



Nutfield Parish Council Minutes

Nutfield Memorial Hall

Wednesday 6th December 2023

Meeting opened at 7.30pm and closed at 9.45pm.

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

Councillors (Cllrs) present:

Cllr John Clarke
Cllr Jon Dadswell (Chairman)
Cllr Aled Duggan
Cllr Dean Holborn
Cllr Duncan Mallison
Cllr Rigel Mowatt (Vice Chair)
Cllr Graham Powell
Cllr Ian Reeve

Apologies:

Cllr Sue Ford

Attending:

Cllr Liam Hammond
Cllr Helena Windsor
Cllr Chris Farr
1 x Parishioner

In attendance: Sarah Abellan (SA) – Parish Clerk

1.	The Chair to open the meeting Cllr Jon Dadswell (Chair) opened the meeting.	
2.	Councillor Apologies for Absence Councillor Sue Ford.	
3.	Code of Members' Conduct The Parish Clerk confirmed that no Cllr had made a change to their Cllrs' Notification of Disclosable Pecuniary & Other Interests form since the last meeting.	
4.	Public Session (a maximum of 20 minutes) 1 member of the public (MOP) attended to discuss the new outline planning application that has been submitted for the Nutfield Green Park development. They explained that there is confusion in the village surrounding the cut-off date to submit comments. The MOP expressed disappointment that they had only been given 24 days from the date of the letter sent from TDC, which arrived 4 days after the date and only gave until 21 st December to submit comments. The MOP felt that for such a big development with so many supporting documents, just before Christmas, this was inadequate notice. The MOP confirmed that having called TDC, they had been told that this was still the cut off. NPC confirmed they had been granted an extension and that the Clerk had already emailed the planning officer involved in this case to ask if the extension applied to the public too but had yet to receive a response. The clerk agreed to update the MOP when she had been able to make contact. The MOP wanted to know what NPC's response would be and Councillor Clarke Confirmed that NPC's feelings are the same as with the previous application. Councillor Hammond explained to the MOP what outline planning was and Councillor Windsor advised to look at all previous objections to see how it compares to the current planning application, but that the one thing that hasn't changed is that this is still green belt land.	SA
5.	Report from County & District Councillors (a maximum of 10 minutes) Councillor Hammond confirmed that Tandridge Housing Committee had agreed that the Kentwyns development could go through to the next stage which is funding/viability. He also confirmed that a few residents had also been in touch regarding moving. NPC Councillor's asked Councillor Hammond to clarify who they meant when they referred to short term tenants being moved in to fill some of the empty units once some residents had moved out. Councillor's Hammond and Windsor explained that TDC had a huge shortage of temporary housing and so those that TDC had a responsibility to house, could be offered an empty unit as a temporary measure between residents moving out and the works starting. Councillor Dadswell advised that the building overlooks a school and asked for consideration be taken on this when placing people. Councillor Hammond has previously sent an email to the Clerk asking for information on our defibrillators as there was an incident in Bletchingley but the only defibrillator was in a school which was closed	

