

# Godstone Parish Council

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

## Clerk to the Parish Council

Mrs S Endersby

Admin Assistant

M-A Parsons

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## Minutes

of the meeting of Godstone Parish Council held on **Monday 4 September 2017** at 7.30pm at Oasis Café, Godstone Baptist Church, Godstone

<b>Members:</b>	Cllrs B Davis, B Hubery, M McLoughlin, C White, M Gillman and R Johnson.
<b>Apologies:</b>	Cllrs J Gardner and J Faulkner
<b>Absent:</b>	Cllr K Knox
<b>In attendance:</b>	S Endersby (Clerk)
<b>Open Forum:</b>	Tandridge District Councillors N Childs and E Blake-Thomas, Surrey County and District Councillor R Thorn, F Pavely, D Christmas, G Lean, H Windsor, E Westers, T Mortleman, L Case, and A Rabbetts.

## 1. Questions from Members of the Public

- 1.1 F Pavely, Godstone – Does the Parish Council have an update on CIL payments from Tandridge District Council (TDC) and how much does the Parish Council believe is due?  
Councillors confirmed that the Clerk had tried to arrange a meeting, but had not received any acknowledgement of correspondence, councillors were also following up the matter to ensure a meeting is arranged. The Parish council believes that the initial figure due to Godstone Parish Council is around £67k.
- 1.2 M Sydney, South Godstone – Thanked the Parish Council for the leaflet ‘Time is Running out’ delivered to all parishioners.
- 1.3 D Christmas, The Enterdent, Godstone – Raised the leaflet ‘Time is Running out’, which was extremely thorough and discussed with the Councillors what other communication, perhaps simpler, materials which could be used and could help the cause.
- 1.4 H Windsor, CPRE – Request for permission to erect banners in relation to objections to the Garden Village proposal, confirming that there was no offensive material on the banner and that the group CPRE is not a political party.  
Councillors confirmed that they would discuss the matter of banners being erected during the meeting and H Windsor would be notified of the decision.
- 1.5 G Lean, Blindley Heath - Discussed the leaflet ‘Time is Running out’, questioned the legality of the consultation by how it is being carried out on a portal and the questions used and offered support.
- 1.6 E Westers, Blindley Heath – Request for the Blindley Heath Residents Group to erect banners in opposition to the Garden Village Proposal. Reported that through her work, based in the local community, it was clear that there is a high number of people unaware of the Garden Village Proposal.  
Councillors confirmed that they would discuss the matter of banners being erected during the meeting and notification of the decision would be given.
- 1.7 F Pavely, Godstone – How can the Parish council audit the number of responses sent to TDC.  
Councillors agreed that parishioners could be asked to copy the clerk or the GVA into correspondence to track responses.
- 1.8 A Rabbits, Godstone – Asked District Councillors what their positions on the Garden Village Proposal are and stated that the TDC consultation Portal does not give you the opportunity to state your opinion.  
None of the TDC councillors were prepared to respond stating their positions.  
Councillor R Thorn responded that her and her fellow District Councillors did not attend the Parish council meeting to hear the views of the parishioners in relation to the Garden Village proposal or TDC’s Local plan.  
Parish councillors and members of the public in attendance were angry with this statement.
- 1.9 L Case, Godstone – Reported damage to the bench with an explanation of circumstances and gave apologies.
- 1.10 T Mortleman – Godstone – Asked how much collaboration there was between all the groups opposing the Garden Village Proposal.

## 2. County and District Councillors

- 2.1 Tandridge District Councillors E Blake-Thomas
  - i. Nothing to report
- 2.2 Tandridge District Councillors N Childs
  - i. Nothing to report
- 2.3 Surrey County and District Councillor R Thorn
  - i. A22 roadworks – Complete and the road is now open.

### 3. Apologies and reasons for absence.

3.1 Apologies and reasons were received and accepted from Councillors J Gardner and J Faulkner.

3.2 Councillor B Davis, Vice Chairman, took the position of Chairman for the meeting.

3.3 Apologies were not received from Councillor K Knox and the council deemed that he marked as absent.

### 4. Declarations of Interest - None

5. **Minutes** of the previous meetings held on Monday 7 August 2017 were confirmed as an accurate record of the meeting and signed by the Vice-Chairman.

