

# Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

## Clerk to the Parish Council

S Endersby

## Admin Assistant

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## MINUTES

of the meeting of Godstone Parish Council held on  
**Monday 5 December 2022 at 7.30pm at St Stephens, South Godstone.**

- Members:** Cllrs J Gardner, B Davis, C White, L Case and C Farr (Cllr C Farr also as Tandridge District and Surrey County Councillor)
- Apologies:** Cllrs D Stone, M McLoughlin, S Farr, J Farnaby and Tandridge District Council (TDC) Councillor M Crane
- In Attendance:** S Endersby (Clerk) and Tandridge District Council (TDC) Councillor C Swann

### 1. Questions from Members of the Public - None

### 2. Apologies and reasons for absence

- 2.1 Apologies were noted from Cllrs D Stone and J Farnaby due to personal commitments and from Cllrs M McLoughlin and S Farr due to health reasons.
- 2.2 Apologies were noted from TDC Cllr M Crane.

**RESOLVED** – Council noted the apologies received and the meeting was deemed quorate.

### 3. Declarations of Interest - None stated.

### 4. County and District Councillors – Brief report on matters affecting the Parish

#### 4.1 Cllr C Farr - Surrey County Councillor

- 4.1.1 The amount of tree cutting being carried out by SCC was raised with Cllr C Farr. Cllr C Farr believed did not have any specific details on tree cutting and confirmed he would try and find out more information. It was noted that it was believed that the Forestry Commission were giving grants where Ash trees were being culled.
- 4.1.2 SCC are proposing to drop the 409 bus service from Sunday 8 January 2023.

#### 4.2 Tandridge District Cllrs C Swann and C Farr

- 4.2.1 Reported that the Household Support Fund would be opening again on 12 December 2022 with grants of £100 for individuals and £300 for families (who have not applied previously) and encouraged applicants who could apply to prepare documents required in preparation for the fund opening.
- 4.2.2 Concerns in relation to all banks in Oxted closing were reported and it was noted that the TDC Chairman had written to Natwest following its announcement but did not receive a positive response.  
No one at the meeting was aware if the potential of a banking hub was being investigated, although it was noted that HSBC branch said hubs were being looked into.
- 4.2.3 Work is taking place at TDC to prepare budget for next year.
- 4.2.4 TDC housing plans in Blindley Heath were reported. Cllr C Swann will provide information to council via the Clerk.

### 5. Tandridge District Council Local Plan - Council Update to Inspector TED 57

- 5.1 An explanation from TDC councillors of the Housing Delivery Test Action Plan was requested by Parish council. It was confirmed that this was a government document, and no further answer was given.
- 5.2 Parish council further questioned the Housing Delivery Test Action Plan relation to the TED 57 and TDC using it in their response to the inspector. It was noted that TDC have referred to the document to establish the governments intentions before spending further funds. Noted that TED 57 was a statement. Government information is awaited.
- 5.3 November 2023 is deadline for the Local Plan, but there was an impression that this date may move.

### 6. Minutes of the previous meeting held on Monday 7 November 2022

- 6.1 Councillors reviewed the minutes of the meeting held on 7 November 2022.

**RESOLVED** - Councillors, by a majority approved the minutes of the meeting held on 7 November 2022 as an accurate record of the meeting and agreed that they be signed by the Chairman.

Cllr B Davis abstained from voting as he had not attended the previous meeting.

**7. Neighbourhood Plan (NP) – Update from A Rabbetts (Neighbourhood Plan Committee Chairman)**

7.1 Representatives of the Neighbourhood Plan group have met with the consultant and the consultant has also visited the Parish.

7.2 The consultant has applied for a new grant of £8,110, for consultancy and publication of plan.

**ACTION 12/22 – 1** - Detailed breakdown of the grant application to be provided to council by A Rabbetts.

7.3 In order to complete the new grant application, unspent previous grant funds remaining of £833.20 need to be repaid to Groundwork UK.

**RESOLVED** - Councillors unanimously approved the return of the unspent restricted funds for the Neighbourhood Plan of £833.20 to Groundwork UK in order that the new grant application could proceed.

7.4 The Neighbourhood Plan requires a design statement. An application to Locality.org.uk has been made for funding. The cost to produce the design statement was not known at the time of reporting, but it is intended that a grant will cover the cost and will not need to be covered by the parish council. A consultant will visit Parish to enable them to prepare a design statement.