	<p>at the time. Councillor Mowatt confirmed the one at the memorial hall was funded with a grant.</p> <p>Councillor Windsor advised that TDC were looking for Brownfield sites to use as potential development areas. Councillor Windsor also advised of a hardship fund being offered. The clerk to advertise on our social media.</p> <p>Councillor Farr discussed the Surrey County Deal explaining that they are going for a Tier 2 – intermediate confirming that Surrey doesn't want a Mayor. They are, however, keen to take over planning which would mean it would be removed from TDC and that the building function may be of a concern to Parishes. This could mean to SCC devolve to Parish level but not necessarily with the funding. Mineral Waste, we have the ability to comment on that and the 60-year extraction deadline is 2042. The intention then, is to start returning these excavation sites to their former state. Councillor Farr advised to look at the Surrey 2050 plan as they are also trying to bring back a village garden somewhere.</p> <p>Councillor Farr reported back on the A25 and explained that the statistics don't consider speed to be an issue, however, there is heavy traffic. He continued to encourage reporting online as this does have an impact.</p> <p>Councillor Farr also discussed the issues we are having with CCTV and said it doesn't have to be a Surrey Contractor but must have the right credentials. He is sending a list to the Clerk.</p>	SA
6.	<p>Acceptance of Last Minutes</p> <p>The Parish Clerk had circulated the minutes for the meeting held on 1st November 2023. Cllrs approved these minutes and the Chair signed them on behalf of the Council. The Parish Clerk to arrange circulation of the minutes.</p>	SA
7.	<p>Planning Applications</p> <p>To discuss and review (including any expenditure) the planning applications and appeals notified by Tandridge District Council (TDC) since the Parish Council's last meeting:</p> <ul style="list-style-type: none"> • 2073-0172 <i>Land at Patteson Court Landfill, Cormongers Lane, Redhill, Surrey, RH1 4ER</i>. Details of a surface water drainage scheme pursuant to Condition 12 of planning permission ref: RE22/00283/CON dated 17 June 2022. Comment: <i>Fulfilling conditions from a previous application. No further comment from NPC</i> • 2023/1298 <i>9 Ridge Green, South Nutfield, Redhill, Surrey, RH1 5RN</i>. Erection of single storey rear extension, following part demolition of existing single storey rear extension, the proposed extension forming part of the works approved under Planning Permission TA/2023/101. Comment: See also 2023/101. No objection from NPC providing no reasonable comments from neighbours - and account is taken of LLFA (Local Lead Flood Authority) comments regarding surface water drainage. • 2023/1347 <i>3 Adlington Cottages, Nutfield Road, Nutfield, Redhill, Surrey, RH1 4HB</i>. Demolition of existing conservatory. Erection of rear single storey kitchen-diner extension and two storey side extension. Demolition of old garage and sheds to side of house and erection of new garage, partly in front of principal elevation. Comment: No objection from NPC proving to reasonable comments from neighbours. • ENF/2018/49 <i>Former mobile Home, Swallows End, Crab Hill Lane, South Nutfield. RH1 5PG</i>. This appears to be an appeal relating to Condition C of the decision from the Inspectorate following the appeal decision. Inspector hearing at TDC 21/11/23. Await notification from TDC. Comment: This appears to be an appeal relating to Condition C of the decision from the Inspectorate following the appeal decision. Inspector hearing at TDC 21/11/23. Await notification from TDC. • ENF/2023/330 <i>Barn Conversion, South Hale Farm, Moats Lane, Nutfield. RH1</i>. TDC currently investigating. Comment: Await planning application or further comments from TDC. • 2023/1281 <i>Nutfield Green Park, The Former Laporte Works, Nutfield Road, Nutfield, Surrey</i>. Outline planning permission for the development of the site for new homes (Use Class C3) and Integrated Retirement Community (Use Classes C2, E(e), F2), creation of new access, landscaping and associated works to facilitate the 	

	<p>development, in phases which are severable (Outline with all matters reserved, except for Access).</p> <p>Comment: Referred to local adviser to review plans again, previous application and comments made previously to TDC. Request extension.</p> <ul style="list-style-type: none"> 2023/1386 <i>Henhaw Farm, Coopers Hill Road, South Nutfield, Redhill, Surrey, RH1 5PD</i>. Change of use of land for dog walking with associated parking and fencing. <p>Comment: No issues from NPC - providing no reasonable objections from neighbours, especially Poundhill Cottage.</p> <p>81 Trindles Road update – The Planning enforcement officer visited the site and spoke with the resident who confirmed that they are only planning to place a shed and reinforce the walls, which doesn't require planning permission. They advised the homeowner on planning rules.</p>	SA
8.	<p>Reports from the Clerk</p> <ul style="list-style-type: none"> D of E Request – The Clerk updated the councillors on the recent request to do litter picking as part of a Duke of Edinburgh award volunteering scheme. The Clerk updated the councillors on the response from our insurers which includes the fact that this could only take place on NPC owned land. On this basis the councillors refused the request. Parish Assembly – confirm date and discuss attendance. The clerk to email the councillors asking for availability. It was suggested asking if Peter Crate would be interested in being our guest speaker. Clerk to action CCTV – Recent communication was received from a parishioner of Nutfield Marsh stating that they (and other residents) were unhappy with the NPC planning application for a CCTV camera in that area. Councillor Dadswell called the resident and followed up with an email to explain the reasoning for the cameras. Councillor Dadswell updated the council that Stephen Hall was still waiting for responses from various companies with quotes, however all planning applications had now been approved. Councillor Farr explained that other areas, such as Oxted, were also experiencing long delays and complications in rolling out CCTV cameras. Us in a Bus – The charity contacted NPC asking if any of the councillors would consider joining the board of trustees. Councillor Dadswell contacted them and is now being considered. The Pound Correspondence – A parishioner contacted NPC to advise that a car had been parked in The Pound for some time with a flat tyre. The clerk visited the site and sent photos to the PCSO to check it hadn't been abandoned. So far no response has been received, however Councillor Ford had confirmed with another parishioner that this was believed to be a parishioners car who was selling it so would be moved soon. Cllr Chris Botten Quiz – the Clerk contact Councillor Botten to advise that NPC would not be joining in the quiz, however would like to invite him to attend one of our meetings to meet with the council. Councillor Botten responded to say that our meeting dates clashed with his own, however would try and organise something for the new year. Footpath Injury – Although not NPC land, a parishioner contacted the clerk to advise that she had fallen through the wooden steps leading to the railway track and had suffered a minor leg injury. The parishioner was very shaken as she had her baby in a carrier at the time. The steps are rotten. The Clerk gave her the contact details for Network Rail. St Peter and St Pauls Maintenance Invoice – The Clerk asked for clarity on how this normally works and Councillors confirmed that we pay for 50% of the bill to maintain the grounds to cover the closed section of the churchyard. This has been approved in this month's payments. Update on NPC Procedures – The Clerk confirmed that payments need to be approved at Full Council meetings and anything over £1000 requires 3 quotes. The Clerk also advised that our financial regulations need updating as it doesn't reflect that we now have a separate Clerk and RFO and some parts need 	

