



Nutfield Parish Council

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Minutes of the meeting held on 7 March 2018 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present:

Cllr John Johnson (Chairman), Cllr Sue Ford,
Cllr Stephen Hall, Cllr Phil Hanson,
Cllr Rob Holden, Cllr David Miller,
Cllr Rigel Mowatt, Cllr Paul Murray and
Cllr Kent Sandiford.

Attending (all part):

5 visitors
District Cllr Debbie Vickers

Meeting opened at **7:30pm** and closed at **10:40pm**.

In attendance: Simon Bold, Clerk

1.	The Chair to open the meeting. Cllr Johnson opened the meeting and welcomed Phil Hanson as a new member of the Council (the Clerk had confirmed receipt of all completed documentation shortly after the last meeting).	
2.	Councillor apologies for absence. None – all Cllrs present.	
3.	Code of Members' Conduct Cllrs Miller and Sandiford reviewed and, in the case of Cllr Miller, updated their Notification of Disclosable Pecuniary & Other Interests Form - the Clerk to update the Register of Cllrs' Interests on the Council's website. In accordance with the Council's Code of Conduct, Cllr Ford notified the meeting of her Disclosable Pecuniary Interest in respect of item 7 'Planning' and applications 2017/2130/Cond1 and 2018/2151/Cond1. Cllr Hall notified the meeting of his 'Other Interest' in respect of item 17 'Grant Applications'. No other Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda.	SB
4.	Public Session The following subjects were raised: the Government's newly launched National Planning Policy Framework (NPPF) consultation, the Parish Council's precept, the pavements along the A25, the War Memorial Hall and planning application 2018/21 (Eugene Bann Tennis Centre).	
5.	Report from County & District Councillors District Cllr Debbie Vickers provided comments in respect of parking on Mid Street, planning application 2018/21 (Eugene Bann Tennis Centre) and Tandridge District Council's (TDC) press release relating to their Sheltered Housing Schemes. No report about the activities of Surrey County Council (SCC) was provided due to the absence of County Cllr Rose Thorn.	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 7 th February 2018. 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>Current Planning Applications In respect of the eleven applications notified by TDC since the last Parish Council meeting, it was resolved that:</p>	
	<p><i>At this point, Cllr Ford temporarily left the meeting.</i></p>	
	<ul style="list-style-type: none"> • <u>2017/2130/Cond1</u> Queens Head, High Street, Nutfield, RH1 4HH. Cllrs had no wish to comment. • <u>2018/2151/Cond1</u> Queens Head, High Street, Nutfield, RH1 4HH. Cllrs had no wish to comment. 	
	<p><i>At this point, Cllr Ford rejoined the meeting.</i></p>	
	<ul style="list-style-type: none"> • <u>2018/239</u> Priory Farm, Sandy Lane, South Nutfield, RH1 4EJ. Cllrs objected on the basis that they considered this inappropriate development in the Green Belt. Additional comments included the increased scale of the proposed building and potential for noise and nuisance. • <u>2018/196</u> Penbury, The Avenue, South Nutfield, RH1 5RY. Cllrs had no wish to object or comment. • <u>2018/148</u> Kings Lodge, Nutfield Park, South Nutfield, RH1 5PA. Cllrs had no wish to add any further comments to those recently submitted. • <u>2017/259/Cond2</u> Land at Kings Cross Lane, South Nutfield. Cllrs had no wish to comment. • <u>2018/108</u> 9A Thepps Close, South Nutfield, RH1 5NX. Cllrs had no wish to object or comment. • <u>2018/63</u> Barn Adjacent to 9 Mid Street, South Nutfield, RH1 4JU. Cllrs objected on the basis that this application was considered to be over development of the site. • <u>2018/64</u> Barn Adjacent to Dairy Cottage, Mid Street, South Nutfield RH1 4JU. Cllrs objected on the basis that this application was considered to be over development of the site. In respect of planning applications 2018/63 and 2018/64, the Clerk to contact the Council's Planning Advisor to raise concerns about the total development at this location. • <u>2018/21</u> Eugene Bann Tennis Centre, Crab Hill Lane, South Nutfield, RH1 5PG. Cllrs had consulted with the Council's Planning Advisor and objected to this application for numerous reasons including the loss of facility (change of use), location within the Green Belt and inconsistency with several other prevailing planning policies. As a result, the Clerk to submit the response that had been drafted by the Planning Advisor and discussed by Cllrs. • <u>2018/371</u> 149 Mid Street, South Nutfield RH1 5RP. Cllrs had no wish to object or comment. <p>The Clerk to advise TDC of the Council's comments in respect of the above applications.</p>	<p>SB</p> <p>SB</p> <p>SB</p>
	<p><i>Cllr Murray temporarily left the meeting room at this point and returned shortly afterwards.</i></p>	
	<p>The Clerk confirmed that TDC had not responded to the Parish Council's Stage 3 complaint relating to Kings Cross Lane but that they had extended the deadline for a response a couple of times. As a result, Cllrs had nothing more to add other than if TDC failed to answer the complaint in due course, then the Parish Council would wish to see the complaint escalated to the Local Council Ombudsman.</p> <p>Cllr Murray commented that he believed the Council should consider creating a policy with respect to the Green Belt within the Parish. Cllrs discussed the merits of such a Policy and Cllr Hanson suggested that any public statement on this subject should make reference to the views of the local community. Cllrs to submit their suggestions to Cllr Sandiford who offered to co-ordinate and take forward.</p>	<p>ALL KS</p>
8.	<p>Reports from the Assistant Clerk and Clerk including highways and parking. Cllrs confirmed receipt of the reports provided by the Assistant Clerk (Maxine Gray) prior to the meeting.</p>	

