



## Nutfield Parish Council Minutes

Nutfield Memorial Hall

8<sup>th</sup> March 2023

Meeting opened at 7.30pm and closed at 10.00pm.

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

### Councillors (Cllrs) present:

Cllr Jon Dadswell (Chair)  
Cllr Sue Ford  
Cllr Duncan Mallison  
Cllr Aled Duggan  
Cllr Dean Holborn  
Cllr John Clarke  
Cllr Ian Reeve

### Apologies:

Cllr Rigel Mowatt (Vice Chair)  
Cllr Liam Hammond TDC

### Attending:

Cllr Gill Black TDC  
Helena Windsor  
Matt Elphick  
James Kearney  
Carla Scott

**In attendance:** Tim Forster, Clerk

1.	<b>The Chair to open the meeting.</b> Cllr Dadswell opened the meeting at 7.30pm. Cllr Mallison arrived 7.32pm	
2.	<b>Councillor apologies for absence.</b> Apologies had been received from Cllr Rigel Mowatt and Cllr Liam Hammomd 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>  Cllr Ford declared that land referred to in the Savills correspondence regarding their proposal for a Rural Exception Site was adjacent to her property and she could not participate in any relevant discussions.  The Clerk confirmed that no other 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>  Matt Elphick from Nutfield Dairy presented a case for Grant funding from the Council for the conversion of their Milk Float into a mobile shop, allowing them to sell their milk and other products. Their Milk delivery service had had to cease due to rising costs, particularly bottling costs and villagers had aired diasappointment on social media. The application for the Grant covered the costs of creating the mobile facility at £12,313. Council expressed that the availability of the milk is a positive thing for the local community. Cllr Ford suggested Mr Elphick might consider Crowd Funding and other ways to raise funds, so that the council could consider the proposal alongside other funding options. The Council thanked Mr Elphick for his contribution and said they would consider the application and revert back when they were able.	

5.	<p><b>Report from County &amp; District Councillors (10 minutes max)</b></p> <p>Cllr Gill black spoke about Surrey County Council's initiative to site a Traveller Transit Camp next to the existing camp on Merstham Road. She said there are several points that make the site unsuitable:- it is Green Belt, access is through narrow residential roads, it is a flood prone area, it is close to the M23. Cllr Black promised to keep the Council informed of progress.</p>	
6.	<p><b>Acceptance of Last Minutes</b></p> <p>The Clerk had prepared minutes of the meeting held on the 1<sup>st</sup> February 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>Nutfield Village Hall</b></p> <p>James Kearney, Chair of Nutfield Village Hall Committee and Carla Scott, Hall Coordinator were in attendance. They presented to Council a Grant application for the replacement of a Boiler which had needed urgent recent replacement and a Cistern for a lavatory had also been replaced, costing c£3,800. Mr Kearney went on to say that the Hall's running costs, particularly energy costs, have risen significantly and the Hall is likely make a loss this year. There are a number of areas requiring spend in the near future – windows, the roof, a kitchen refurbishment, and general maintenance. The Hall has had to raise hire charges twice in the last 12 months, but some customers are not able to absorb further increases. The Hall Committee are exploring options to further develop its business. There are reserves available but the Hall will eat into these if it continues at a loss, and also Project Management resource is limited to develop the projects. The Council thanked James and Carla for their input.</p> <p>The Council is unable to fund a Grant specific to the Boiler and Cistern replacement because the Grant Application is retrospective and works are complete. However, the Council is offering to pay for a survey of the Hall so that a full appraisal of all the Halls requirements can be assessed. The Hall Committee and Council can then work together to plan funding to ensure the future viability of the hall as an important village asset.</p> <p>In addition Council suggested a rent review to put the Council offices rent on a more commercial footing.</p>	
8.	<p><b>Planning Applications</b></p> <p><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>2022/1655 26 Morris Road, South Nutfield, Redhill, Surrey, RH1 5SA Demolition of existing rear conservatory. Erection of single storey rear extension with the same footprint. Submission of details regarding various Conditions on previous planning applications. Area not with NPC parish. <b>No comments unless reasonable objections at Parish Council meeting.</b></p> <p>TA/2022/1570 RE22/02571/CON 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</p>	