	<p>amending to allow the smooth running of the office and council business. The Clerk recommended that we do a minimum amend however, as NALC are currently revising the basic model that we use so will need to re-look when the new one is rolled out.</p> <ul style="list-style-type: none"> • Nox – The RFO struggles to reach the NOX tubes and some are in dangerous positions on main roads. Councillor Reeve has agreed to assist the RFO in placing the ones she is unable to reach. • Statement of Devolution – This was touched on by Councillor Farr earlier in the meeting so councillors made aware and Clerk to keep an eye on how it develops. • Biodiversity – It was agreed by all councillors that we would consider biodiversity in all our policies moving forward. Councillor Reeve has looked through our Environmental policy which covers most of what we need already and the Clerk will forward the NALC template when it is released. • Liz Ramsay – Liz has advised that she is moving away from Nutfield and that James Kearney will be taking over the Jubilee Woods from her. The councillors would like to thank Liz for all her years of hard work and volunteering. • Tandridge Rural Funding – The Clerk was contacted via email and asked to pass on details of any farms whom they may be able to assist. The Clerk passed on details of Braes Farm and they are now in contact. 	IR SA
9.	<p>Reports from the RFO</p> <ul style="list-style-type: none"> • Bank accounts update. – The RFO previously circulated all statements showing Lloyds Current £ 86908.46, Lloyd's savings account £55818.19 and NW current CIL account £51317.27. • List of payments made since last Full Council meeting - Clerk presented the payment schedule provided by the RFO (November 2023) to the Chair (Councillor Dadswell) for signing – Councillor Dadswell signed. • CIL payments update (if any) – No further CIL payments have been received. • Budget Review – Councillor Mowatt presented the draft budget to the councillors explaining each section. The budget prediction for next year allows us to just break even, therefor it was agreed to present to TDC that CIL is raised by 9% to cover inflation and allow for any urgent payments. The draft budget was presented and provisionally approved. <p>Discuss and request approval for RFO to place funds from deposit account to savings account within existing Lloyd's accounts, with amount kept in Current Account to be set out by Finance Working Party – Councillor Mowatt requested that the Financial Regulations be changed to allow the RFO to transfer money from the Lloyds Current Account to the Lloyds Savings Account in order for it to earn more interest. It was voted on and fully agreed by all councillors to proceed with the amendment.</p>	SA CS
10.	<p>Community Events</p> <ul style="list-style-type: none"> • Bonfire Update - A letter was received from a parishioner, concerned over animals left in fields next to where the bonfire was held. The Councillors have penned a response. The Clerk to top and tail and send to the Parishioner. All Councillors to attend a separate meeting in the new year to discuss the bonfire. • Remembrance Day Update – Councillors Mowatt, Ford, Mallison and Powell attended a well turned out event. 	SA
11.	<p>Events (public) and Meetings of Outside Bodies (other than transport groups)</p> <p>Councillors to approve, as appropriate, attendees and any related expenditure in respect of events.</p> <ul style="list-style-type: none"> • London Gatwick's Annual Public Meeting – Councillor Mallison was unable to attend this meeting. • RACC Meeting, 6th December, Oxted 10am – Councillor Mallison attended this meeting and confirmed that they are still struggling financially. • Kentwyns – Attended by Cllr Mallison to hear the proposal by TDC. Items of concern discussed with SCC and TDC Councillors as above. 	
12.	<p>Monthly News Article</p> <ul style="list-style-type: none"> • Link/Web monthly news article topics to be discussed and decided upon. Items to be included 	

