



Nutfield Parish Council Minutes **Memorial Hall, High Street, Nutfield, Surrey** **3rd July 2019**

Meeting opened at **7:30pm** and closed at **10.32pm**.

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

Councillors (Cllrs) present:

Cllr John Johnson (Chairman)
 Cllr Stephen Hall (Vice-Chairman)
 Cllr John Clarke
 Cllr Jon Dadswell
 Cllr Sue Ford
 Cllr Dean Holborn

Apologies:

Cllr Rigel Mowatt

Attending:

2
 visitors
 District Cllr Vickers

Apologies

District Cllr Elias
 District Cllr Black

In attendance: Nicky Chiswick (NC), Clerk

1.	The Chair to open the meeting Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. Apologies received from Cllr Mowatt, Cllr Black and Cllr Elias.	
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. <ul style="list-style-type: none"> - Cllr Dadswell and Cllr Clarke confirmed an interest (as a friend) in item 7 – planning application 2019/1080 - Cllr Holborn confirmed an interest (as the property owner) in item 7 planning application 2019/1080 - Cllr Johnson confirmed an interest (as a friend) in item 7 – planning application 2019/939 and 2019/977 - Cllr Hall confirmed an interest (as the Chairman and author of grant) in item 13 (Grant Application from NVHL) 	
4.	Public Session <ul style="list-style-type: none"> - Parishioner asked about the road markings on Kings Cross Lane. Council advised that notice had been received from SCC of works due on the road within 18 months but could not comment further. Council also advised that the road markings were not the work of SCC. - Parishioner enquired about Sam Gyimah meeting that was on Agenda under point 9. Cllr Johnson advised of the meeting due on the 11th July with Sam Gyimah, Gatwick, Heathrow, CAA, NPC and NCS to discuss Gatwick Route 3. - Michaela Blackburn introduced herself as the Community Officer for TDC. She covers Godstone, Bletchingley, Nutfield, Smallfield and Outwood. She is a tier within TDC that is more field based and her main focus at the moment is fly tipping and anti-social behaviour. She is not involved in planning and has no powers for parking issues. NPC advised Michaela of Nutfield Cemetery Layby hygiene issues 	

	(the cemetery and layby being used by layby users as a toilet, and the rubbish is increasing).	
	<i>Cllr Holborn entered at 7.43pm</i>	
5.	<p>Report from County & District Councillors</p> <p>Cllr Vickers</p> <ul style="list-style-type: none"> • Advised of a bin replacement review taking place by TDC • Advised NPC know of an 'Open Space Strategy' taking place. Clerk to contact TDC • The Kings Cross Lane development of 'affordable' houses that are up for sale – the spec has changed but within the footprint so allowed under the planning remit. • Updated NPC that Trindles Road HMO has three occupants remaining. Work in progress. • Cllr Vickers will be recommending 2019/13 (Eugene Bann Tennis Centre, Crab Hill Lane, South Nutfield RH1 5PG) to go to committee on the 24th July. • TDC has been awarded a £150,000 Area Action Plan grant for Godstone Garden Community to fund an external company to action next steps. <p>Clerk read out message she had received from Cllr Black, who had been approached by a lady who lived in Station Approach South – message was 'Station Approach and the little copse (overgrown, a mess and a tree that needs topping)'. Clerk to take a look to see what land is in question.</p>	<p>NC</p> <p>NC</p>
6.	<p>Acceptance of Last Minutes</p> <p>The Clerk had prepared and circulated minutes of the meeting held on the 5th June 2019. 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.</p>	NC
7.	<p>Planning Applications</p> <p>In respect of the 11 applications notified by TDC since the last Parish Council meeting, it was resolved that:</p> <p><u>2019/961</u> - 34 Kings Cross Lane, South Nutfield RH1 5NU 7 x two storey, 3-bed detached and semi detached dwellings with associated parking and amenity space involving demolition of stable buildings (Outline) Comment – Utilise same objections as previous objection once Clerk has heard back from TDC regarding missing paperwork from application. Forward to Carole Forrest accordingly.</p> <p><u>2019/828</u>- Cherry Tree Cottage, Kings Cross Lane, South Nutfield RH1 5NS. Change of use from Residential Dwelling to C3 (b) for six people living together as a single household and receiving care (Application for a Certificate of Lawful Development for a Proposed Development) Comment – NPC to object, but to gain further input from Carole Forrest.</p> <p><u>2019/1039</u> - 6 Kings Mead, South Nutfield RH1 5NN. First floor side/rear extension. Comment – No objections</p> <p><u>2019/1021</u> - The Hayloft, The Steading, Nutfield Marsh Road, Nutfield RH1 4EU. Erection of single rear extension Comment – No objections</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p>