### 6. Neighbourhood Plan Committee

6.1 Councillors noted the report detailing the time line on the neighbourhood plan demonstrating progress which had been included circulated in advance of the meeting.

6.2 Councillors noted that there will be some expenses for the launch of the Neighbourhood Plan of around £100, but it was noted that the £500 which had been budgeted for the early stages and launch of the Neighbourhood Plan would cover these expenses.

6.3 Councillors asked when a grant application would be made and it was confirmed that a grant application was being worked on over the next few weeks.

6.4 The distinction between Godstone's Neighbourhood Plan and Tandridge District Council (TDC) Local Plan was becoming problematic.

6.5 Councillors discussed meeting local need and affordability criteria and plot sizes that could be included in the plan, if such information should be included and what 'affordable' houses are defined as.

### 7. Motions and matters proposed for discussion by Councillors

#### 7.1 Footpath management

i. Councillors considered the future management of certain footpaths in each village considering the short fall of the maintenance program carried out by Surrey County Council and subsequently the state of public footpaths within the Parish.

ii. Councillors discussed the concerns in relation to taking on the maintenance of any public footpaths, stating that this remains the responsibility of Surrey County Council (SCC) and that the Parish council did not budget any funds for such work to be carried out. It was noted that councillors could consider using CIL money if the Parish council received the CIL money owed to them.

**ACTION 9/2017 – 01** – Councillors to identify footpaths of most concern in each village (Cllr M McLoughlin – Godstone; Cllrs M Gillman and J Faulkner – Blindley Heath; and Cllrs B Hubery and C White – South Godstone), to enable the Parish council to consider potential plans for the next financial year.

**ACTION 9/2017 – 02** – Clerk to include the matter of the future maintenance of the Parish footpaths on the agenda of the next Finance Committee meeting.

7.2 Funds for new Noticeboard - Councillors considered the motion to agree funds of up to £2k for a new noticeboard in Godstone Village to be placed on Parish land.

**RESOLVED** – Councillors unanimously approved funds of up to £2k for a new noticeboard in Godstone Village.

**ACTION 9/2017 – 02a** – Clerk to investigate the purchase of a new noticeboard.

#### 7.3 Request for a contribution to highways ground maintenance

i. Councillors considered the request from TDC about making a payment to Tandridge to protect current highways ground maintenance service levels.

ii. It was noted that a contribution towards highways ground maintenance was not included in the Parish council budget that had been agreed.

**RESOLVED** – By a majority vote (5 councillors; 1 councillor) the Parish Council decided that there would not be a contribution of £2k made to TDC for highways ground maintenance service levels.

iii. Councillors stated that if the CIL money that Godstone Parish Council is owed is paid by TDC, then following a change of circumstance such as this the Parish council could reconsider their position.

7.4 Remembrance Wreath – Councillors considered the motion to make donation for a wreath for Remembrance Sunday.

**RESOLVED** – Councillors unanimously approved a £50 donation be made to the Royal British Legion for 2 wreaths for Remembrance Day.

**ACTION 9/2017 – 03** – Clerk to make necessary arrangements for the Remembrance Wreaths.

7.5 Correspondence with Councillors – Councillors discussed correspondence between the councillors of the Parish council, not including the circulation of statutory paper, when a councillor is not attending meetings. It was concluded that all correspondence should continue to be sent to all councillors regardless of attendance at meetings.

7.6 S Gyimah MP - Garden Village Strategy – Councillors noted and discussed the response received from S Gyimah MP, on 25 August by EMAIL, to the following questions;

i. Has the government given Tandridge District Council any requirement to deliver a specific number of additional homes in Tandridge? A simple yes or no answer is what we seek.

ii. If the government has given Tandridge District Council a requirement for additional homes what is the number of homes required;

detailed in a letter dated 9 August 2017 from Godstone Parish Council on the Garden Village Strategy.

**RESOLVED** – Councillors unanimously approved a letter of response to S Gyimah MP answers to Godstone Parish Councils on the Garden Village Strategy be sent.

**ACTION 9/2017 – 04** – Councillor M Gillman to write a response and liaise with the Clerk. A statement confirming the publication of correspondence should be included in the letter. Correspondence to be uploaded on to Website following letter being sent.