7.5 The consultant has advised that some of the policies prepared by the NP committee and currently in the plan would need to be removed. There were no concerns reported on this matter.

7.6 Schedule is to publish the plan for public review at the end of January 2023 (this is a review prior to submission to TDC). This schedule is dependent on all elements scheduled running to plan.

7.7 Regulation 16 aim is Spring 2023.

7.8 At the consultation stage there will be a requirement for the plan to be available for viewing i.e. a printed copy available somewhere.

7.9 The council requested an update on funding requirements as the parish budget is being prepared. It was noted that the current Consultancy costs approved by council are £2,500 with £2k currently specifically designated to pay for this. The NP committee recommended that the council allocate in the 2023-24 budget around £5k, this would be for around 10 days potential additional consultancy days that could be required or other potential costs. It was confirmed that the Parish council does not pay for the referendum, this is paid by TDC who apply for a grant to cover this cost.

**8. Finance Matters**

8.1 Accounts for Payment - to approve **NOVEMBER** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
<b>Salary Payments</b>								
G1315-1316	Salaries			NOV Salary	1,467.64		1,467.64	
G1317	HMRC			NOV NI & Income Tax**				
G1318	NEST Pension			NOV Pension**				
<b>Direct Debits</b>								
G1310	BT	M119 ES	10/17/2022	Telephone and Internet	42.14	8.42	50.56	
<b>Invoices for Payment</b>								
G1313	ICO (Paid by DD)			ICO annual registration	35		35	
G1314	Mulberry	20232	22-Nov	Interim Audit	246	49.2	295.2	
G1319	Neatgardens	67673	November	Grass cutting/Leaf Clearance	1132.67	0	1132.67	
G1322	Crawley Fire Protection	209780	11/23/2022	Fire Extinguisher Annual Service	42	8.4	50.4	
G1324	St Stephens Church			Meeting room donation - December meeting	20		20	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.					<b>TOTAL</b>	<b>£2,985.45</b>	<b>£66.02</b>	<b>£3,051.47</b>

Information included on payment sheet:

Fairalls Invoice 716794 – G1323, materials for work on benches in the playground. No payment will be made as we currently have £95.80 of credit (credit note 580396 - drain cover returned that had been purchased for the Green as original repaired). Remaining credit with Fairalls will be £15.72.

A credit from British Gas (G1321) for the invoice approved at the November meeting (G1309), currently not clear why a credit note has been issued and why there is no new invoice for the month of November.

**RESOLVED** - Councillors unanimously approved the payments listed for payment totalling £3051.47.

**ACTION 12/22 – 2** – Clerk to arrange payments of invoices.

8.2 Account Statements – **OCTOBER** - Bank Reconciliation, Income and expenditure, Restricted and Designated Funds Summary (incl. CIL) and allocations of funds to projects.

8.2.1 All papers circulated by email to councillors on 15 November (figures up to 1 November 2022).

8.2.2 Included on the email was notification that the second precept payment was not made until 4 November (although bank reconciliation up to 1 Nov 22). This is the latest we have received the 2<sup>nd</sup> instalment of the precept as historically it is generally paid in or before October. It was further noted that the first precept payment was not made by TDC until 27 May 2022.

**RESOLVED** - Councillors unanimously approved the accounting statements and that the bank reconciliation sheet be signed.

8.2.3 Bounty rent payments – Clerk requested confirmation that rent payments be paid by standing order for calendar year 2023 unless circumstances change.

**RESOLVED** - Councillors unanimously approved the Bounty rent payments being made by Standing order, subject to review if circumstances change.

8.2.4 The Clerk reported that a check is required on a VAT rebate due to differing amounts received from amount applied for.

**ACTION 12/22 – 3** – Clerk to investigate variance and liaise with Cllr S Farr for assistance as necessary.

## 9. Reports

9.1 Clerks Report - Matters to bring to the Councils attention

9.1.1 Internal Interim Audit – it was noted that the report from the interim internal audit that had taken place had been circulated.

9.1.2 Admin Role – Council discussed the situation and the length of time the vacancy has been open. The council considered different approaches to address the situation and noted the recommended hourly rate from the Finance committee.

