



## Nutfield Parish Council Minutes

Nutfield Village Hall

1<sup>st</sup> February 2023

Meeting opened at 7.30pm and closed at 10.00pm.

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

### Councillors (Cllrs) present:

Cllr Sue Ford  
Cllr Rigel Mowatt (Vice Chair)  
Cllr Duncan Mallison  
Cllr Aled Duggan  
Cllr Dean Holborn  
Cllr John Clarke  
Cllr Ian Reeve

### Apologies:

Cllr Jon Dadswell (Chair)  
Cllr Liam Hammond TDC

### Attending:

Cllr Gill Black TDC  
Helena Windsor

**In attendance:** Tim Forster, Clerk

1.	<b>The Vice Chair to open the meeting.</b> Cllr Mowatt opened the meeting at 7.30pm. Cllr Holborn arrived 7.36pm	
2.	<b>Councillor apologies for absence.</b> Apologies had been received from Cllr Dadswell and Cllr Liam Hammond from Tandridge DC.	
3.	<b>Code of Members' Conduct</b> <i>To receive disclosure of any changes to Councillor's Notification of Disclosable Pecuniary &amp; Other Interests Forms and to receive disclosure by Councillors of any Disclosable Pecuniary Interests and/or other interests arising under the Code of Conduct in respect of any items on the agenda.</i>  The Clerk confirmed that no Councillor had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting.	
4.	<b>Public Session (max 20 minutes)</b>  Helena Windsor introduced herself and explained that she was a former Surrey CC Councillor. She told Council that she was intending to stand at the next Council elections, as an Independent candidate, for the vacancy to replace Gill Black who is not standing.	
5.	<b>Report from County &amp; District Councillors (10 minutes max)</b>  Cllr Gill Black reported that she had attended a meeting run by Surrey County Council about the Pendell Transit Camp Site. Cllr Black found the meeting was unsatisfactory due to the fact that several attendees had not been aware that they	

	<p>needed to have registered in advance in order to be allowed to speak. The meeting concluded with a deferment of a decision and a further meeting will take place in March. Cllr Black will register and attend. The Council offered to engage Carole Forrest to draft some information to be presented at the next meeting.</p> <p>Cllr Hammond from TDC had corresponded about the Boundary Commission Review. He stated that the Conservative Group's recommendation is not to change the boundaries. The 2024 election will require all district councillors to stand for election, with 3 councillors in each ward. In order to return to annual elections, of the 3 DCs elected, the one with the least votes will serve a 2 year term, the one with the second most votes will serve for 3 years, and the one with most votes will serve a full term of 4 years</p>	TF
6.	<p><b>Acceptance of Last Minutes</b></p> <p>The Clerk had prepared minutes of the meeting held on the 4<sup>th</sup> January 2023. 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>	
7.	<p><b>Planning Applications</b>  <i>To discuss and review (including any expenditure) the planning applications and appeals notified by Tandridge District Council (TDC) and Surrey County Council (SCC) since the Parish Council's last meeting.</i></p> <p>2022/1453 74 Mid Street, South Nutfield, Redhill, Surrey, RH1 4JH <i>Demolition of single garage and shed. Erection of new detached double garage</i> <b>No issues from NPC unless reasonable objections from neighbours.</b></p> <p>The Clerk left the room as this application applies to his private residence.  2022/1328 High Trees, Hale Farm, Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NP <i>Conversion and extension of existing garage to provide habitable accommodation with glazed link to the existing property together with single storey rear extension and re-modelling.</i> Clerk withdrew from the room during discussion as this is his property. <b>No objections from NPC unless reasonable objections from neighbours.</b></p> <p>SCC Ref 2022/0149 TA/2022/1512 North Park Quarry, North Park Lane, Bletchingley, Surrey RH9 8ND; land north east of Pendell Farm, Pendell Road, Bletchingley, RH1 4QH, Mercers East Quarry, Bletchingley Road, Merstham, Redhill; and land north west of Brewerstreet Farm, Brewer Street, Bletchingley, Redhill, RH1 4QP <i>Details of a Dust Management Plan pursuant to Condition 39 and details of an Arboricultural Method Statement pursuant to Condition 59 of planning permission ref: TA2020/434 and RE20/00463/CON dated 28 June 2022</i> <b>Submission of details regarding various Conditions on previous planning applications. Area not with NPC parish. No comments unless reasonable objections at Parish Council meeting.</b></p> <p>2022/1471 22 Morris Road, South Nutfield, Redhill, Surrey, RH1 5SA <i>Erection of a single storey side/rear extension</i> <b>No issues from NPC unless reasonable objections from neighbours.</b></p> <p>SCC Ref 2022/0186 North Park Quarry, North Park Lane, Bletchingley, Surrey RH9 8ND; land north east of Pendell Farm, Pendell Road, Bletchingley, RH1 4QH, Mercers East Quarry, Bletchingley Road, Merstham, Redhill; and land north west of Brewerstreet Farm, Brewer Street, Bletchingley, Redhill, RH1 4QP <i>Details of a management and monitoring plan for the handling and deposition of silt at Mercers West pursuant to Condition 9, details of the management of soil stockpile and screening bunds in relation to reptiles pursuant to Condition</i></p>	