## 8. Tandrige District Local Plan and Garden Village

8.1 Councillors considered the need for Godstone Parish Council to submit a formal response about the Tandrige District Council Local Plan: Garden Villages Consultation and agreed a plan to prepare a formal response to the consultation.

8.2 It was noted that a comment in relation to the implications to the grant process, for new housing bonus, if a new village is attached to a current village.

**RESOLVED** – Councillors unanimously approved that a statement be prepared confirming the Parish Councils objection(s) to the Garden Village Proposal which should be circulated by email in preparation for the next meeting.

**ACTION 9/2017 – 05** – Councillors M Gillman and M McLoughlin to prepare the statement from the council objecting to the Garden Village proposal and the Clerk to ensure that this matter is an item on the council's agenda.

8.3 Councillors noted the report from Councillor B Davis following his attendance at the Tandrige LP GV Workshop presentation 9 August 2017.

8.4 Councillors noted that the Blindley Heath Liaison Group have been considering a response to be submitted by them to the consultation due to the proximity to the SSSI in Blindley Heath.

8.5 Councillors agreed that this Agenda item should be on every future agenda until further notice.

**ACTION 9/2017 – 06** – Clerk to include Tandrige District Local Plan and Garden Village on future agendas.

## 9. Reports

9.1 Action taken – to be ratified (if any)

- i. An updated action list will be circulated for the next meeting.
- ii. All actions detailed in the minutes of the meeting held on 7 August 2017 had either been discharged, were included as part of the meeting, or are detailed below to ensure they are followed up:

<b>ACTION 8/2017 – 02</b> – Clerk to follow up on the notice board to be erected near the Baptist Church, Godstone and make enquiries about the cost of a double-sided notice board for the Car Park opposite the White Hart.	
<b>ACTION 8/2017 – 08</b> – The Clerk to write to local businesses and suppliers about Christmas lights.	
<b>ACTION 8/2017 – 10</b> – The Clerk to arrange donations to St Stephen's and Godstone Baptist Church.	
<b>ACTION 8/2017 – 12</b> – The Clerk to liaise with Mrs Richardson.	
<b>ACTION 8/2017 – 13</b> – Clerk to book Data Protection training.	
<b>ACTION 8/2017 – 19</b> – Councillor J Gardner to contact owner of Salisbury Road Garages.	
<b>ACTION 8/2017 – 23</b> – Clerk to liaise with SCC to ensure Speed sign installed following refurbishment.	
<b>ACTION 8/2017 – 29</b> – Clerk to inform Parishinor the request for bird bath has been declined.	
<b>ACTION 8/2017 – 30</b> – Clerk to liaise with Rev P O'Connell in relation to the Cherry Trees.	
<b>ACTION 8/2017 – 31</b> – Parish council to consider GPS systems at the burial ground.	
<b>ACTION 8/2017 – 32</b> – A White of the GVA to liaise with the Clerk in relation to the concerns raised with Airsensa.	

Ongoing Actions from previous meetings:

<b>ACTION 6/2017 – PF1: Linden Fields Play area, Godstone</b> - TDC Councillors to visit residents and Parish Council to be kept informed via the Clerk.	
<b>ACTION 6/2017 - 3:</b> Neighbourhood Plan Constitution/Terms of Reference - Cllr Gillman to send comments to Cllr White.	
<b>ACTION 5/2017 – 4:</b> Clerk to compare the current Parish publication scheme with the ICO model scheme.	Pending
<b>ACTION - Apr-17:</b> Put a notice board on the car park site to keep parishioners informed of the work taking place.	Location TBC. Request Cllr visits with Clerk.
<b>ACTION - Apr-17:</b> Clerk to follow up the street lights information provided by Councillor Johnson and submit online.	Followed up – pending
<b>ACTION 6/2017 – 8:</b> In conjunction with the Clerk, Cllr B Hubery to liaise with the Baptist Church in relation to a new noticeboard.	Pending
<b>ACTION 6/2017 – 33:</b> Clerk to inform applicant of decision on mobile pizza pitch.	
<b>ACTION 6/2017 – 35:</b> Clerk to inform Parishinor of acceptance of offer to pay from refurbishment of bench and liaise with Parish contractor to establish costs before any work takes place.	
<b>ACTION 6/2017 – 36:</b> Clerk to inform Preservation Society about clearing the pond.	
<b>ACTION 6/2017 – 39:</b> Clerk to inform Parishinor of the council's position in relation to garden plots being common land and not for sale.	