**RESOLVED** - Councillors unanimously accepted the hourly rate recommended by the Finance committee and agreed that a more flexible approach be applied for the right candidate, i.e., potential term time hours.

**ACTION 12/22 – 4** – Clerk to investigate the circulation of the Tandridge Independent with the potential of an advert being placed.

9.1.3 Request for new flag (for flagpole on Godstone Green)

**RESOLVED** - Councillors unanimously agreed that a new flag be purchased with an agreed spend of between £50-£80 stated.

**ACTION 12/22 – 5** – Clerk to make arrangements to purchase flag.

9.1.4 Request to replace shredder and purchase A3 printer (estimated at £187).

**RESOLVED** - Councillors unanimously agreed that a new shredder and A3 printer be purchased.

**ACTION 12/22 – 6** – Clerk to make arrangements to purchase shredder and A3 printer.

9.1.5 Vets football – noted request received and to be included in discussion of item 11 later in the meeting.

9.1.6 Christmas lights and lights outside café.

i. Concerns and disappointment reported in relation to issues with Christmas lights were noted, technical issues; disruption of lights not being on at night; and frustration at response by contractor.

**RESOLVED** - Councillors agreed that a review of the arrangements and set up of Christmas lights, early in 2023, would be beneficial to ensure the Christmas lights being more successful and still in place for future years.

**ACTION 12/22 – 7** – Clerk and Cllr L Case to meet with contractor in March 2023 and investigate other contractors.

ii. Request by local business noted

**RESOLVED** - Councillors declined the permission request to put Christmas lights in trees on small triangle

**ACTION 12/22 – 8** – Clerk to liaise with business.

9.2 Chairman's Report – (for noting) information only

9.2.1 Noted the matter of the delays to planning application decisions as raised by property owners (Norbryght)

9.2.2 Noted that the Carlton Road swimming pool application is currently with an inspector.

9.3 Reports (for noting) from representatives on outside bodies etc

9.3.1 Redhill Aerodrome Committee (Cllr C Farr) – Reported attendance. Summary of meeting was that it seems there is a decline in commercial/industrial use and condition of the runway. It was stated that land may start to be released for housing (Land is split across two district areas). Meeting did include report on early discussions on producing Hydro gas for Gatwick. Location is not relevant for Local plan. Need for housing has diminished for various reasons including East Surrey Hospital building their own housing.

9.4 Reports from Committees

9.4.1 Greenspaces Committee - Date of next meeting agreed as Wednesday 11 January 2022.

9.4.2 Finance Committee – Report of the meeting on 25 November 2022

i. Salary Information (Part Two)

9.5 Reports on Actions and matters from the previous meeting in regard to:

9.5.1 The Bounty

- i. Councillors noted the correspondence from the Scouts, but that the situation remains unresolved in relation to the discrepancy between the two organisations valuations.
- ii. It was noted that the council have stated its position at a meeting October 2022 and that the Scouts have stated they will be in touch after they have considered the discrepancy with their surveyor.
- iii. It was noted that RICs to establish rental amount maybe necessary.

**RESOLVED** - Councillors agreed to wait for a response from the Scouts and that no further action be carried out by the council for the moment.

9.5.2 Accounts system – Update on progress – Cllr S Farr and the Clerk confirmed that they had viewed demonstrations of two systems (Scribe and Rialtas - RBS) which had been useful and had some initial quotes for costs, but were reviewing the systems further before making a recommendation to council. It was noted that the systems and proposed investment had been discussed with the auditor and the benefit and value for money that such a system would offer was noted.

9.5.3 Ashill – Memorandum of Understanding (MoU)

- i. Clerk confirmed that the action to seek advice had been completed and the response circulated to council. It was noted that the response included a recommendation to seek the advice/services of a valuer/planning expert.