<p>51, details of a scheme of restoration pursuant to Condition 62 and details of the seed mixture for all stockpiles and bunds pursuant to Condition 66 of planning permission ref: TA2020/434 and RE20/00463/CON dated 28 June 2022. <b>Submission of details regarding various Conditions on previous planning applications. Area not with NPC parish. No comments unless reasonable objections at Parish Council meeting.</b></p> <p>2022/876/Cond1 Kings Mill House, Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NG Details pursuant to the discharge of condition 3 (Materials) of planning permission ref: 2022/876 dated 18 November 2022 (Timber orangery to replace existing conservatory (Listed Building)) See 2022/1087 (line 207) above. <b>Fulfilling condition on granted permission. No issues. No comments.</b></p> <p>2022/1613 Henhaw Farm, Coopers Hill Road, South Nutfield, Redhill, Surrey, RH1 5PD Erection of stables The planning statement implies this application is retrospective. <b>No particular issues from NPC but are generally against retrospective applications.</b></p> <p>2022/1599 149 Mid Street, South Nutfield, Redhill, Surrey, RH1 5RP Erection of single storey side extension. <b>No issues from NPC unless reasonable objections from neighbours - but stipulate that guest room(s) only to be used in conjunction with main residence and not rented or let, particularly as the new room does not appear to have access from the main house.</b></p> <p>2022/1596 138 Mid Street, South Nutfield, Redhill, Surrey, RH1 5RP Erection of rear extension to existing detached garage. <b>No issues from NPC unless reasonable objections from neighbours.</b></p> <p>SCC Ref 2022/0162 and TA/2022/1570 North Park Quarry, North Park Lane, Bletchingley, Surrey RH9 8ND; land north east of Pendell Farm, Pendell Road, Bletchingley, RH1 4QH, Mercers East Quarry, Bletchingley Road, Merstham, Redhill; and land north west of Brewerstreet Farm, Brewer Street, Bletchingley, Redhill, RH1 4QP Details of Great Crested Newt Surveys pursuant to Condition 46, details of reptile surveys pursuant to Condition 47, details of a bat roost assessment pursuant to Condition 48, details of Dormouse surveys pursuant to Condition 49; and details of a Surrey Biodiversity Information Centre record search pursuant to Condition 54 of planning permission ref: TA2020/434 and RE20/00463/CON dated 28 June 2022. The applicant has submitted the following additional details: 17/01/23 BAT Tree Roost Assessment Report 17/01/23 Email From Applicant dated 17 Jan 2023 Final Development Layout Map dated 22 September 2022 Habitat Measures Map dated 22 September 2022 <b>Submission of results of various wildlife surveys under conditions as required by previous planning permission. No additional comments from NPC.</b></p> <p>2022/1617 Windyridge, Holmesdale Road, South Nutfield, Redhill, Surrey, RH1 4JE Demolition of existing detached Garage/Garden Room. Erection of new storage/garden room with link to main house. <b>No issues from NPC unless reasonable objections from neighbours.</b></p> <p>SCC Ref 2022/0156 North Park Quarry, North Park Lane, Bletchingley, Surrey RH9 8ND; land north east of Pendell Farm, Pendell Road, Bletchingley, RH1 4QH, Mercers East Quarry, Bletchingley Road, Merstham, Redhill; and land north west of Brewerstreet Farm, Brewer Street, Bletchingley, Redhill, RH1 4QP Details of an Operational Phase Surface Water Plan pursuant to Condition 17, details of post restoration drainage scheme pursuant to Condition 18, details of the diversion of the Pendell Brook pursuant to Condition 19, details of an Updated Groundwater Monitoring Plan pursuant to Condition 21 and details of a review of all groundwater level monitoring from the site and an assessment of the likely highest seasonal groundwater level pursuant to Condition 22 of planning permission ref: TA2020/434 and</p>
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	<p><i>RE20/00463/CON dated 28 June 2022</i> <b>Submission of details regarding various Conditions on previous planning applications. Area not with NPC parish. No comments unless reasonable objections at Parish Council meeting.</b></p> <p>TA/2019/961 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). Appeal. <b>Permission has been given on appeal.</b></p> <p>In addition, there has been notification of a Blackthorne Homes proposal for 120 dwellings behind 131 Mid Street and 20-30 dwellings on Thepps Close, Kings Cross Lane. <b>No response to be made by the Council until a firm plan had been lodged with Tandridge.</b></p> <p>Pendell Camp – <b>Council to approach Carole Forrest to create material to be presented at the next Surrey CC meeting.</b></p>	
8.	<p><b>Reports from The Clerk</b> - <i>To include, where appropriate, discussions and agreement of the next steps and expenditure in respect of:</i></p> <ol style="list-style-type: none"> <li>1. Printer delivered.</li> <li>2. Accounting System update. Rialtus have been appointed. Training booked</li> <li>3. Email from Duncan Thompson thanking NPC for the £500 contribution to St Peter and St Paul church. Email circulated.</li> <li>4. DH Tree Services are attending to the Queens Head Oak on Sat 18<sup>th</sup> Feb 2023 in accordance with TDC planning permission (circulated)</li> <li>5. Approved work at allotments – hedge cutting on allotment side of Geoff Eagles hedge has been completed</li> <li>6. Paul Beard from the Nutfield Conservation Society wishes to run this year's litter pick over the weekend of 24<sup>th</sup> - 26<sup>th</sup> March. NPC being asked again to provide the insurance. Clerk to make it clear that Council's insurance does not cover children for this.</li> <li>7. Parishioner F De Souza had copied in Clerk to correspondence with Surrey Highways re street drains.</li> </ol>	TF
9.	<p><b>Local Transport</b>  <i>Councillors to discuss issues (including any consultations) relating to local transport, including airports, and agree a course of action and, if appropriate, any related expenditure.</i></p> <p>Cllr Mallison raised the proposed Redhill Station development – additional flats - and noted the impact of parking for the center.</p>	
10.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. Bank statements signed by Vice Chair</li> <li>2. Accounts being input into new accounts package during Feb with the intention to bring the accounts up to date as soon as practicable. Two mornings training on the new accounts package has been booked for Clerk and Carla Scott.</li> </ol>	
11.	<p><b>Police Update</b></p> <ol style="list-style-type: none"> <li>1. Police update – Crime report none received</li> </ol>	