<b>ACTION 6/2017 – 44:</b> Clerk to arrange a performance reviews as required.	
<b>ACTION 7/2017 – PF1</b> – Clerk to send the reference number on if possible in relation to railing reported to SCC.	Ref. not found prior to matters being logged – closed.
<b>ACTION 7/2017 – PF4</b> – Councillor M McLoughlin will write to Councillors R Thorn and N Childs following a final review and summary of the survey being completed.	
<b>ACTION 7/2017 – 04</b> – Clerk in liaison with Councillor M McLoughlin to ensure that results of the HGV Survey are shared with the volunteers.	
<b>ACTION 7/2017 – 05</b> – Clerk to liaise with the owner to arrange the appropriate agreement documentation as soon as possible. Maynards - Wayleave	Pending response from owner
<b>ACTION 7/2017 – 22</b> – Councillor M McLoughlin and Councillor B Hubery to carry out another joint inspection at Tillburstow Hill and report recommended actions to the Council.	
<b>ACTION 7/2017 – 23</b> – Clerk to liaise with Stonecrest to ensure that the work is carried out on lettering on war memorials.	

## 9.2 Clerks Report

- i. White Hart Barn – Chairman sign – Councillors noted that if the plaque is removed work would need to be carried out to make good any damage caused.

**ACTION 9/2017 – 07** – Clerk to liaise with contractor to establish potential work involved and costs.

- ii. Hakha Homes - Follow up call to clerk noted.
- iii. Traveller Incursions – Councillor noted information from other Parish responses received detailed in a Report circulated with meeting papers.

**ACTION 9/2017 – 08** – Clerk to prepare a statement in case of a traveller incursion in the future.

- iv. Accident (PC22) – Councillors noted report of car accident on high street and concerns raised about drivers going to fast around the village. It was noted by councillors that the Clerk had responded confirming if the incident had been reported to police and the reason for ensuring this.
- v. Fair impact on Cricket – Councillors noted the apologies given by Clerk if the fair had prevented a game of cricket.

- vi. Fete Committee – Councillors noted the question from the fete committee in relation to the fair on the Green the weekend before the fete as they wanted to erect facade on the pavilion. Clerk reported that notice of the date to install Façade had not been given and that the fair was on a different section of the Green so the Façade could still be erected.

- vii. Signage in the parish – Councillors noted several requests or suggestions for signage within the Parish:
  - Request for signage for closest toilets at the Playground (from Bowls Club)

**ACTION 9/2017 – 09** – Clerk to enquire about signage for the toilets with SCC and TDC. Information about the closet toilets to be included on noticeboards.

- Signage about not dumping at the allotments/Rules

**RESOLVED** – Councillors resolved that signage be installed at the allotments to prevent dumping of waste and enforce rules.

**ACTION 9/2017 – 10** – Clerk to make arrangements for signage at the allotments.

- Updating signage about commercial vehicles parking.

**RESOLVED** – Councillors resolved that signage would not be changed in the car parks to refer to the parking of commercial vehicles.

- viii. Pavilion Clock – Councillors noted that contractors had arrived to service the clock, but that access had not been possible to the Pavilion so no work undertaken. Clerk is awaiting further communication from the contractor to confirm a future visit and then liaise with Councillor R Johnson if necessary.

- ix. Information from SSALC on supporting a candidate – Councillors noted the information provided in relation to supporting a candidate for the election to the position of Tandridge District Councillor;
  - Can a Parish councillor support a candidate for District Council elections. Confirmed as Yes.
  - Can a Parish council endorse a candidate for a district council election. Confirmed as Yes.

- x. Bounty – The councillors noted the report in relation to a blocked drain at the Bounty and the emergency action taken by the clerk to call a contractor to deal with the issue. Councillors noted the expenses that arose from this situation and confirmed that would be paid on presentation of the appropriate expenses claim and receipt at the next Parish council meeting.

## 9.3 Chairman's Report – (for noting) information only

- i. Congratulations to the Fete Committee on the success of the Bank Holiday Fete.
- ii. It was noted by councillors that due to the absence the admin assistant from the Parish office, the clerk is having to prioritise matters and this means a number of issues will remain outstanding.