**RESOLVED** - Councillors agreed that they did not wish to instruct a valuer or planning expert.

- ii. Council reviewed the situation and the following questions were raised, is the MoU now academic as the planning application is with TDC; does the Parish council still want to proceed with signing the MoU; if the MoU remains unsigned or is not signed where does that leave the parish council.
- iii. It was noted that the council still considered the inclusion of the clause “*All parties to offer assistance and support to each other, wherever necessary, to achieve the granting of the planning permission for the comprehensive development which will deliver the car park for the Parish Council.*” is not appropriate.
- iv. It was noted that the council is waiting to see the submitted planning application to have sight of the final proposal. Some councillors raised changes that had been identified between different presentations of the development’s plans.
- v. Council noted the difficulty of the position in relation to not knowing the final plans; not yet agreeing its comments on a planning application, signing the MoU and its desire to ensure its position is not inappropriately compromised. It was noted that historic cases in other parishes demonstrate that parish councils often leave matters to the ultimate planning authority, in this case TDC.

**RESOLVED** - Council confirmed that it continues to consider its position and await sight of the formal planning application.

9.5.4 Grass cutting contract – report from working group

- i. Follow up meeting with contractor discussed positions and council confirmed its updated proposal for the contractor to consider.

**ACTION 12/22 – 9** – Clerk to follow up with Grass contractor to ensure discussions progress to a conclusion.

- ii. Comparison of football club grass cutting contractor noted and discussed.
- iii. Noted that making Tilburstow Hill more accessible for the disposal of leaves for future consideration.

9.5.5 Tree survey - Consider information and quotes provided and how to proceed

- i. Clarified quote received
- ii. Council discussed how to proceed with a decision when considering the disparity of the approaches and quotes.
- iii. Council noted receipt of two letters from SCC about trees on opposing sides of Ray Lane.

**ACTION 12/22 – 10** – Clerk to notify SCC that the information contained in the letters had been noted and trees in this area were already proposed as part of the survey and the contractor appointed would be made aware of the content of the letters.

**ACTION 12/22 – 11** – Clerk to contact Natural England and Surrey Wildlife Trust notifying them of the letters from SCC and the potential requirement for work to be carried out to trees.

**RESOLVED** - Council agreed to delegate the consideration of the quotes to the Greenspaces committee and would await a recommendation from the committee on how to proceed once they have considered the quotes further.

**ACTION 12/22 – 12** – Clerk to request confirmation of the qualifications of the contractors who have submitted quotes.

- iv. Council noted delays caused by when the Greenspace committee could meet and not wanting to delay moving forward with the decision on who to appoint to carry out the tree survey, even more so since receipt of the SCC letters.

**RESOLVED** - Council agreed that the Greenspaces committee make its recommendation via email for confirmation by council (if council is not unanimous on accepting the recommendation, the matter should be referred to the next full council meeting).

## 10. Greens, Commons and Land, to include:

### 9.1 Inspection Reports

Godstone Green		Greenview	
Playground		Hilly Fields	
Burial Ground		South Godstone	
Bounty		Blindley Heath	
Tilburstow Hill		Allotments	

### 9.2 Godstone

#### 9.2.1 Playground Refurbishment

- i. Council noted the final inspection of works report and general satisfaction with works. Items raised:
  - a. Small issue with new roundabout which was being addressed on Wednesday 7 December 2022.
  - b. Confirmation of depth of wet pour to be provided to confirm suitable for each piece of equipment. Playground contractor addressing this as holds information.
  - c. Manufacturers name plates/information to be put on equipment or provided to council. Playground contractor addressing this as holds information.
- ii. Council agreed that the playground was looking fantastic.
- iii. The working group raised the surface around the embankment slide which currently is soil. It was proposed that playground grade Astro turf be installed inside the playground and the outside of the embankment slide would be seeded at an appropriate time.

**ACTION 12/22 – 14** – Clerk/working group to clarify how the Astro turf will be installed and fixed and is a suitable product material for a playground which would not be a risk to children. Working group to be satisfied that installation is suitable and the Astro turf would not be too higher risk of frequent maintenance issues and that material causes no potential risk to children's health.

**RESOLVED** - Noting the above action, council agreed to the installation of a suitable fake grass surface under the supervision of the Working group/Clerk, on the condition that there is money available within the funds allocated to the project to cover the grass installation.

**ACTION 12/22 – 15** – Clerk/working group to confirm final costs for installation; review funds remaining within the funds allocated to the project to cover the works on confirmation of costs; and on being satisfied proceed with issuing instructions for the work.

- iv. It was noted that the groundworks contractor has been asked to clear around playground on removing fence.