<p><u>2019/1092</u> 7 Ridge Green Close, South Nutfield RH1 5RW <i>Erection of part two storey/part single storey front extension</i> Comment – No objections</p>	NC
<p><u>2019/1080</u> Cedarwood, Kings Cross Lane, South Nutfield RH1 5NS <i>Erection of single storey rear extension creating infill between outbuilding and main dwelling.</i> <i>Cllr Dadswell, Cllr Holborn and Cllr Clarke declared an interest and left the room for this part of the discussion</i> Comment – No objections</p>	NC
<p><u>2019/940</u> Brookside Cottage, Crab Hill Lane, South Nutfield RH1 5PG <i>Erection of a two storey rear extension and a single storey rear extension. Open veranda to rear and part side elevation</i> Comment – No objections</p>	NC
<p><u>2019/939</u> Granary Cottage, Kings Cross Lane, South Nutfield RH1 5NP <i>Single storey rear extension including demolition of existing, glazed corridor to rear and use of detached granary as ancillary residential accommodation.</i> <i>Cllr Johnson declared an interest and left the room for this part of the discussion</i> Comment – No objections</p>	NC
<p><u>2019/977</u> Granary Cottage, Kings Cross Lane, South Nutfield RH1 5NP <i>Single storey rear extension including demolition of existing, glazed corridor to rear and use of detached granary as ancillary residential accommodation. (Listed Building Consent)</i> <i>Cllr Johnson declared an interest and left the room for this part of the discussion</i> Comment – No objections</p>	NC
<p><u>2019/864/N-</u> Land to the West of South Hale Farm, Moat Lane, South Nutfield RH1 5PF. <i>Addition of 300mm topsoil to land.</i> Comment – Councillors approved Carole Forrest's response/report and fully approved the spend of £140 for the report.</p>	NC
<p><u>2018/2308/Cond1</u> Little Hundith, Kings Cross Lane. <i>Details pursuant to discharge condition No. 7 (Materials) of planning permission Ref: 2018/2308 dated 14/02/2019 (Removal of condition 2 (Approved Plans) of planning permission ref: 2018/1072 dated 14/09/2018 to include further details of the development on the plans (Demolition of existing commercial buildings and the erection of 7 dwellings with associated access and parking))</i> <i>Review the updated condition, and propose to ask Carole Forrest to review as per the last two applications 2018/2308 (approved) and 2018/1072.</i> Comment – Carole Forrest advised that the cond1 was a material usage confirmation and no comment from NPC was required. Councillors agreed to this.</p>	NC
<p>Green Activity Park – Clerk advised of communication received Wednesday 3rd July from Jennings Nicholson Associates asking for NPC comment on Scoping request. It was discussed and fully agreed to respond with '<i>Nutfield Parish Council have no comments on scoping request for Nutfield Green Park. We await to see the full planning application</i>'. Clerk to respond.</p>	NC
<p>(2019/13) Eugene Bann Tennis Centre, Crab Hill Lane, South Nutfield RH1 5PG – Cllr Vickers advising that this planning application should go to</p>	