## 9.4 Reports (for noting) from representatives on outside bodies etc

- i. It was noted that Councillor B Hubery and R Johnson had been notified of an altercation of aggression towards the fair people had been reported.
- ii. Councillor R Johnson reported that she had contacted Godstone Club in relation to the Grant application, but had not received any further information that had been requested.

## 10. Current Planning issues

10.1 District Council Planning Decisions – Councillors noted the following decisions made by Tandridge District Council:

Application	Description	Address	Decision
<a href="#">2017/1528/TCA</a>	T1 Silver Maple - Fell	<a href="#">9 Ivy Mill Lane, Godstone RH9 8NH</a>	Approved
<a href="#">2017/1503/NH</a>	Erection of single storey rear extension measuring 5m deep with a maximum height of 3.64m and an eaves height of 2.5m. (Notification of a Proposed Larger Home Extension)	<a href="#">7 Tylers Close, Godstone RH9 8AN</a>	Larger homes extension – Prior approval not required
<a href="#">2017/1440</a>	Demolition of existing linked garages and erection of new double garage to provide ancillary commercial storage.	<a href="#">44 to 46 High Street, Godstone RH9 8LW</a>	Approved
<a href="#">2017/1372</a>	Formation of new access & erection of 5-bar entrance gate.	<a href="#">Gaysland Farm, Tandridge Lane, Lingfield RH7 6LW</a>	Approved
<a href="#">2017/1597</a>	Variation of condition 2 of planning application 2016/2185 dated 31 January 2017 to allow for changes to the internal layout, amendments to the roof, revised elevations and revised parking allocation.	<a href="#">Land Adjacent to Godstone Station, Eastbourne Road, South Godstone RH9 8JB</a>	Approved
<a href="#">2017/1301</a>	Erection of first floor rear extension incorporating Juliet balcony.	<a href="#">Little Coombe, Carlton Road, South Godstone RH9 8LG</a>	Approved
<a href="#">2017/1308/TPO</a>	T1 Oak – Crown lift to 8 metres from ground level. Reduce height and lateral spread by 4 metres to leave the tree with a height of 20m and spread of 20m.	<a href="#">66 Latham Park, South Godstone RH9 8EP</a>	Approved

10.2 Current Planning Lists and applications

2017/1369	Plum Cake Cottage, Godstone Green, Godstone RH9 8DZ	Variation of condition 12 of planning application 2014/1684 to allow for alterations to external lighting.	No Comment
2017/1578	Cornerfield Farm, Byers Lane, South Godstone RH9 8JL	Variation of condition 2 of planning application TA/2016/1188 to allow for the repositioning of the front of the building and the connection from the existing building to the new area.	No Comment
2017/1703	11 St Johns Meadow, Blindley Heath RH7 6JU	Erection of two storey side extension incorporating integral garage and front porch.	No Comment
2017/1660	St Stephens C of E Primary School, Hunters Chase, South Godstone RH9 8HR	Erection of single storey infill extension to provide extended toilet block.	No Comment
2017/1643	Godstone Farm, Tilburstow Hill Road, Godstone RH9 8LX	Erection of pig pen and house, milking cow shelter, children's play maze, assault course, climbing frame and electricity kiosk and formation of tractor track (Retrospective) and erection of workshop and diesel shed.	Comment – Concern about the retrospective nature of the application.
2017/1497	<a href="#">117 Latham Road, South Godstone RH9 8HF</a>	Erection of single storey extension and dormer to north elevation in association with conversion of loft space to habitable accommodation. Formation of roof light to north elevation and two roof lights to south elevation. (Certificate of Lawfulness for a Proposed Use or Development)	No Comment
2017/1440	44 to 46 High Street, Godstone RH9 8LW	Demolition of existing linked garages and erection of new double garage to provide ancillary commercial storage.	No Comment
2017/1597	Land adjacent to Godstone Station, Eastbourne Rd, South Godstone RH9 8JB	Variation of condition 2 of planning application 2016/2185 dated 31 January 2017 to allow for changes to the internal layout, amendments to the roof, revised elevations and revised parking allocation	No Comment
2017/1594	50 Salisbury Road, Godstone RH9 8AB	Demolition of existing garage. Erection of part single/part two storey front, side and rear extension. Removal of door to front elevation and installation of first floor Juliet balcony to rear elevation.	No Comment