#### 9.2.2 Southview Wayleave Agreement

- i. Council noted the draft circulated on 15 November 2022 by email along with correspondence in relation to the drafting of agreement since the meeting held on 7 November 2022 when the council confirmed it was willing to grant the same permissions as enjoyed by the current owner of 3-4 Southview (the old Bridal shop).
- ii. The original draft was received from the solicitor on the 7 November 2022 allowing very little time for review.
- iii. A more thorough review after the meeting raised some minor concerns that the information about the permissions, specifically the conditions attached for the Bow window (as well as the Crazy paving), was getting lost in the drafting.
- iv. The updated draft aims to make the conditions attached to the permissions clearer.

**RESOLVED** - Noting the report provided on the Southview Wayleave Agreement, the council accepted the recommended draft agreement. The council unanimously agreed that the Southview Wayleave Agreement be signed on behalf of the Parish council when the sale of the property completes and is required.

**ACTION 12/22 – 16** – Clerk to advise solicitor of agreement to sign the Wayleave agreement on completion of the sale.

#### 9.2.3 Benches – Repair project and bench by surgery gate

- i. Work to repair the benches remains outstanding as the hardwood order for the work needs to be confirmed.
- ii. It was noted that there is around £1k available for the hardwood.

**ACTION 12/22 – 17** – Cllr J Gardner has prepared a schedule for the hard wood required and this is to be provided to the Clerk so the work can proceed.

- iii. A request to remove the plank bench next to the green gate on to the Green by the doctor's surgery was considered.

**RESOLVED** - Council unanimously agreed that an instruction of work be issued for the bench described to be removed.

**ACTION 12/22 – 18** – Clerk to issue instruction to confirm the removal of the bench.

#### 9.2.4 Branches/suckers sprouting from trees near/in car parks

**RESOLVED** - Council unanimously agreed that an instruction of work be issued for the suckers sprouting from trees to be removed from the 2 trees affecting the car park.

**ACTION 12/22 – 18** – Clerk to issue instruction to contractor to cut suckers.

9.3 Hilly Fields – It was noted that the Hilly Fields have not had an annual cut yet.

9.4 Salisbury Road Allotments

9.4.1 Allotments all ticking along nicely.

9.4.2 No update on the development of the garages.

9.4 Tilburstow Hill/The Enterdent – No matters raised

9.5 South Godstone – Noted very nice Remembrance service held.

9.6 Blindley Heath

9.6.1 Letter of response - The Roundabout House – Council noted the correspondence

**RESOLVED** - Council unanimously agreed that a response should be sent to address the points raised in the letter.

**ACTION 12/22 – 19** – Clerk to liaise with Cllr C Farr to prepare and send a letter of response. Confirmation of final draft to be sent to be agreed by Clerk and Cllrs S Farr and C Farr.

9.6.2 Gifted Land – Reported email correspondence Ref: Future Ecology Maintenance of the Southern Land at Oldencraig Mews and acceptance of councils position. It was restated that the council had carried out considerable research to establish the planning conditions.

9.6.3 SCC letter about tree hazard on Parish land Ref: 2427939 – Noted during the discussion on the Tree Survey

9.6.4 SCC letter about tree hazard on Parish land Ref: 2428065 Noted during the discussion on the Tree Survey

9.7 Update as per Action from previous meeting on Martyns Platt – Report from Cllrs C Farr and S Farr, for council to council to consider recommendations and confirm position summary of matters:

9.7.1 Item 1 - Request for use of access gate on footpath 254 to enable mini-digger to access the rear of the property enabling a new sewage system to be installed.

9.7.2 Item 2 – The repair of potholes where car access is made into the property.

9.7.3 Item 3 - Installation of vehicle charging point.

9.7.1 ITEM 1 - Key for access – Report recommendation - Agree access subject to written agreement to conditions.

**RESOLVED** – Councillors unanimously agreed that the key to the gate be provided to property owner (Martyns Platt, Blindley Heath), for access subject to written agreement to the following conditions:

- 1) That no copy of the key be made.
- 2) The supplied key will be kept safe and loss of key will incur a charge for a new padlock and number of keys at a cost of up to £80.00 plus VAT to be paid promptly by property owner.
- 3) The gate will not be left unlocked at any time, other than to allow the digger passage.
- 4) No vehicle may be parked on the footpath or Godstone Parish Land at any time as conditioned in use of Public Footpaths and Common Land regulations.
- 5) Any and all damage or change to GPC land to be re-instated and made good within one month of works ending.
- 6) The loan of the key is to be for a period of one month. Key is to be collected and returned from the Clerk by mutual agreement.