	committee on the 24 th July. Councillors discussed, and agreed to ask Carole Forrest to either represent NPC, or prepare the three-minute document based on the previous objection. Clerk to contact TDC to ask for NPC to be added to the agenda for our representation.	NC
8.	<p>Reports from the Clerk</p> <p>1. Defibrillator – <i>The Clerk advised that further to the request from the General Public session on the 5th June meeting, she had spoken to the NVHL and they wished to keep responsibility of the Village Hall Defibrillator, as it is their asset. Clerk presented a generic Village Hall Defibrillator poster to the councillors and this was fully approved. Clerk to send out poster to interested community groups and business's to put on show. The poster to be used as the poster for all to advertise the Defibrillator.</i></p> <p>Councillors agreed for the Clerk to contact Memorial Hall to ask if they had considered having a defibrillator externally to the hall to allow more coverage of the parish having access to one of these devices. Clerk to action.</p> <p>2. NHW – <i>One of the members of Neighbourhood Watch (NHW) has changed, and asked for an update on NHW. Cllr Johnson had started the NHW and is the current coordinator. Due to other commitments, Cllr Johnson will be emailing the current NHW members to pass the coordinator role onto someone else.</i></p> <p>3. Village Hall Office – <i>The Clerk advised that this is work in progress, with costs of the project being pulled together. Cllr Hall presented the colour printers, which would be suitable for the Village Hall office. Fully agreed to purchase the Xerox printer from Printerland.co.uk. Spend had been agreed at June meeting to come from General Reserves. Clerk to purchase.</i></p> <p>4. Comp slips – <i>approved spend of £30 plus postage for comp slips (500). Clerk to purchase. The following was then agreed - the Parish Council address to be the Nutfield Village Hall once permission from NVHL has been granted. Clerk to purchase post box (as part of the £1500 CIL money). Once permission granted, and post box purchased/installed, change of address to take place.</i></p> <p>5. Remembrance – <i>discussed and fully agreed to support the NRBL in remembrance wreath spend (£350)- to include the cemetery war graves again as last year was a great success. Clerk presented and council fully agreed to support £350.</i></p> <p>6. Other correspondence</p> <ul style="list-style-type: none"> - <i>No correspondence report sent prior to meeting as nothing new to add at the time.</i> - <i>Discussed basketball court and the football box. Leave where it is for now.</i> - <i>Clerk shared the Rural Housing Week communication with councillors. No questions.</i> 	<p>NC</p> <p>NC</p> <p>JJ</p> <p>NC</p> <p>NC</p> <p>NC</p>
9.	<p>Local Transport</p> <p>Sam Gyimah meeting with CAA, Gatwick, Heathrow, NCS and NPC (regarding route 3) confirmed for 11th July. Agenda discussed, fully agreed, and Clerk to send to Sam Gyimah to distribute. Paul Murray to attend, alongside Nutfield Conservation Society. Agreed to cover travel expenses for Paul Murray and for his remit to be "NPC, working with other interested parties, wish to continue to progress the work involved in changing the flight track and the existing height suppression that applies to Gatwick Departure Route 3. Any changes should aim to improve the noise generated by the existing operation of this route for residents of the Parish of Nutfield."</p>	NC