**ACTION 9/2017 – 11** – Clerk to send Agenda in planning meeting needed on 18 September 2017.

10.3 Any other current planning matters, including Appeal - None

**11. Finance**

11.1. Accounts for payment - to approve **AUGUST** accounts for payment

GP134	William Way	450250	04-Jul	Sand/Cement	£8.00	£1.60	£9.60
GP135	Came and Company	468/0811	02-Aug	Local Council Insurance	£1,295.68	£155.48	£1,451.16
GP136	Fairalls	04276091	13-Jul	Maintenance supplies	£16.50	£3.31	£19.81

GP137	Fairalls	04277547	26-Jul	Maintenance supplies	£152.90	£30.57	£183.47
GP138	Fairalls	04277350	25-Jul	Maintenance supplies	£40.23	£8.05	£48.28
GP139	Gardenwise			Grass Cutting			£2660.00
GP140	Gardenwise			Maintenance			£1728.00
GP141	Nest**			Pension Contribution - August Salary			£112.39
GP142	BT Telecom**	M057 KO	17 Aug	Telephone	£52.78	£10.55	£63.33
GP143	EON**	H14CADEC02	20 Aug	Electricity	£18.45	£0.92	£19.37
GP144 GP145 GP146	Salaries*						£1,484.53
GP147	A Rabbetts (Instantprint)	5901781	10-Aug	Booklet	£249.00	£0.00	£249.00
GP148	Sarah Endersby			Expenses	£5.08	£0.00	£5.08
GP149	Unipar Services LLP	23651	21-Aug	Speed sign refurbishment	£395.00	£79.00	£474.00
<b>TOTAL:</b>							£8508.02

\*Salaries have been paid in accordance with 7.2 of the Financial Regulations.

\*\*Direct Debits

**RESOLVED** - Councillors resolved to approve the payments list totalling £8508.02 and payment of salaries. Two councillors countersigned all invoices.

**ACTION 9/2017 – 12** – Clerk to pay August invoices.

11.2. Summary Financial Report to **JULY** receive and note. Councillors noted the accounting records for **JULY** and the information provided by the clerk, including the bank statement, bank reconciliation, pension contribution, salary sheet, monies received and designated and restricted funds balance sheet which were available at the meeting for examination.

**RESOLVED** - Councillors resolved to approve the Summary Financial Report to **JULY** with supporting papers and the summary was signed and dated by the Chair.

11.3. Insurance Renewal – Councillors noted the insurance papers circulated with meeting papers and available at the meeting, confirming the details of cover.

**RESOLVED** - Councillors resolved to approve the Insurance Renewal Effective from: 1st October 2017 for 12 months.

**ACTION 9/2017 – 13** – Clerk to confirm Insurance Renewal with Came and Company.

## 12. Greens, Commons and Land

### 12.1 Allotments

i. Report from allotment holders meeting – Councillors noted the following points as a summary of points discussed and actions that have arisen following the allotment holders meeting on Monday 21 August 2017.

**ACTION 9/2017 – 14** – Clerk to circulate minutes from the allotment holders meeting when complete.

**ACTION 9/2017 – 15** –

- Contractor to clear new green waste rubbish pile by garages to prevent further dumping of waste
  - Purchase sign to state no dumping of rubbish and rules
  - Inform relevant allotment holder that shed must be removed as now within a new allotment plot
  - Get Quotes to fell the trees
  - Discuss with contractors spraying the new areas to clear weeds growing
  - Contractor to make wooden stakes with numbers to identify allotments
  - Confirm a price for planting hedging plants along the west of the allotments.
  - Letter to allotment holders to ensure they have their compost bins etc. on their own allotments and unused containers and other unsightly and unused items like corrugated iron sheets should be removed.
  - Place for a car park to be reviewed following information from garage owner
  - Wayleave to put a water pipe to be reviewed following information from garage owner
  - Update the Terms & Conditions for Allotment holders lease ready for April 2018.
  - Agree a price per m<sup>2</sup> for annual lease at Finance committee in December, dependent on if we are providing water and other services.
- ii. Pear Visit – Clerk confirmed that Pear Technology had visited allotments and awaiting draft plans of allotments.
- iii. Trees on the allotment – Councillor noted that a branch had fallen from one of the trees, noting it was one that is scheduled to be removed. Councillors considered carrying out a Tree Survey of the rest of the parish, following the last tree survey in March 2014.