9.7.2 ITEM 2 – Repairs to Potholes – Report Recommendation - Council does not object to the repairs where access by motor vehicle across common land is made to the property Martyns Platt, Blindley Heath, subject to written agreement to conditions.

**RESOLVED** – Councillors unanimously agreed that the council does not object to minor repairs for general maintenance where access by motor vehicle across common land is made, to the private property Martyns Platt, Blindley Heath, by the property owner, subject to written agreement to the following conditions:

- 1) The material used to infill is identical to existing material.
- 2) The finished level is no higher than surrounding area.
- 3) Where repairs are made to any footpath area suitable signage warning walkers of the works are clearly visible and work should be started in and completed in daylight hours.
- 4) Property owner's insurance covers the public liability aspect of any works.
- 5) Permits which may be required shall be obtained by the property owner.
- 6) This permission is not transferable and any change in ownership should be notified to Godstone Parish Council.
- 7) Godstone Parish Council will be fully and effectively indemnified against any claims arising from this consent.
- 8) Godstone Parish Council must be contacted in the future about any repairs. No additions, modifications or alterations to any path or track to be carried out without the express permission of Godstone Parish Council.
- 9) Godstone Parish Council reserves the right to withdraw the permission. Consent will not be withdrawn in an arbitrary manner.
- 10) The common land will in no way be obstructed or damaged. Any damage caused whilst repairs being carried out must be rectified by the property owner and to the satisfaction of Godstone Parish Council.

9.7.3 ITEM 3 - Charging Point – Included in report for noting - No discussion as to charging point location took place on site. The intention to alter the entrance arch to accommodate access to the property did suggest that the point would be on the property itself. Should more details come

forward council would need to carefully consider the placement of such an item on the land noting the SSSI status and what this may preclude.

**ACTION 12/22 – 20** – Clerk to liaise with the property owner on the conclusions detailed, with thanks for contacting the Parish and encourage contact with the clerk regarding any aspect of the land surrounding the property.

9.7.4 Council discussed the general importance of communication with property owners within the SSSI Site and for those with access via Wayleave Agreements.

**ACTION 12/22 – 20** – Clerk to liaise with Cllr C Farr to prepare a generic letter to residents noting reminders about the SSSI and reinforcing or confirming any points deemed appropriate.

## 10 Burial Grounds and Memorials

10.4 Exclusive Rights of Burial (EROB) Applications; Memorial Applications; Surrender requests and Bench Memorial Applications

10.4.4 Memorial request outside regulations: A small plaque to place at the end of the grave to match the headstone.

**RESOLVED** – Councillors unanimously agreed that permission be granted noting the following conditions: small plaque should be flush with the ground when it is installed; that the Grantee accepts the risk of damage that could be caused due to its positioning; and council are not held liable for any damage caused to the plaque that may occur through such maintenance activities such as the cutting of the grass.

**ACTION 12/22 – 21** – Clerk to liaise with applicant and check if it is possible to engrave the back of a memorial stone when space has run out on the front of the memorial.

10.2 Update of review of War Memorial

10.2.1 Concern remains that the memorial is deteriorating and tilting. Historic measurements to be referred to.

10.2.3 It was reported that the church are also currently reviewing the condition of the memorial. The council requested that the council are provided with an update of the churches conclusion.

**ACTION 12/22 – 22** – Clerk to liaise with Cllr L Case to ensure update is provided to council.

## 11 Review of GSA meeting

11.1 Council considered the notes detailed below from meeting and if they were an accurate reflection of the discussion that took place at the meeting.

11.2 Noted the need to review areas that were to be put to full council following the meeting and actions for the council to complete.

11.3 Consider if an additions or amendment to agreements on the Terms and Conditions regarding the use of our greenspaces to protect the GPC from liability.

**RESOLVED** – Councillors unanimously agreed that the review of Terms and Conditions for use of greenspaces be delegated to the Greenspace Committee.

**ACTION 12/22 – 22** – Greenspace Committee to review/amend wording deemed necessary to conditions for use of our greenspaces to protect the GPC from liability.