	<ul style="list-style-type: none"> • In respect of the Charles Maw Trust, Cllr Miller advised that he would arrange a meeting of the Trust in order to discuss the information obtained by the Parish Council. The outcome of this meeting would be provided to the Clerk. • Cllrs expressed their disappointment with the tone of the correspondence recently received from the Memorial Hall Trust. The Clerk to reply to the Trust to explain that the Charles Maw Trust would be meeting to discuss and deal with the issues that exist. Cllrs noted that once the Council had been updated by the Charles Maw Trust, it would be in a position to review the situation. • In respect of the General Data Protection Regulations (GDPR), the Clerk suggested that Cllr Hall and other members of the Communications Working Group meet to discuss preparations for the new legislation (see also item 16). Clerk to action. • The Clerk to circulate proposals being considered by TDC in respect of future grounds maintenance funding. 	DM SB SB SB
9.	<p>Finance</p> <p>The Clerk confirmed the Council's total bank balances of £122,760 as detailed in the Financial Statement dated 28 February 2018 and that this figure included £70,189 of Community Infrastructure Levy reserves (ring-fenced). The Clerk had also circulated a variance report prior to the meeting – no comments were made by Cllrs.</p>	
10.	<p>Local Plan(s)</p> <p>The Clerk asked whether Cllrs would be attending the forthcoming TDC Planning Policy meeting, to include a Local Plan briefing, and Cllrs Ford, Holden, Johnson and Mowatt indicated that they would attend. Cllr Johnson agreed to circulate the TDC Planning Officers briefing to all Cllrs ahead of the meeting. It was acknowledged that a follow-up Press Release might be required and that the members of the Local Plan Working Group would advise and, if applicable, prepare and circulate for comment prior to its release. The Clerk confirmed that the Reigate & Banstead Borough Council Regulation 19 response had been submitted prior to the deadline. A copy of the response from Keep Redhill Airfield Green (Krag) had been received and circulated to Cllrs along with comments received from the Nutfield Conservation Society.</p> <p>Cllrs requested that the Clerk to consult with the Council's Planning Advisor about the recently launched NPPF consultation and seek an outline response with an estimate of charges for this. Cllrs were mindful that changes to the NPPF could have an (adverse) impact on settlements such as Nutfield. Members of the Local Plan Working Group would liaise with other local groups and Parish Councils on this.</p> <p>The Clerk confirmed that he was expecting comments from the Planning Advisor about issues relating to TDC's Local Plan Regulation 19 consultation (due later in the year). The Clerk to circulate once received.</p>	SF RH JJ RM PM SB PM SB
11.	<p>Local Transport</p> <p>Cllrs acknowledged and noted the Aviation Report that had been circulated prior to the meeting. Members of the Transport Working Group to review issues relating to aviation ahead of the next meeting and to notify the Council of any items requiring action.</p>	PM
	<p><i>Cllr Sandiford temporarily left the meeting room during the next item but returned shortly afterwards.</i></p>	
12.	<p>Working Groups</p> <p>The Clerk confirmed that reports from the Cemetery, Finance and Land Working Groups had been received and circulated to all Cllrs prior to the meeting. Cllr Holden, on behalf of the Land Working Group, reminded Cllrs that it was the intention of the Group to have a presentation at the forthcoming Parish Assembly on the use of the Jubilee Fields. Cllrs discussed the subject of monthly reports by each Working Group. All Cllrs acknowledged the contents of the Terms of Reference, the importance of communicating activity and maintaining inclusivity when arranging Working Group meetings. To this end, the Head of each Working Group (or a deputising group member) to ensure that a) substantive information from Group activity is reported, if there is no substantive information no report is required, and b) any scheduled meetings are notified to all Cllrs.</p>	RH ALL

