



Nutfield Parish Council

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Minutes of the meeting held on 6 September 2017 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present:

Cllr John Johnson (Chairman), Cllr Sue Ford,
Cllr Stephen Hall, Cllr Rob Holden,
Cllr David Miller and Cllr Kent Sandiford

Attending (all part):

3 visitors
District Cllrs Gill Black, Tony Elias and
Debbie Vickers

Meeting opened at **7:30pm** and closed at **9:45pm**.

In attendance: Simon Bold, Clerk

1.	Chairman to open the meeting. Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. Cllrs Sarah Collecott, Rigel Mowatt and Paul Murray had all provided apologies prior to the meeting.	
3.	Code of Members' Conduct The Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting. In accordance with the Council's Code of Conduct, Cllrs Johnson and Holden notified the meeting of their 'Disclosable Pecuniary Interest' in respect of item 9 'Planning' and applications 2017/1611/TPO and 2017/1745/TPO respectively. No other Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda.	
4.	Public Session The following subjects were raised: a planning application, hedge-cutting work and the Local Plan Garden Village consultation.	
5.	Report from County & District Councillors District Cllr Debbie Vickers provided a brief update (verbal) on behalf of County Cllr Rose Thorn on the subject of the lay-by outside Nutfield Cemetery and the 'siding-out' (removal of soil and vegetation) from the pavement running alongside the A25. District Cllr Vickers then spoke about future use of the Community Infrastructure Levy (CIL) and District Cllrs Gill Black and Tony Elias raised the future cutting of roadside verges in light of a proposed reduction of funds from Surrey County Council (SCC).	
6.	Acceptance of last minutes The Clerk had prepared and circulated minutes of the meeting held on the 2 August 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.	Reports from the Assistant Clerk and Clerk including highways matters. Cllrs confirmed receipt of the Assistant Clerk's (Maxine Gray) reports which had been circulated prior to the meeting. <ul style="list-style-type: none"> Cllrs discussed the suggestion by Tandridge District Council (TDC) that Parish Councils consider contributing to the funding of highways verge cutting (using CIL) in light of reduced funding by SCC in the next financial year. Cllrs felt that the 	

	<p>proposal lacked detail and that, as it stood, it could result in pressure on the Parish to commit funds into future years – the Parish Council has no way of forecasting the amount of CIL income in future years so any scheme of this nature would be uncertain. As a result, Cllrs felt that this proposal by TDC was currently unsustainable and the Clerk to send a note to TDC to this effect. The Clerk had already asked TDC and District Cllrs that this matter be raised and discussed at the next TDC Parish Assembly.</p> <ul style="list-style-type: none"> • Cllrs discussed a request from SCC for the Parish Council to distribute notifications of overgrown vegetation, alongside the highway, to local residents in the Parish of Nutfield. Following discussion by Cllrs, the Clerk to reply to SCC requesting, firstly, a letter setting out the responsibilities of landowners to be published on the Parish Council's website and secondly, an article from SCC for publication in the Nutfield Link. • The Clerk reported that the Nutfield War Memorial Fund and Village Hall Trustees had confirmed that the Parish Council would not incur any costs in association with the Trust's request to have a fully independent website (currently bundled together with the Parish Council's website). Cllrs were happy to accept the request and the Clerk to obtain a release code for use by the Trustees. • Cllrs discussed the current nomination of a Parish Cllr to the Nutfield War Memorial Fund and Village Hall Trust management committee. On balance, Cllrs felt it preferable not to continue with this nomination or attendance of Trust meetings in order to make clear that the Parish Council had no role as a Trustee. The Clerk to advise the Trust of this decision and to confirm that as a user of the hall the Council will raise any matters with the Trust, should they arise. <p>The Clerk recommended that he pass correspondence from the War Memorial Hall Trustees about ground rent to the Charles Maw Trust (land-owner) for action. Cllrs accepted this and the Clerk to confirm the action of the Parish Council to the War Memorial Hall Trustees.</p> <p>The Clerk provided Cllrs (for information) with advance notice of activity on a number of topics as follows: possible site visit by SCC to look at parking issues on Mid Street; TPO request outcome; results of external audit; possible tree work once the current tree survey is completed, other land management work (e.g. boundaries) and notice board quotes (one new board and the refurbishment of two others).</p> <p>The Clerk to respond to Weller Hedleys to seek an estimate for scanning archived correspondence, reports and other documents relating to the Council. Cllrs felt that paper files were unmanageable for everyone. In addition, the Clerk to remind the solicitor of the request to provide an outline of its general charges.</p>	SB SB SB SB SB
8.	<p>Finance</p> <ul style="list-style-type: none"> • The Clerk confirmed the Council's current bank balances as follows: Current Account £200 and Reserve Account £70,888. In addition, the Clerk had provided, prior to the meeting, a financial statement for the current financial year ending 31 August 2017 for Cllrs' information. Cllr Miller requested that, if possible, the Clerk provide a brief variance report each month to go with the statement. • The Clerk set out the timetable for producing the 2018/19 budget and Cllr Johnson suggested that the Finance Working Group meet in October (open to all Cllrs) to prepare an initial budget for review and discussion by full Council in November. The Clerk added that the final budget would need to be approved at the Council's December 2017 meeting. 	SB JJ
9.	<p>Current Planning Applications</p> <p>In respect of the eleven applications notified by TDC since the previous Parish Council meeting, Cllrs resolved, as follows, to:</p> <ul style="list-style-type: none"> • <u>2017/1559</u> Queens Head, High Street, Nutfield, RH1 4HH (Advertisements) Cllrs requested that if TDC were minded to approve, that they add a condition to ensure that external floodlighting would not adversely affect neighbouring properties and that it would be switched-off 30 minutes after closing time. • <u>2017/1560</u> Queens Head, High Street, Nutfield, RH1 4HH (Listed Building Consent) As 2017/1559 above. 	