11.4 It had been noted following the meeting that the Parish council has ultimate say on anything relating to their owned assets, control of land in the event of damage, potential damage or particularly overuse.

11.5 Note drafted:

### **General Introductions**

- Members of the GSA introduced and use of Godstone Club premise and link with Godstone Club explained.
- Noted that Trust sits above both the Club and GSA and pays bills for the GSA and then invoices each club within the GSA.

### **Pavilion**

- a. Condition and maintenance of pavilion was agreed by all as the GSA responsibility
- b. Noted issues with showers and that football team are making arrangements to address electric pump shorting fuse. No schedule or time frame stated or agreed.

**ACTION:** Confirmation of work being completed would be greatly appreciated.

- c. Condition and issue with toilet discussed. Noted new pan purchased in preparation for repair. No schedule or time frame stated or agreed.

**ACTION:** Confirmation of work being completed would be greatly appreciated.

- d. Doors on outside of pavilion and concern about the weight and safety for users noted. Dave Bamforth (DB) stated that they had been modified slightly to address concerns (no specific details given). It was noted that they are generally only used once a year or Fete day and that an appropriate number of people remove them to avoid injury. The purpose of them for security reasons was understood and appreciated.

### **Cricket**

- a. DB response to letter stated that there is still a cricket club, the Hare and Hounds Godstone Cricket Club. There was a difference of opinion and it was stated by Cllr M McLoughlin that the Hare and Hounds cricket has folded and there is no interest from the pub for future involvement in regular cricket.
- b. GSA confirmed generally that there is a desire to have a cricket team, but this could take some years to address and for the moment is not the main priority and focus.
- c. GSA noted work on the cricket square which would be required as part of getting cricket back on the Green.

- d. Differing statements on whether ECB funds held in bank account or as a confirmed grant promised and money still held by ECB. But currently no imminent plans for work. It was noted that GSA would liaise with GPC when cricket plans were looked at in the future.
- e. It was noted that the Green is a protected space and that permissions required should be confirmed before anything proceeds for works on the Cricket square.
- f. It was noted that the GSA Insurance cover provided to GPC historically categorically excluded cricket and this would need to be looked at whenever cricket is restarted.

#### **Lease**

- a. It was noted and accepted by all that names of 'Lessees' detailed on the pavilion lease should be updated as current people named are either deceased or elderly and no longer involved in the GSA.
- b. GSA confirmed that Andrew Smith and James Croft are to be two of the new 'Lessees' detailed.
- c. GPC confirmed that at least 3 people should be listed.

**ACTION:** GSA to confirm further person to be detailed as Lessee(s).

#### **Football and Football Pitches**

- a. Desire for work on pitch noted to assist drainage and keep pitches in good condition discussed (apologies, can't remember technical term used!) It was discussed that plenty of notice should be allowed for discussion with the parish council when planning such projects.
- b. Estimate time Football club would wish to carry out work would be end of Sept or end of March
- c. Cllr D Stone stated that he thought Sibelco would be willing to donate any sand required to assist with this work.
- d. Cost of seeds noted and efforts for fund raising by GSA. Clerk mentioned I gas fund [www.igascommunityfund.co.uk](http://www.igascommunityfund.co.uk), for potential funding.
- e. Dates, times and groups using pitch were discussed. It became apparent that there is a group using the Green regularly on a Saturday at 10am who have no link to the GSA/football teams that have permission to use the Green and the Parish council have not granted permission to any other football groups for training on a Saturday. It was confirmed that Park Football had permission for Sunday use, but that the group had recently confirmed that they would not be continuing. It was discussed that information on fixtures and when the permitted teams would be using the Green would help identify that appropriate permissions had been agreed and help protect the condition of the pitches and the work that the football clubs put in to look after the area.

**ACTION:** Group agreed to work together to identify who the unknown group is and address the matter.

**ACTION:** Teams to provide information on fixtures via league website links. Royal Earlswood (Godstone) FC – Mid Sussex League? (Apologies please confirm and confirm league web link).

- f. It was confirmed that Raw Skills are the junior Godstone team affiliated with the GSA. Simon Marus (SM) has confirmed fixtures can be found on <https://fulltime.thefa.com/home/index.html> (Type in the league box, Epsom & Ewell, select under 16's, Premier League and click on team to see upcoming fixtures. These are subject to change at short notice due to postponements and cup fixtures).
- g. Training on the Green is currently excluded from the permission Granted and a request was put to the council to reconsider this point.

