consideration. 	ALL
16.	Training (and conferences). <ul style="list-style-type: none"> • The Clerk confirmed that no new training courses or seminars had arisen since the Council's last meeting. Cllrs were reminded of the Local Plan Workshop on 9 August (7-8:30pm) and that Cllrs Collecott, Ford, Hall, Holden, Mowatt and Murray were scheduled to attend – any further attendees to advise the Clerk. 	ALL
17.	Grant Applications <ul style="list-style-type: none"> • None. 	
18.	Councillor surgeries and monthly news article <ul style="list-style-type: none"> • Cllr Mowatt had already offered to draft the next Link article. Cllrs suggested that the article include items about the Govia Thameslink Railways (GTR) 2018 Timetable and an update on TDC's Local Plan Garden Villages consultation. Cllrs to provide any further items to Cllr Mowatt by the 8th August at the latest. • Cllrs Hall and Mowatt had already offered to attend the next surgery on the 5th August and Cllr Ford had offered to participate on the 19th. The Clerk to send an email to all Cllrs requesting one additional attendee for the 19th August. The Clerk to update of the surgery publicity via the Council's website and notice boards. 	RM ALL SH RM SF SB
19.	Payment(s) <ul style="list-style-type: none"> • Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) which had been prepared and circulated to Cllrs prior to the meeting. The Community Infrastructure Levy reserves were not used on this occasion. The Clerk's expenses included a measuring wheel (£33) for use by the Cemetery, Land and Planning Working Groups – the Clerk to add this item to the Council's Asset Register. The Clerk to dispense payments. • Cllrs approved expenditure on maps (sourced from TDC) of the Parish at A0, A1 and A2 size (five of each) at a total cost of £44.75 for use by the Council (e.g. at future Parish Assemblies and the Local Plan consultations). The Clerk to acquire. 	SB SB SB
20.	Next meeting date(s) <ul style="list-style-type: none"> • Cllrs noted the next scheduled meeting of the Council on 6th September 2017 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE at 7.30pm. • The Clerk to issue the schedule of future meeting dates (through to May 2018), subject to feedback from Cllrs in the next week, and publicise on the Council's notice boards and website. 	ALL SB
21.	<u>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</u> Cllrs discussed two land title issues in Nutfield and considered a Tree Preservation Order under this item. The Clerk to make a separate note for the Council's records.	SB

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003202	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Woodland Burial Area (July 2017)
003203	Simon Bold	*****	Clerk's salary and office allowance (July 2017)
003204	Simon Bold	144.79	Expenses claimed by the Clerk (July 2017)
003205	Maxine Gray	*****	Assistant Clerk's salary (July 2017)
003206	Maxine Gray	58.13	Expenses claimed by the Assistant Clerk (July 2017)
003207	The Post Office Limited	399.85	PAYE and Class 1A NICs (July 2017)
DD*	National Employment Savings Trust (NEST)	81.74	Pension – Employer and employees contributions for July 2017
003208	Nutfield Village Hall Ltd	20.00	Hall hire (2 August 2017)
003209	Chaldon Village Council	56.00	New councillor training (Surrey Association of Local Councils) organised by Chaldon Village Council.
	Total	£2,759.63	

* Payment scheduled by Direct Debit

Working Groups – August 2017

Working Group	Tasks and projects	Members <i>(Heads <u>underlined</u>)</i>
Cemetery	Burial records and customer service	<u>Sue</u> , David, Kent, Simon and Maxine
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency	<u>Paul</u> , Kent, Sarah, David and Simon
Community	Fly grazing (Council land), Crime Prevention measures, support to vulnerable people.	<u>John</u> , Sue and Stephen
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>John</u> , Paul, David, Stephen and Simon
Highways	Snow Angels, Air Quality, reporting condition of roads, pavements and over-grown vegetation on verges etc. to SCC, 20 mph speed limit projects, Street Lighting.	<u>Paul</u> , Sue, Stephen and Maxine
Land	(Play areas), Tree Work, Bus Shelter, Cemetery & WBA sites (Health & Safety), (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nutfield Marsh).	<u>Rob</u> , Sue, Rigel, Maxine and Simon
Local Plan	Research and preparation of formal response to TDC's emerging Local Plan e.g. Garden Village consultation	John, Paul and Rigel
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt.	<u>Kent</u> , John, Rob and Rigel plus Paul (Redhill Aerodrome)
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	<u>David</u> , Kent, John, Simon and Maxine
Transport	All matters relating to airfields and airports including consultations, local railways.	<u>Paul</u> , Rob, John, Sarah, David, Steve Hanks and Duncan Mallison