	<p>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.</p> <p><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>SCC Ref 2022/0156 <i>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 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 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>SCC Ref 2022/0149/SM TA/2022/1512/RE22/02407/CON <i>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 <b>Details of Conditions on previous planning application. Area not with NPC parish. No comments unless reasonable objections at Parish Council meeting.</b></p> <p>2023/101 <i>9 Ridge Green, South Nutfield, Redhill, Surrey, RH1 5RN</i> Erection of two storey rear extension following part demolition of existing single storey rear extension. <b>No objection from NPC unless reasonable objections from neighbours.</b></p> <p>SCC Ref 2022/0094 and TA/2022/1155 <i>Land at Mercers South Quarry, Bletchingley Road, Nutfield, Redhill, Surrey RH1 4EU</i> Use of land for the importation of Construction, Demolition and Excavation (C, D &amp; E) Waste and the siting and use of a mobile screener and a crusher to enable the recovery of soils to assist with on-site restoration and the production of recycled aggregates for sale and export. <b>Extension granted until 3/3. No issues from NPC providing existing hours of operation and vehicle movements are retained.</b></p> <p>2023/2 <i>18 High Street, Nutfield, Redhill, Surrey, RH1 4HQ</i> Formation of a vehicular crossover <b>No issues from NPC providing no reasonable objections from neighbours.</b></p> <p>2022/1096 <i>Thornthrift, Clay Lane, South Nutfield, Redhill, Surrey, RH1 4EG</i> Removal of existing garage and outbuilding to be replaced with new annex building <b>No objection from NPC providing that there are no reasonable objections from neighbours, that there is a condition that the outbuilding is only used in conjunction with the main house and is not rented out to third parties - and is not used for a business, other than homeworking, without suitable permission.</b></p> <p>SCC Ref 2022/0095 <i>Mercers South Quarry, Bletchingley Road, Nutfield, Redhill, Surrey RH1 4EU</i> Extraction and screening of sand from Mercers South Quarry with progressive restoration to agriculture using inert waste materials, together with associated infrastructure, on a site of 52.2ha and the temporary diversion of public footpath 173 for the duration of the operations without compliance with Conditions 1, 9 and 24 of planning permission Ref:</p>	
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	<p>TA/2019/2147 dated 10 September 2020 to allow for the revision to Phase 1 of the phased restoration of the site and the relocation of the wheel wash facility. <b>Amendments to existing (granted) application. No further comments from NPC.</b></p> <p>2023/179 Redstone House, Kings Cross Lane, South Nutfield, Redhill, Surrey, RH1 5NY Proposed change of use from existing C2 residential home for 12 people with learning difficulties to C2 children's home <b>See also 2021/2088, and particularly 2022/1409. Still no comment on children's ages. Parish Clerk to ask for more information and forward to Carole Forrest for comment as agreed at meeting under 2022/1409. A time extension may be required.</b></p>	
9.	<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. New Accounting system. Rialtas – Clerk has now input the transactions for the year up to end Feb and is now going to allocate the funds according to which are from reserves and which are from capital projects from CIL funds, and make further preparations for Year End.</li> <li>2. Bank Accounts were signed off.</li> <li>3. Elections 4<sup>th</sup> May – Clerk distributed election papers that need to be completed by Councillors who are standing and then papers need to be returned to Tandridge.</li> <li>4. Proposed extension to Surrey Area of Outstanding Natural Beauty. It was noted that Nutfield has not included in the proposal from Natural England. Cllr Reeve to attend a meeting to try and find out more.</li> <li>5. Liz Ramsay has corresponded about erecting signs at the Triangle between Mid Street and Sandy Lane to direct pedestrians across the paths without needing to venture onto the road. Clerk to contact Surrey County Council (Chris Farr)</li> <li>6. Mr F de Souza has enquired about the Charity Clothes bin at the bottom car park at The Memorial Hall being relocated to the top Car Park. Unfortunately this would result in lost car parking spaces close to the Hall, vital for elderly or disabled visitors and so was rejected.</li> </ol>	<p>TF</p> <p>TF</p>
10.	<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>	
11.	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. Accounts will be brought up to date very shortly.</li> <li>2. Resilience Planning – Clerk to investigate insurances, file back ups and other processes to mitigate risks. Cemetery data is recorded in hand written ledgers which are stored in a fire-proof safe. These date back to the late 1800's. The data from these ledgers has been uploaded onto our online records. Files for some cemetery and woodland burial plots, interments and memorials are also stored in metal filing cabinets in the office. Other files, including copies of invoices and original signed allotment tenancy agreements are stored elsewhere in the office.</li> </ol>	<p>TF</p> <p>TF</p>
12.	<p><b>Police Update</b></p> <ol style="list-style-type: none"> <li>1. Police update – Crime report from PCSO Wells was read out by the Chair.</li> <li>2. Chair and Clerk reported in their meeting with PC Lauren Ellis and PC Eddie Cabrera to introduce themselves and establish a working relationship.</li> <li>3. CCTV update:- Stephen Hall is progressing the project – the Utility companies have confirmed that their requirements have been met and are ready to assist.</li> </ol>	