**RESOLVED** - Councillors resolved that the Finance committee should include funds to carry out a tree survey across the Parish at the committee meeting in December 2017.

**ACTION 9/2017 – 16** – Clerk to include Tree Survey on the agenda for the Finance committee meeting.

Councillor R Johnson left the meeting at 9.30pm.

12.2 Godstone, South Godstone and Godstone Green

- i. Fete Committee – Councillors noted the damage to bench during the clear up of the fete.

**RESOLVED** - Councillors resolved that the Parish Council would make arrangements to repair the bench and cover the cost of work to be carried out by the Parish council contractor.

**ACTION 9/2017 – 17** – Clerk instruct the contractor to carry out the repairs to the damaged bench and inform Fete committee of conclusion.

- ii. Terms and Conditions for use of the green – Councillors noted that although there is documentation detailing Terms and Conditions for the fair when they use the Green, there are no Terms and Conditions for organisations using the green for free, only letters confirming approval of use.

**RESOLVED** - Councillors resolved that Terms and Conditions for organisations using the green for free should be prepared to ensure a clear written understanding between the Parish council and community organisations, maintaining a positive community spirit of working in partnership.

**ACTION 9/2017 – 18** – Clerk to draft Terms and Conditions for organisations using the green for free.

- iii. Advertising Signage for local organisations – Councillors noted the request for banners in South Godstone and Blindley Heath in relation to opposition to the Garden Village proposals.

**RESOLVED** - Councillors resolved that banners could be erected in South Godstone and Blindley Heath.

- iv. Godstone Village School – Highway Drainage - Councillors noted the correspondence, to Surrey County Council and copied to the Parish council, circulated with meeting papers in relation to the drainage concerns of the school.

- v. Godstone Village School – Hedge – Councillors noted that in January it had been agreed that the hedge could be trimmed and tidied up, some work has been carried out which Clerk was concerned was over and above what the Parish council had originally agreed.

**ACTION 9/2017 – 18** – Clerk to liaise with contractor, school and Councillor McLoughlin to arrange a site visit of the hedge.

- vi. New Car Park - Councillor noted that papers confirming compliance with conditions would be submitted to TDC very shortly, seeking the discharge of conditions to permission TA/2015/1790 for the new car park in Godstone.

12.3 Hilly Fields – No discussion

12.4 Blindley Heath, to include, but not limited to:

- i. Execute the Licence to assign (Red Barn) on behalf of Godstone Parish Council

**RESOLVED** - Councillors resolved that any two members of the Council, may sign, on behalf of the Council, the Licence to assign, in relation to the Red Barn and the Proper Officer shall witness their signatures.

**ACTION 9/2017 – 19** – Clerk to return Licence to Assign and keep necessary copies of papers for the Parish Council records.

- ii. Clearing pond and bung – Councillors noted that only one quote had been received following only 1 out of contacted 4 contractors contacted providing a quote for work on Blindley Heath. The quote was for £1120.00 + VAT (Ref: 32 on 'Request for Quotes' log).

**RESOLVED** - Councillors were satisfied that action to obtain more than one quote had taken place, and that the quote returned for £1120.00 + VAT be accepted and work commence as soon as practical.

**ACTION 9/2017 – 20** – Clerk to inform contractor of acceptance of quote for work at Blindley Heath

Footpath diversion – Councillors noted the update from the case manager and the redrawn plan, showing Points B & D terminating at the boundary. Councillors noted that they still had issues with the diversion

-What will happen to the current stile, will this be relocated at the new point?

-Who is responsible for funding and ensuring this takes place?

-Who will make good any damage to the area where the stile is removed?

The Parish council are still not sufficiently satisfied to withdraw their objection.

**RESOLVED** - Councillors resolved that, due to local knowledge, Councillors M Gillman and J Faulkner have the authority, in conjunction with the clerk, to liaise with the appropriate authorities in relation to this matter and report the conclusion to the Parish Council.

**ACTION 9/2017 – 21** – Clerk to contact necessary authority in relation to the Footpath diversion.

- iii. Surrey Wildlife Trust (SWT) - Driveway surfacing leading to Clacks – Councillors noted that SWT had contacted the Parish office in relation to the newly surfaced driveway.