	<i>While Cllrs reviewed the next application 2017/1611/TPO, Cllr Johnson temporarily left the meeting and Cllr Sandiford chaired the meeting in his absence.</i>	
	<ul style="list-style-type: none"> • <u>2017/1611/TPO</u> Chestnut Brook, 8 Ridge Green, South Nutfield, RH1 5RN Cllrs had no wish to comment. • <u>2017/1627</u> 9 Mid Street, South Nutfield, RH1 4JU Cllrs had no wish to comment. • <u>2017/1673</u> 16 Peytons Cottages, Nutfield Marsh Road, Nutfield, RH1 4JB Cllrs had no wish to comment. 	
	<i>While Cllrs reviewed the next application 2017/1745/TPO, Cllr Holden temporarily left the meeting.</i>	
	<ul style="list-style-type: none"> • <u>2017/1745/TPO</u> Avenue Cottage, The Avenue, South Nutfield, RH1 5RY Cllrs had no wish to comment. • <u>2017/1427</u> Brookside Cottage, Crab Hill Lane, South Nutfield, RH1 5PG Cllrs had no wish to comment. • <u>2017/1461</u> Leather Bottle Cottage, Nutfield Marsh Road, Nutfield, RH1 4EU Cllrs had no wish to comment. • <u>2017/1575</u> Leather Bottle Cottage, Nutfield Marsh Road, Nutfield, RH1 4EU (Listed Building Consent) Cllrs had no wish to comment. • <u>2016/232/Cond1</u> RNIB, Queens House, Philanthropic Road, Redhill, RH1 4DG Cllrs had no wish to comment. • <u>2017/1790</u> South Lodge, Bletchingley Road, Nutfield RH1 4HN Cllrs had no wish to comment. <p>The Clerk to advise TDC of the Parish Council's comments in respect of the above. Cllrs discussed the draft letter (prepared with the assistance of the Council's Planning Advisor) about TDC's current interpretation of the rural exception terms applying to the Kings Cross Lane site. Cllr Miller suggested one amendment and on this basis the Clerk to send a letter to TDC Planning Department seeking support for the Parish Council's alternative view of how the terms should be applied.</p> <p>Cllrs discussed the request from TDC, circulated prior to the meeting, for the nomination of infrastructure items by Parish Councils for possible inclusion within the TDC Infrastructure Development Plan. Cllr Ford had already provided some suggestions and all Cllrs to provide further items to be compiled by the Clerk by the next meeting and then reviewed by the Finance Working Group. Cllr Miller to approach District Cllr Vickers for a copy of the list she had already drawn up. Cllrs noted that the developer for the Kings Cross Lane site intended to lodge an appeal against the latest TDC planning decision. No details, as yet, had been posted by TDC to their website.</p>	SB SB ALL DM
10.	<p>Working Groups</p> <ul style="list-style-type: none"> • The Clerk confirmed that reports had been provided, prior to the meeting, by the Cemetery, Highways, Land, Local Plan, Planning and Transport (Aviation) Working Groups. Cllr Miller, on behalf of the Staffing Working Group, advised that the Assistant Clerk's appraisal was in hand and that an appraisal meeting would be arranged before the end of the month. The Clerk's appraisal would also be actioned shortly afterwards. <p>The Clerk advised that the Land Working Group were in the process of obtaining quotes for several potential grounds maintenance jobs at the Cemetery and Allotments. These would be presented at the next meeting.</p> <p>Cllr Johnson replied to a handful of questions from Cllrs about Local Plan activities which included details of a proposed meeting with businesses based at Redhill Aerodrome on the same day as the public meeting (see the next agenda item for more information on discussions about the Local Plan). Cllrs raised the point that a number of objections from local people included concerns about traffic volumes in the Reigate area.</p> <p>Cllr Ford queried the apparent lack of activity of the Communications Working Group (no reports had been produced in recent months) and Cllr Johnson confirmed that a separate Local Plan emailing list had been drawn up following TDC's public exhibition</p>	DM RH DM