	The project is awaiting planning permission for the new installation sites from Tandridge DC	
13.	<p><b>Community Events</b></p> <p>Jubilee event 2022: the distribution of funds - £2100 – to be split equally to Age Concern Merstham-Redhill-Reigate, Eddies Heroes Nutfield, and Royal British Legion was approved.</p> <p>Bonfire night 2022: the amount generated will be confirmed shortly and will be distributed on agreement from Council.</p>	
14.	<p><b>Grant Applications</b></p> <p><i>Councillors to consider any applications received and, if appropriate, approve donation(s).</i></p> <p>Application from Nutfield Village Hall for £3,296 for the boiler and £564 for the Cistern under consideration by Council as discussed above.</p> <p>In the short term, the Council will fund a survey of the Hall to establish works that are required and has offered to pay a more commercial rate for the office rental.</p> <p>Application from Nutfield Dairy – as discussed above. The Council are considering the application.</p>	
15.	<p><b>Working Groups</b></p> <p><i>Councillors to review and discuss the reports from each Working Group and, where appropriate, to agree actions and expenditure.</i></p> <ol style="list-style-type: none"> <li>1. <u>Highways</u> <ol style="list-style-type: none"> <li>a) 'Highways Report' received and accepted</li> <li>b) Traffic Bollards – Parishioners have raised the issue that the bollards on the A25 are very dirty and no longer effective. Peter Crate from JJ Franks will be thanked for keeping the bollards clean outside the entrance to Mercers. The Clerk will approach the Carwash and Biffa regarding the ones at Mid Street.</li> <li>c) Work being carried out on collapsed Culvert at Llama fields on Kings Cross Lane.</li> </ol> </li> <li>2. <u>Cemetery:</u> <ol style="list-style-type: none"> <li>a) Quote for the Cemetery Path from Redhill Farm Services £1125.51 was approved</li> <li>b) Parking in Layby still an issue. Council will monitor. Clerk has written to Surrey CC again.</li> <li>c) The Releasing of Doves at funerals Permission was granted.</li> <li>d) Price for the licenses for the Baker Memorial to be set at an appropriate amount to reflect NPC's costs.</li> <li>e) Cemetery Open days – Councillors to be reminded to sign up to assist at the two Open Days schedules.</li> </ol> </li> <li>3. Land Working Group           Allotments:-           <ol style="list-style-type: none"> <li>a) Price increases for the year 2024/25 were agreed - £49 for a full plot, £25 for a half plot.</li> <li>b) It was agreed that the quote for Health and Safety works from Jan Koenraads should be accepted and work to commence.</li> </ol> </li> </ol>	<p>TF</p> <p>TF</p>

	<p>c) Hedge/Fencing discussion and update. It was agreed that a further quote should be obtained for the cutting back of the hedge along Scout Hut lane, and then the installation of a 1.2M fence. Work to then commence, subject to agreement.</p> <p>d) Jubilee Fields: drainage discussion and update for the Paddock. Cllr Duggan will meet with Peter Crate to assess the area and discuss proposal to put down woodchip in the Autumn at a cost of c £1500 and then potentially, each year.</p>	
15.	<p><b>Groundworks, land, and tree management</b> (including burial grounds, jubilee fields and allotments)</p> <p>The urgent Tree work required to make safe the tree and to distance the branches from cables, has been carried out on the Oak at the Queens Head pub, in accordance with the standing Tree Preservation Order</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 Reeves to attend the meeting with Natural England 13<sup>th</sup> March, to discuss the proposed extension to the Surrey Hills Area of Outstanding Natural Beauty.</p>	
17.	<p><b>Monthly news article</b> <i>Link/web monthly news article topics to be discussed and decided upon.</i> The Coronation, The Nutfeld Parish Assembly.</p>	
18.	<p><b>Training</b> (and conferences) <i>To consider and, if appropriate, agree participants and approve any related expenditure</i></p>	
19.	<p><b>Payments</b> List of Payments for 2 March payment run was approved and signed off. £ 11,274.57.</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> <p>Cllr Duggan to explore the option of creating Nutfield Coronation badges for sale as a way of fundraising.</p>	
21.	<p><b>Next meeting date(s)</b> Next scheduled Meeting date is TBD 2023 in the Village Hall Committee Room.</p>	
22.	<p><b>Sub-section 2 – Public Bodies (Admissions to Meetings) Act 1960:</b></p>	ALL

## 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, Duncan 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

**Schedule of Payments  
for 2 March 2023**

[illegible]

Signed: .....  
Tim Forster, Clerk to Nutfield Parish Council

Date: .....  
March 2023