	<p>2. CCTV update – spend of £800 required to fund 6 x £150 applications for planning permission. Council approved spend £800</p> <p>3. Cllr Dadswell and the Clerk to meet with PC Eddie Cabrera to frame our ongoing relationship 9/2</p>	
12.	<p><b>Community Events</b></p> <p>No new events reported</p>	
13.	<p><b>Grant Applications</b>  <i>Councillors to consider any applications received and, if appropriate, approve donation(s).</i></p> <p>None received in time for the meeting. It was noted that the Village Hall needs a new Boiler and plumbing work. Council to invite James Keirney to talk about plans and immediate needs for the Hall. Cllr Holborn and Mallison to action.</p>	DH
14.	<p><b>Working Groups</b>  <i>Councillors to review and discuss the reports from each Working Group and, where appropriate, to agree actions and expenditure.</i></p> <p>1. <u>Highways</u></p> <ul style="list-style-type: none"> <li>Review 'Highways Report'. Report up to date. Clerk to ask Highways Assistant to chase Surrey CC re collapsed culvert on Kings X Lane.</li> </ul> <p>2. Railings at Nutts Corner – Clerk to chase Surrey CC again</p> <p>3. Leaves and surface water on the roads – Clerk to enquire with Tandridge as to when this was last done and when it will next happen.</p> <p>4. <u>Cemetery</u> – Update on the Cemetery Working Group report, discuss findings and agree expenditure on proposals where necessary.</p> <ul style="list-style-type: none"> <li>Cemetery report circulated.</li> <li>Cemetery Sign: in place.</li> <li>Layby Parking and Parking Signs. Biffa advised these are now in place and Surrey CC has been contacted regarding enforcement.</li> <li>Open days planned for 20 May and 23 Sept 2023. Councillors are asked to attend and to advise when they can attend a tour with the Assistant Clerk to learn about the Cemetery.</li> <li>Cemetery WG met with Duncan Thompson from St Peter and St Paul Church to discuss the operating of their Cemetery. Mr Thompson to discuss with other church officials.</li> </ul> <p>5. <u>Land</u></p> <ul style="list-style-type: none"> <li>Flooding in Jubilee Fields. Council discussed options to alleviate the worst of the flooding. <ul style="list-style-type: none"> <li>a) Cllr Reeve will approach two local drainage experts</li> <li>b) Clerk to ask Chris Hoskin to proceed with his assistance with the digging of a drainage culvert.</li> <li>c) Cllr Ford to ask Peter Crate of Mercers for advice.</li> <li>d) Clerk to ask Mike Fletcher for a price to fill the potholes on Scout Hut Lane or whether he has spare materials he could deploy.</li> </ul> </li> <li>Dog Walking – In light of the recent tragedy, Cllr Reeve offered to draft a policy and text for signs for dog walkers using council land in line with the Tandridge rules. A professional walker would be allowed a</li> </ul>	<p>TF RC TF TF</p> <p>ALL</p> <p>IR TF SF TF</p>