	<p>and Cllr Miller offered to discuss Communications with Cllr Ford in more detail (outside of the meeting).</p> <ul style="list-style-type: none"> • There were no new projects or changes to the memberships of Working Groups. 	
11.	<p>Local Plan</p> <p>Cllrs discussed and agreed the following:</p> <p>a) That the key points in preparing the Council's formal response to the Local Plan Garden Villages consultation had been covered in the planning advisor's quotation of work and therefore Cllrs approved the related expenditure of £1,550. Cllr Hall had proposed approval and Cllr Sandiford seconded. The Clerk to advise the Planning Advisor to proceed.</p> <p>b) To approve £500 for expenditure in respect of publicity material, hall hire and other items to enable the Council to raise awareness and encourage local residents to respond to the current Local Plan consultation. Cllr Hall had proposed approval and Cllr Miller seconded. Cllrs voiced their appreciation to the Nutfield Village Hall Ltd for assistance with booking the Hall.</p> <p>c) The Redhill Aerodrome Consultative Committee (RACC) should not permit Thakeham Homes (the potential developer of Redhill Aerodrome) to participate in RACC meetings. Cllr Johnson to advise the RACC chairman of this.</p> <p>The Clerk added that he was forwarding all copies of correspondence from residents in respect of the Local Plan Garden Village consultation (all objections so far) to Cllrs for their information. He also checked that Cllrs had seen the formal consultation document from TDC, which Cllrs acknowledged. Cllr Johnson to re-send the Clerk's email that showed the Redhill Aerodrome proposals such as masterplan imagery. In respect of comments from the public received by the Clerk, Cllrs asked that he include in his acknowledgement an invitation to the sender to be added to the Council's Local Plan email distribution list and to remind them that each member of a household can, and should, make their individual views known to TDC.</p> <p>The Clerk confirmed that he was waiting for news on the Local Plan maps he had requested from TDC. If necessary, he will chase for news in the next couple of days</p> <p>Cllr Ford asked for more information about the preparations for the public meeting in Nutfield. Cllrs Holden and Miller added that they felt the meeting should be structured to create a focus of attention and so Cllrs agreed to discuss this in more detail at a short briefing meeting on the evening of 20th September. In the meantime, Cllr Johnson to take forward the suggestion of inviting the local press.</p> <p>Cllrs agreed that the Clerk was unable to respond to a generic letter from an organisation called the Redhill Aerodrome New Garden Community as no reply details had been provided.</p>	<p>SB</p> <p>JJ</p> <p>JJ</p> <p>SB</p> <p>SB</p> <p>ALL</p> <p>JJ</p>
12.	<p>Local Transport</p> <p>Cllrs acknowledged and noted the Aviation Report and a supplementary note that had been circulated by the Clerk prior to the meeting. No action was considered necessary at this point. Cllrs requested that the Clerk send a 'thank you' message to Steve Hanks for his ongoing work in providing Aviation updates.</p>	<p>SB</p>
13.	<p>Events (public) and meetings of Outside Bodies (other than transport groups)</p> <p>The Clerk provided details of a number of events as follows: Surrey Association of Local Councils (SALC) AGM and the Clerk to send a copy of the itinerary to Cllr Johnson; the Council's own Local Plan public meeting on the 21st September starting at 8pm using exhibition displays from TDC; the Tandridge Local Committee on 22nd September (nothing to be raised); Village Hall Committee meeting on 11th September – Cllr Johnson to attend; RACC meeting on 13th September – Cllr Johnson to attend; TAG-A25 and Biffa Liaison meetings on the 28th September – Cllr Ford to attend; GACC meeting on 17th November; 'smart' M23 exhibitions on 29th-30th September at Gatwick and 6th-7th October at Nutfield Lodge and, finally, the TDC Parish Assembly meeting on 29th September (attendees to let the Clerk know).</p> <p>Cllr Johnson to enquire further about a fact-finding tour of the new ambulance station at Redhill Aerodrome for Cllrs.</p>	<p>SB</p> <p>ALL</p> <p>JJ</p> <p>JJ</p> <p>SF</p> <p>ALL</p> <p>JJ</p>