	<p>Cllr Hanson pointed out that some Groups handled more complex subjects and so these Groups would need to consider providing more detailed reports.</p> <p>Cllr Murray made a request to step down from the Communications and Highways Working Groups. Cllr Ford pointed out that this would leave the Highways group short of a Cllr and that others should consider volunteering to help that Group. In the interim, the Clerk to update the list of Working Group's (see Appendix 1: Working Groups). Cllrs agreed that an appeal for volunteers to help the Groups (non-Cllrs are permitted) at the next Parish Assembly was a good idea – the Clerk to note.</p> <p>Cllr Sandiford expressed a wish to step down as Head of the Planning Working Group at some stage in the near future.</p>	<p>ALL</p> <p>SB</p> <p>SB</p>
	<p><i>At this point in proceedings, the Clerk pointed out the restriction imposed by Standing Order 1(y) as follows: "Meetings shall not exceed a period of 2½ hours". As a result, the Council resolved to implement Standing Order 31(a) and to waive 1(y) in respect of each remaining agenda item.</i></p>	
13.	<p>Employment</p> <p>The Clerk's recent appraisal had been circulated by Cllr Miller prior to the meeting. Cllrs approved this appraisal and with respect to the Clerk undertaking CiLCA training, approved the following terms: "if the Clerk leaves the employment of the Council within 12 months of the date of successful completion of CiLCA, he will repay 50% of the contribution made by the Council towards the costs of registering and training". The Clerk to arrange his registration of CiLCA.</p>	SB
14.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <p>Cllrs discussed and agreed the updated Allotment Tenancy Agreement for 2018/19, which had been circulated by the Assistant Clerk prior to the meeting, subject to a minor change to item 9(a) to clarify the meaning of keeping an allotment 'clean'. Cllrs also agreed to maintain the current tenancy charges into 2018/19. The Assistant Clerk (Maxine Gray) to issue the Tenancy Agreement to allotment holders.</p> <p>The Clerk outlined the recent site meeting that he and Cllr Holden had attended with the Treasurer of the St Peter & St Paul Church, Nutfield. Cllrs approved a contribution towards maintenance of £600 and an additional £200, from earmarked reserves, towards tree work. The Clerk to advise the Church's Treasurer of this contribution towards Churchyard maintenance for the 2018/19 financial year.</p>	<p>MG</p> <p>SB</p>
15.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>In respect of the forthcoming Parish Assembly in April, the Clerk to write to Martin Fisher, Leader of TDC, to ask for topics he wishes to include in his presentation and to also ascertain whether he requires any Audio Visual equipment. In addition, Cllrs felt that the refreshments at the Assembly should be pared back to teas and coffees only – the Clerk to arrange.</p> <p>Cllr Ford sought and received confirmation that her proposed question, circulated prior to the meeting, about repairing the Cemetery Lay-By could be submitted to the Tandridge Local Committee. The Clerk to action.</p> <p>Cllr Ford advised that she would be attending the next Biffa liaison meeting. The Clerk to contact Biffa to raise the subject of the poor state of the muddy sections of pavement along the A25 to see if they could help improve the situation. Cllr Ford to attend the next TAG-A25 meeting.</p> <p>The Clerk reminded Cllrs that the next TDC Parish Assembly was scheduled for 28 March and that up to two Cllrs per Parish would be able to attend. In addition, the Clerk reminded Cllrs of the date of the RRDRUA AGM and added that the Council's representative may not be able to attend (due to work commitments). All Cllrs to let the Clerk know if they are able to attend either of these events.</p>	<p>SB</p> <p>SB</p> <p>SB</p> <p>SF</p> <p>SB</p> <p>SF</p> <p>ALL</p>
16.	<p>Training (and conferences).</p> <p>The Clerk highlighted the revised dates for local training in GDPR – Cllrs to confirm their availability to the Clerk. Cllr Hall added that he was happy to oversee the Council's progress in reaching compliance prior to the end of the May.</p>	<p>ALL</p> <p>SH</p>
	<p><i>Cllr Hall temporarily left the meeting for the entirety of the following item.</i></p>	