**ACTION:** Councillors present agreed to take the to the next full council meeting to discuss with full council.

**ACTION:** Junior and adult teams/ GSA to confirm when football teams would like to be able to train on Godstone Green.

Raw Skills request (small section of The Green which would be no more than half a pitch):  
Thursday evenings 6pm - 7pm Mid March till May and then September to Mid October  
Saturday mornings 10am -11am May till early September.

- h. Condition of the pitch following the ground works on the playground raised by teams/GSA.

**ACTION:** Councillors present agreed to take the to the next full council meeting to discuss with full council.

- i. Issue with goal post was raised and GSA confirmed steps taken to repair the post. It was believed to have been vandalised. Removal goal posts were raised as a potential future option, there would also be value in this to care for the pitch and goal mouths.

#### **Parish Council**

- a. Matter of no charge made for pitches raised for noting and Parish council explained the financial position of the council, the precept and what this has to cover across the three villages. The discussion included clarifying that no charge is made to anyone by the GSA for use of the pitch. GSA confirmed that they do not request any sort of payment for the use of the pitches.
- b. Position of wanting to ensure risks managed and historic claims that have arisen were raised to explain the councils position and insistence on insurance and checking of pitches before play commences. GSA explained responsibilities of referees agreeing pitch is playable before proceeding.

#### **Insurance**

- a. Insurance for the Pavilion and Parish council being named party as per lease was discussed.

**ACTION:** Renewal information to be provided to Clerk when renewal completed (which is currently being dealt with by Godstone Trustees.

- b. All parties noted the insurance requirements for football clubs to play and contractors who care for the pitches on their behalf. All insurance information currently up to date.

There was not a Proposed or Agreed date to meet again, but there seemed a general willingness to continue working together and agreement that meeting in person had proved positive.

Thanks to all those that attended.

**RESOLVED** – Councillors unanimously agreed that the notes prepared were an accurate reflection of the discussion points.

**ACTION 12/22 – 23** – Clerk to email the notes to the Chairman of the GSA to maintain a useful paper trail and include additional point noted (i.e. schedule for works)

11.6 Summary of additional points:

- i. The council remain a little unclear of the committee of the GSA, request confirmation of Treasurer and Secretary.
- ii. Noted A Smith to be named on the Lease when the changes are made, confirm if A Smith is on the committee and what position they hold.
- iii. At the meeting it was mentioned that moving the position of the pitches could be help maintain their condition. Council would like it noted that confirmation of details and intentions should be provided to the council before proceeding to ensure agreement.
- iv. The council would like to continue working together and proposed that both organisations meet again in Spring 2023 and prior to a meeting that a couple of representatives of each organisation meet at the Pavilion to check what has been remedied before the meeting.
- v. The council would like to agree an agenda with the GSA for the next meeting to ensure that meetings continue to be constructive.

11.6 Summary of Action points for the council’s attention

**ACTION:** Group agreed to work together to identify who the unknown group is on a Saturday to address the matter.

**ACTION:** Full council to consider if permission for team training on the Green can be added to the agreement.

Councillors present agreed to take the to the next full council meeting to discuss with full council.

**ACTION:** Full council to consider the *condition of the pitch following the ground works on the playground.*

11.7 There was a discussion noting the varying positions within council on the Pavilion, its use and future. During this discussion a potential link to the position of the Bounty (Rent or bought) was muted. It was noted that the council await an update on the Scout position and the need to consider the review of the business case.

**12. Correspondence** – Councillors noted correspondence received since the last meeting, not already detailed during the course of the meeting:

12.1 NALC - Chief Executive's Bulletin

12.2 Reference: ME-50073824 - Surrey Highways: TRN- 14.2- (A22) Godstone By-Pass

**13. Matters for reporting or inclusion on future agendas**

13.1 The next meeting of the Parish Council is scheduled to be held on Monday 9 January 2022 at 7.30pm at St Stephens Church Hall, South Godstone

**Part 2 – Salary Information**

**RESOLVES** – Council unanimously agreed that that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

----- Meeting ended -----

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Chairman

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Dated