- iv. Right of Way (Mr Reed) – Report given by Councillor B Hubery that the Right of Way had been cleared and although notice had not been given councillors deemed no action was necessary.

- v. Contractor working on behalf of UK Power Networks – Councillors noted that permission to clear trees around the powerlines on the SSSI site had been sought and that the Clerk had contacted L Bryce, the SWT Liaison Officer who was now liaising with contractor.

- vi. Blindley Heath Residents committee – Councillors noted the following:

- Request for banners around Blindley Heath, noting the Clerk had requested details of what will be written on banners. The use of banners had been covered during the meeting (12.2 iii).
- Meeting on the 22 September at 7,30pm at St John's Church, Blindley Heath, which the Parish Council are invited to attend.

**ACTION 9/2017 – 22** – Clerk to circulate reminder about Blindley Heath Residents committee meeting.

- vii. Building in Brickhouse lane (PC39) – This location falls outside the Parish Boundary. No action to be taken.

**ACTION 9/2017 – 23** – Clerk to reply to confirm no action on Brickhouse lane (PC39).

12.5 Tilburstow Hill Common

- i. Japanese knotweed – Councillors noted the report of Japanese knotweed near our boarder at the Enterdent (from Fairalls Yard) from a Parishinor. (Ref: PC38), noting that Councillor J Gardner had been investigating the matter.

**ACTION 9/2017 – 24** – Update to be given on Japanese Knotweed at the next meeting.

**13 Burial Grounds**

13.1 Applications for Exclusive Rights of Burial – Councillors noted the following applications:

Transfer Buckland to Wood – Plot 475  
Williams – Plot 584

13.2 Applications for consent to erect Memorials - None

13.3 War Memorials – No discussion

13.4 Postengate Farm Memorial Site - No discussion

13.5 Regulations – Councillors noted points made by the Clerk in relation to potential points to include in the Burial Ground Regulations:

- requirement to confirm placement of Ashes in a grave plot and recommendations how this can be specified;
- information in relation to the future Memorial Garden

**ACTION 9/2017 – 25** – Clerk to ensure a note is made for when the regulations are next reviewed and updated.

13.6 GPS system – councillors noted that the Clerk had spoken with Pear Technology to arrange a training visit I relation to necessary updates to the Burial Ground map.

13.7 Loose tomb stones – Action to be taken was reconfirmed, if there is a loose tombstone, it should be laid down to ensure safety of those visiting the church and burial ground.

**14 Correspondence** – Councillors noted the following correspondence circulated by email:

- A22 Blindley Heath Traffic Survey - Traffic census and pollution measurements
- Local Plan: Garden Villages Consultation Get the Facts leaflet
- CRC consultation - Response from Cabinet Member for Environment and Transport
- Licence to Assign
- Tandridge LP GV Workshop presentation 9 August 2017 - PowerPoint Slides
- OLRG support of Godstone Parish Council
- Press Release: Local Plan: Garden Villages Consultation starts at 9am on Monday
- Blindley Heath Liaison Group – Potential comments on Garden Village due to impact on Blindley Heath SSSI site
- Response from Piers Mason on Letter from Godstone Parish Council
- Response from TDC to GPC letter about housing with Planning Permission - EIR Response - 2017/EIR/1010
- Response from Local Resident on Local Plan
- Highways Grounds Maintenance - budget reduction programme
- Tandridge District Council: New event available
- Surrey ALC AGM and Annual Conference - Surrey police items
- Despatch - 23rd August 2017 – LIST OF DELEGATED ACTION TAKEN by committees, including Local Plan: Garden Villages Consultation
- Request for volunteers - Attending the drop-in sessions for the Local Plan
- Response from S Gyimah MP - Questions from Godstone Parish Council (Case Ref: ZA38804)
- Chief Constable- Surrey Police - August 2017 Stakeholder Bulletin

**15 Matters for reporting or inclusion on future agendas**

15.1 Tandridge District Local Plan and Garden Village – Councillors agreed that this matter should be a standing item on the Parish council's agendas until further notice.

15.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 2 October 2017 at the Parish Rooms, St Stephens, South Godstone.

**Part 2** – No items discussed.

----- Meeting closed at 10pm -----

Signed \_\_\_\_\_  
Chairman

\_\_\_\_\_ Date