10.	<p>Finance</p> <ol style="list-style-type: none"> 1. The Clerk confirmed the total reserve bank balance of £165,721.45 (of which £84,953.67 CIL money is included in this – this is ring-fenced) and current bank balance £200. Clerk presented the bank reconciliation (May 2019) to the Chairman (Cllr Johnson) for signing – Cllr Johnson signed. 2. Cemetery finances had been circulated previously to councillors. Summary: Budget: £20,000, income: £10,417.00 (advised of one funeral taking place w/c 1st July which we have not yet received the payment) and expenditure: £3795.11 3. 1st Quarter Budget review sent to Councillors. Clerk asked if any questions. None asked. 4. Presented CIL Report for 2018/2019, which has been sent to Tandridge District Council and is available on the NPC website. Noted – agreed to remove Cemetery Maintenance from CIL and add back to normal funds. 5. Presented Annual VAT return for 2018/2019, which has been sent to HMRC. No questions 	NC
11.	<p>Police Update</p> <p>Clerk advised of the dates for the next meeting. New proposed date to be 16th September. Clerk to check with PSCO Wells.</p> <p>PSCO Wells had sent two emails to the Clerk prior to the meeting – the Clerk read out both emails.</p> <p>Councillors discussed and agreed to respond advising there is no known land for a car park, provide new date of the 16th September, ask for update on housing association and houses that were due to be contacted and advise of NPC August meeting date and place.</p> <p>Top three priorities for the parish were agreed as Trindles Road HMO, Parking on Kings Cross Lane and Drug related issues in the Parish.</p>	NC
12.	<p>VE Celebration 2020</p> <p>Cllr Holborn presented idea for May bank holiday VE Celebration event for the parish in 2020. Plans could include tea party during the day and a dance in the evening. Tickets to clear the costs and priced accordingly with profits going to a local charity. Utilise school grounds and allow school to use for collective worship. Proposed for NPC to underwrite the event. Clerk to discuss insurance requirements with insurance company, and speak with SSALC to what the Parish Council can and cannot do in relation to this event. The concept was agreed by all councillors if NPC allowed as per above.</p>	NC/DH
13.	<p>Grant Applications</p> <p><i>Cllr Hall declared an interest in the Application as Chairman of Nutfield Village Hall Limited and left the room for this part of the discussion.</i></p> <p>A fully completed grant application had been received from the Nutfield Village Hall Limited. It was circulated to Cllrs in advance of the meeting. Cllrs discussed and considered this application. Based on the huge number of community usage the Village Hall receives and the lighting is a more efficient system, Cllrs agreed to provide financial support of £1500 to part fund the lighting replacement – money to come from the Community Infrastructure Levy. The Clerk to notify the NVHL and send the Council's standard award letter.</p> <p>The Clerk noted and advised Councillors that letter (dated 3rd July 2019) was received by Charles Maw Trust asking Nutfield Parish Council to carry out Tree Survey for the land behind Nutfield Memorial Hall. It was agreed for the</p>	NC

	Clerk to gain a quote from ATS as this company have provided NPC Tree Surveys and NPC need to be consistent with Tree surveys.	NC
	Agreed for the Clerk to ask the Village Gardener to cut back the Memorial Hall Playground as it is very overgrown.	NC
14.	<p>Working Groups Amended with Cllr Dadswell heading up Community Working Group and Cllr Ford stepping out of Community Working Group.</p> <p><u>Communications</u></p> <ul style="list-style-type: none"> - Clerk advised that new phones and packages were in place for both Clerk and Assistant Clerk - Fully discussed the Pear network solution from Microshade and fully agreed for spend for one off cost of £125 and monthly cost of £27.00 <p><small>Noted – Cllr Holborn left the room</small></p> <p><u>Staffing</u> After receiving one applicant for the Project Coordinator role, it was agreed to spread the recruitment further as the role had only been advertised in the Link and needs to be online to reach a further audience. Clerk to action with a two-week deadline.</p> <p><u>Finance</u> Cemetery pricing structure had been circulated to Councillors prior to the meeting with justification and structure. Fully agreed to adapt strategy with effect from 1st August and for new pricing to be adopted on 1st April each year.</p> <p><small>Noted – Cllr Holborn reentered the room</small></p> <p><u>Highways</u> – No highways report. Noted that Cllr Hall and Clerk had met with J Gaywood for her to take on highways report accordingly. She has the information and will work with both Cllr Hall and the Clerk to report on highways issues moving forward.</p> <p>Cllr Hall to write to the Cabinet member for Highways at SCC regarding Crab Hill Lane. The letter will be circulated to councillors before sending.</p> <p><u>Cemetery</u> – Cemetery report was circulated to councillors prior to the meeting and fully agreed.</p> <ul style="list-style-type: none"> - Discussed and agreed the subsequent bench request for Mr Smith to allow him to place under tree. - Kerbing Policy has been agreed as Width 2.5 foot, Length 6.5 foot and Height 6 inches. No vases to be placed on top without the relevant applications. Clerk to add to regulations when updating pricing. - Link Article – agreed by all. Clerk to send to Cllr Hall to add. - It has been noted that NPC has received a number of complaints in relation to the cemetery. Clerk to respond, and Clerk to speak with Groundsman accordingly to get cemetery back on track. Noted, the wet weather has accelerated vegetation growth over last month, along side spring wild flowers are still in bloom. 	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC</p> <p>SH</p> <p>SA</p> <p>SA/NC</p> <p>NC/SH</p> <p>NC</p>
	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.	
15.	<p>Groundworks, land and tree management (including burial grounds and allotments)</p> <ul style="list-style-type: none"> - Allotment Skip – Confirmed Skip is booked for the 15th July and for Mick Tamplin to attend with his machinery. Allotment holders will be advised ASAP of this arrangement. - Clerk updated Councillors of the recent allotment check and those Tenancy agreements/fees that had not been returned. - Fencing around individual plots to deter deer was agreed. Assistant Clerk to advise individual plot holders that have advised of such fencing, that they have permission for this to be erected. 	<p>SA</p> <p>SA</p>