17.	<p>Grant Application</p> <p>The Clerk confirmed that he had received a grant application from the Royal British Legion (RBL) Nutfield Branch with respect to the refurbishment and making safe of the area around the War Memorial in Nutfield. Cllrs discussed the merits of this application and noted the substantial amount of funding that the RBL had already secured from third parties. It was acknowledged that the site's existing choice of materials and method of installation would require frequent repair and that this project was intended to make the site more durable and fit-for-purpose. As a result of discussions, the Council agreed to award £4,500 + VAT using £1,000 from the Council's Grants budget and £4,400 from Community Infrastructure Levy funds (the latter funding stream by virtue of the substantial refurbishment of this public open space). The Clerk to confirm this award to the RBL Nutfield Branch with a caveat that if any further third party funding is secured, that the Parish Council is given the opportunity to reduce its contribution accordingly.</p>	SB
	<i>Cllr Hall returned to the meeting.</i>	
18.	<p>Councillor surgeries and monthly news article</p> <ul style="list-style-type: none"> • Cllrs Johnson and Mowatt confirmed their attendance at the Council's surgery on 17th March. Cllrs Holden and Mowatt volunteered to attend the surgery at the Parish Assembly on 14th April 2018. • Cllrs discussed the production of the monthly Link article and Cllr Hall offered to be the regular author, supported by other Cllrs and the Clerk. A number of topics were raised for inclusion in the next article and Cllrs to advise Cllr Hall of any further items by the end of the week. Cllr Hall to draft and circulate for comment prior to the 12th of March. <p>Cllrs agreed that a separate article in respect of TDC's emerging Local Plan was appropriate and the Local Plan Working Group to draft and, if necessary, secure an extension to the normal submission date from the editors of the Link.</p>	JJ RM RH ALL SH PM
19.	<p>Payment(s)</p> <p>Cllrs approved the list of payments (see Appendix 2: Schedule of Payments) which totalled £9,220.68 and that had been prepared and circulated to Cllrs prior to the meeting. Community Infrastructure Levy reserves were used in respect of the major works to the burial grounds hedge and the new planting of yew to screen the compost area. The Clerk to dispense payments.</p> <p>The Clerk had explained the calculation of the Society of Local Council Clerks subscription and advised that he was still awaiting the website maintenance terms (for 2018/19).</p>	SB
20.	<p>Next meeting date</p> <p>Cllrs noted the next scheduled meeting of the Council on 4 April 2018 at the Nutfield Village Hall, South Nutfield, Surrey, RH1 4JJ at 7.30pm.</p> <p>The Clerk to provide a schedule of ordinary Council meeting dates for the remainder of the year for consideration at the next meeting.</p>	ALL SB
21.	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</p> <p>Nothing discussed under this item.</p>	

Appendix 1: Working Groups

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, General Data Protection Regulations	Kent, David, Stephen and Simon
Community	Fly grazing (Council land), Crime Prevention measures and 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.	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 Tandridge District Council's and Reigate & Banstead Borough Council's Local Plans	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, David, Steve Hanks and Duncan Mallison

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003282	Nick Dance	1,068.00	Cutting allotment hedges and brush-cutting vacant plots
003283	Mrs C A Crutchfield	875.00	Planning advice in respect of Reigate & Banstead Borough Council Regulation 18 consultation
003284	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Nutfield Woodland Burial (February 2018)
003285	The Groundsman Ltd	4,097.64	Refurbishment of burial grounds hedges and new planting of yew to screen compost area. #
003286	Simon Bold	*****	Clerk's salary and office allowance (February 2018)
003287	Simon Bold	74.83	Expenses claimed by the Clerk (February 2018)
003288	Maxine Gray	*****	Assistant Clerk's salary (February 2018)
003289	Maxine Gray	41.10	Expenses claimed by the Assistant Clerk (February 2018)
003290	HM Revenue and Customs	512.72	PAYE and Class 1A NICS (February 2018)
DD*	National Employment Savings Trust (NEST)	90.17	Pension – Employer and employees contributions (February 2018)
003291	Society of Local Council Clerks (SLCC)	127.00	Full membership annual subscription (2018/2019)
003292	Nutfield Memorial Hall	36.00	Hall hire (March 2018 Parish Council meeting)
003293	SSALC Limited	100.00	New Clerks Training (for the Assistant Clerk)
DD*	SES Business Water	33.06	Water charges - allotments
DD*	SES Business Water	10.24	Water charges - cemetery
	Total	£9,220.68	

* Payment scheduled by Direct Debit

Use of Community Infrastructure Levy money