	maximum of 6 dogs. It will also specify when dogs must be kept on a lead.	
15.	<p><b>Groundworks, land, and tree management</b> (including burial grounds, jubilee fields and allotments)</p> <p>a) Allotments: Ant Shrimpton has been asked to make safe the pond and water butts.</p>	
16.	<p><b>Events (public) and meetings of Outside Bodies</b> (other than transport groups) <i>Councillors to approve, as appropriate, attendees and any related expenditure in respect of events.</i></p> <p>Cllr Mallison Reported having attended a Committee meeting at the Junior Football Club. The club is fully aware of the parking issues and has taken a number of measures to alleviate this – staggered fixture times, car sharing, using Queens Head parking and the Nursery, as well as renting other venues. The benefits of these will be seen over time.</p> <p>Kings Coronation 6<sup>th</sup> May 2023. The Parish will publish details for parishioners who wish to organise Street parties or other celebrations as to whom to contact at Tandridge to obtain the necessary license. It is understood that the usual fees for a street closure are to be waived. Clerk to provide information to Cllr Reeve regarding the process to apply for a street party and/or road closure.</p>	TF
17.	<p><b>Monthly news article</b> <i>Link/web monthly news article topics to be discussed and decided upon.</i></p> <p>Item to include The Coronation, Dog Walking in Jubilee Fields and The Cemetery Opens Days.</p>	
18.	<p><b>Training</b> (and conferences) <i>To consider and, if appropriate, agree participants and approve any related expenditure</i></p> <p>Cllr Dadswell meeting with Anne Bott, of SALC in the absence of a current Chair course.</p>	
19.	<p><b>Payments</b></p> <p>List of Payments for 2 February payment run was approved and signed off. £11,960.49.</p>	
20.	<p><b>Items that the Chair is of the opinion should be considered at the meeting as a matter of urgency.</b></p> <ol style="list-style-type: none"> <li>1. Elections 4 May 2023</li> <li>2. Parish Assembly 8th April 2023</li> </ol> <p>Clerk gave a brief update on the processes for the Elections and explained more information would follow. The Council also needs to give thought to a guest speaker for the Parish Assembly. Clerk to enquire whether Simon Elson was interested.</p>	JD TF
21.	<p><b>Next meeting date(s)</b></p> <p>Next scheduled Meeting date is 1<sup>st</sup> March 2023 in the Memorial Hall.</p>	

22.	<b>Sub-section 2</b> – Public Bodies (Admissions to Meetings) Act 1960:	ALL
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## Appendix 1 – Working Groups

(Amended 3rd Nov 2022)

<b>Working Group</b>	<b>Tasks and projects</b>	<b>Members</b> (Heads <u>underlined</u> )
Cemetery	The management and operations of the cemetery.	<u>Sue</u> , Tim, Ian. Sarah
Communications	Annual Parish Assembly, Website, The Link, Email management, Public Relations (strategy), Press Releases, Local Government Transparency, General Data Protection Regulations	Ian and Tim
Community/Environment	Fly grazing (Council land), Crime Prevention measures, and support to vulnerable people, Green parish issues, Climate change	<u>Jon</u> , Ian, Aled and Dean
Finance	Budget, Insurance, Risk Assessment, Audit, Asset List.	<u>Rigel</u> , John, Jon and Tim
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.	Aled and Richard
Land	Play areas, Tree Work, Bus Shelter, (War Memorial), Jubilee Fields, Village Entry Signs, the Triangle, Village Green, the Pound, Allotments, (Nutfield Marsh).	<u>Ian</u> , Dean, Aled and Sarah
Planning	Monthly planning cases, Mineral extraction, Affordable Housing, Neighbourhood Planning, Protection of the Green Belt. Local Plan	<u>John</u> and Rigel
Staffing	Appraisals, contracts, pensions, well-being issues, HR policies.	Jon, Rigel and Tim
Transport	All matters relating to airfields and airports including consultations, local railways.	<u>Rigel Mowatt</u> , Steve Hanks and Duncan Mallison
Charities/Trust/Grant	CMT, MHT, grant opportunities	<u>Rigel</u>
Jubilee Event	To arrange and manage the 'We Will Meet Again' Celebration	<u>Aled</u> , John, Dean and Alison Dadswell



**NUTFIELD PARISH COUNCIL**

Signed: ..... Date: February 2023

Signed: .....