14.	Training (and conferences). Cllrs approved expenditure to a maximum of £48 (net) for the Clerk's attendance of a Data Protection Regulation Compliance training course organized by SALC. The Clerk had circulated the SALC 2018 training schedule to Cllrs prior to the meeting and Cllrs Holden and Collecott had already responded identifying areas of interest.	ALL
15.	Grant Applications None received. The Clerk to circulate correspondence from the Nutfield Village Hall Limited about a potential grant.	SB
16.	Councillor surgeries and monthly news article <ul style="list-style-type: none"> • Cllr Johnson agreed to draft the next Link article for publication at the beginning of October. Items raised for inclusion were the Local Plan (consultation period ending 9 October 2017) and changes to local Policing – Cllrs voiced their appreciation of PCSO Vikki Seymour's assistance to the community during her tenure at Nutfield. • Cllrs discussed the dates of future surgeries and Cllrs Johnson and Hall agreed to attend on 23rd September and Cllr Holden agreed to attend on the 7th October with either Cllr Johnson or Paul Murray to confirm. 	JJ JJ SH RH PM
17.	Payment(s) Cllrs approved the list of payments (see Appendix 1: Schedule of Payments) which had been prepared and circulated to Cllrs prior to the meeting. Cllr Ford had proposed approval and Cllr Holden had seconded. The CIL reserves were not used on this occasion. The Clerk to dispense payments.	SB
18.	Next meeting date(s) Cllrs noted the next scheduled meeting of the Council on 4 October 2017 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ at 7.30pm.	ALL
19.	<u>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</u> No items were discussed under this item.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
003210	Redhill Farm Services	240.00	Grass cutting (mid-Summer) in Jubilee Fields
003211	Paul Murray	41.94	Expenses claimed in respect of stationery supplies (Local Plan project)
003212	Simon Bold	*****	Clerk's salary and office allowance (August 2017)
003213	Simon Bold	149.32	Expenses claimed by the Clerk (August 2017)
003214	Maxine Gray	*****	Assistant Clerk's salary (August 2017)
003215	Maxine Gray	6.00	Expenses claimed by the Assistant Clerk (August 2017)
003216	The Post Office Limited	609.54	PAYE and Class 1A NICs (August 2017)
DD*	National Employment Savings Trust (NEST)	95.78	Pension – Employer and employees contributions (August 2017)
DD*	SES Business Water	161.47	Water usage and service charge – allotments – for the period 30/01/17 – 22/08/17

DD*	SES Business Water	19.61	Water usage and service charge – cemetery – for the period 31/01/17 – 30/08/17
003217	The Groundsman Ltd	600.00	Grounds maintenance for Nutfield Cemetery and Woodland Burial Area (August 2017)
003218	Nutfield Memorial Hall	36.00	Hall hire (6 September 2017)
	Total	£3,629.41	

* Payment scheduled by Direct Debit