	<ul style="list-style-type: none"> • Report potholes. • Projects around the village. • Thank Liz Ramsay. • Bonfire update – just short of £10000 profit made this year. 	IR
13.	<p>Training (and conferences)</p> <p>To consider and, if appropriate, agree participants and approve any related expenditure</p> <ul style="list-style-type: none"> • Councillor Training – 2 councillors have yet to attend training, these are Councillor Mallison and Councillor Powell. It was agreed for both to attend online training at £45 per person plus VAT. • RFO Training - The next online training is in March. It was agreed for the RFO to attend at a cost of £45 plus VAT. 	GP DM CS SA
14.	<p>Grant Applications</p> <ul style="list-style-type: none"> • Nutfield Memorial Hall for £2676 for a new roller shutter – This was discussed and bank updates presented in advance of the meeting. It was agreed that as with the village hall request and to remain consistent, this would be rejected to the available funds they have in their account. • Update on request of NVH report – at the request of Councillor Mallison, the Clerk request a copy of the surveyor's report that was paid for by a NVH grant, as agreed when the grant was approved, and a copy of the invoice. Invoice supplied as per the grant agreement, and the NVH Coordinator fed back that the report would be shared at the next NVH meeting and then it would be decided how to proceed. 	SA
15.	<p>Working Groups</p> <ul style="list-style-type: none"> • Highways – Highways report circulated to councillors prior to meeting and reviewed. Councillors agreed it was up to date. • Cemetery – Cemetery finances had been circulated previously to councillors. Summary: Budget: £40000, income: £62500.13 and expenditure: £17523.14 (excluding staffing costs). Feedback on Management of Memorials Course – this was very informative and will help in the future management of the cemetery. To discuss and agree (where necessary) payment approvals for the following. Quote to treat ferns £120 + VAT – this was approved. Memorial Fixing costings stage 1- £3010 plus VAT. A third up to date quote is still pending, however previous quotes have proved more costly than the current ones being obtained. It was agreed in to proceed with the repairs on the basis that the 3rd quote will be more expensive, but to wait until the quotes have been obtained. Fence repaired Thursday 30th November. • Update Working Groups List – All councillors are happy to say on the working groups they have been allocated. The Clerk to send to Councillor Powell to take a look and report back as to which groups he would like to be allocated. 	SA GP
16.	<p>Groundworks, Land and Tree Management (including cemeteries, allotments, Jubilee Fields, The Triangle and 'village green')</p> <ul style="list-style-type: none"> • Village Gardener Update – The gardener has cleared the bus stops of leaves to avoid slip hazards. • Jubilee Fields – Bridge work has been moved to the new year. Councillor Duggan has spoken with Peter Crate with regards to drainage/Access Road to the Jubilee Fields. He agreed that some work can be done to improve drainage. Councillor Duggan to ask for a detailed plan of what is required and a quote and report back. • Tree Survey works update – All tree survey works have now been completed. 	AD
17.	<p>Any other business the chairman is of the opinion should be considered at the meeting as a matter of urgency</p> <ul style="list-style-type: none"> • Councillor Dadswell notified the councillors that he will be stepping down as Chair at the end of the election year in May. He will continue as a Councillor. Councillor's thanked him for his work as Chair. 	
18.	<p>Notification of Business for Inclusion on the Next Agenda</p> <p><i>Councillors to consider and nominate items for the agenda of the next meeting</i></p> <ul style="list-style-type: none"> • Tree Survey • Martyn's Law 	

19.	Staffing Payment(s) Councillors approved the list of payments that had been prepared and circulated by the Clerk prior to the meeting which totalled £31285.85 (VAT inclusive). RFO to dispense payments via online banking.	RFO
20.	Next Meeting Date(s) Cllrs noted that the Council's next meeting would take place on 3 rd January 2024 at Nutfield Memorial Hall at 7.30 pm. Parishioners to attend by appointment only.	ALL