	<ul style="list-style-type: none"> - Detail on the Oak Processionary Moth was shared, and Clerk aware of the procedure should it appear on Parish land. - Clerk advised that the Jubilee field will be cut in the next 6 weeks. 	
16.	Events (public) and meetings of Outside Bodies (other than transport groups) RACC – AGM 26 th July. Route 3 meeting 11 th July – Cllr Johnson, Paul Murray and NCS to attend Biffa Liaison meeting 11 th July. Cllr Ford cannot attend, and no Councillors can take her place. Clerk to attend tour and stay for meeting (until 2.45pm)	NC
18.	Councillor surgeries and monthly news article <ul style="list-style-type: none"> • 20th July – Cllr Johnson and Cllr Dadswell • 14th September – Cllr Hall and Cllr Johnson Next link article to include – Defibrillator, hedges, Road painting, community officer, NHW, VE Celebration, PC role. Plus Def notice and Cemetery article. Good Neighbours to be included.	JJ/JD SH/JJ SH
19.	Training (and conferences). None	
20.	Payment(s) Cllrs approved the list of payments that had been prepared and circulated by the Clerk prior to the meeting (see Appendix 2: Schedule of Payments) which totaled £7,507.00 (VAT inclusive). Clerk to dispense payments.	NC
21.	Any other business the chairperson is of the opinion should be considered a the meeting as a matter of urgency N/A	
22.	Notification of business for inclusion on the next agenda	
23.	Next meeting date(s) Cllrs noted that the Council's next meeting would take place on 14 th August 2019 at Nutfield Village Hall, Mid Street, South Nutfield, RH1 4JJ at 7.30pm.	ALL
24.	Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960: Nothing discussed under this item.	

Appendix 1 – Working Groups

(Amended July 3rd 2019)

<i>Working Group</i>	<i>Tasks and projects</i>	<i>Members</i> <i>(Heads <u>underlined</u>)</i>
Cemetery	Burial records and customer service	<u>Sue</u> , Stephen, Nicky and Sarah
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency, General Data Protection Regulations	<u>Stephen</u> and Nicky
Community	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people.	<u>Jon</u> , Dean and Stephen
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>John J</u> , Rigel, John C and Nicky
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>Stephen</u> , Sue, Rigel, and Sarah
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).	Sue, Rigel, Dean Sarah and Nicky
Local Plan	Research and preparation of formal response to Tandridge District Council's and Reigate & Banstead Borough Council's Local Plans	<u>John J</u> and Rigel
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt.	<u>John J</u> , John C and Rigel
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	<u>John</u> , Jon, Nicky and Sarah
Transport	All matters relating to airfields and airports including consultations, local railways.	John, Steve Hanks and Duncan Mallison
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u> , John C and Jon

Appendix 2 – Schedule of Payments

Schedule of Payments
1st July 2018

NUTFIELD PARISH COUNCIL

Ref	Ref	Page	Date of Meeting	Ward	Ward (N)	Ward (H)	Ward (S)	Ward (E)	Ward (W)
1001	1001	1001	1001	1001	1001	1001	1001	1001	1001
1002	1002	1002	1002	1002	1002	1002	1002	1002	1002
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Signed

Nutfield Parish Clerk

1st July 2018

1st July 2018

1st July 2018

Nutfield Parish Council

Nutfield Parish Clerk

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