

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

## Admin Assistant to the Parish Council

W Dennis

The Bounty  
Godstone Green  
Godstone, Surrey, RH9 8DY

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## MINUTES

of the meeting of Godstone Parish Council held on  
**Monday 3 June 2024 at 7.30pm at St Stephens, South Godstone.**

**Members:** Cllrs S Beagley (Chairperson), C Farr (also Surrey County Councillor and Tandridge District Councillor), S Farr, J Gardner, L Case (Vice Chairperson), C Edwards and C White  
**Apologies:** Tandridge District Councillor Cllr M Crane  
**Present:** S Endersby (Clerk), T and A Atkinson, J Farnaby, B Davis, D Stone, A Rabbetts, M McLoughlin

### 1. Questions from Members of the Public

1.1 T and A Atkinson – Although in favour of the proposed new car park, the resident wished to understand the council's approach to security for the new car park (noting and accepting the potential expense) when it is completed and the potential for the area to be at risk of anti-social behaviour. Noting that it was understood residents appreciated they are also able to investigate their own security measures for private properties.

Council noted and understood the residents' points that had been made. It was noted that none of the Parish council's car parks have CCTV. The previous plans for a car park had not included the new doctor's surgery building and there was a discussion as to whether this building would have security and lighting. The resident was encouraged to liaise with the proposed occupiers of the doctor's surgery building about CCTV in the future. It was concluded that the Council did not intend to install CCTV or lighting in the car park, but that if there were issues in the future in the area the council would be willing and open to discussion to try and address any issues.

1.2 A Rabbetts – Neighbourhood Plan - After contacting the District councillors by email for support in relation to the Neighbourhood Plan (NP) (which after 7 years of work to prepare the plan, is now in a queue and waiting for Tandridge District Council (TDC) to complete actions for it to move forward) and not receiving any replies to the email request, would District Councillors confirm what action they will take to support the Godstone NP and ensure actions required by TDC are completed promptly.

Cllr C Farr responded to confirm that the plan submitted by Godstone Neighbourhood Plan committee is in the queue managed by TDC officers (or Contractors appointed to act on behalf of TDC) and it is not with in District Councillors gifted powers to try and move individual neighbourhood plans forward. The 7 years which the Godstone NP has taken to prepare is not the fault of the current district council.

A Rabbetts put forward that District Councillors were elected to represent their wards.

Cllr C Farr responded that District councillors liaise between council and residents.

**ACTION PF6/24-1** – Clerk to follow up with TDC following the letter from the Parish Council on the Neighbourhood Plan.

1.3 D Stone – Position of Chairperson – Asked why Cllr J Gardner had stepped down as Chairperson and thanked Cllr J Gardner for all his work during his time as Chair.

Cllr J Gardner responded that he had not stood down, but that Cllr S Beagley had been nominated and voted in.

1.4 J Farnaby – Concerned why 6 councillors had left the council over the last year? The question was directed to Cllr J Gardner.

It was discussed that 3 had resigned in the last year and 4 councillors had not stood in May 2023 elections.

Cllr J Gardner responded that emailed resignations had been received from previous councillors but did that he did not feel there was any benefit at this meeting giving a retrospective update on the reasons given. It is up to individual councillors if they wish to resign.

1.5 B Davis – Godstone Green Toilets – Raised the matter of the toilets and the information in the public domain that they would be refurbished in April. Noting although they had been started there does not seem to have been much progress, questioned what the current status of the refurbishment work is.

Other TDC councillors present stated that although all TDC councillors had championed the toilets and worked to ensure that they were saved and updated (with TDC remaining responsible for them) as they all appreciated the value for the village and those who pass through the village to have such facilities provided, Cllr M Crane is the district councillor that had been charged with taking the lead in following up with the TDC officers in relation to the toilet refurbishment progress. Unfortunately, with Cllr M Crane was not at the meeting this month to be able to provide and update, but district Cllrs at the

meeting were able to confirm that the contractor had been on site to complete a survey and materials had been ordered for the works. It was confirmed that it is a fixed price contract between TDC and the contractor completing the works.

**ACTION PF6/24-2** – Clerk to email Cllr M Crane for an update on the status of works on the toilets.

#### 1.6 M McLoughlin – Local Plan – Request for an update on the current situation for the TDC Local Plan.

It was confirmed that the TDC Local Plan will need to be started from scratch. When raised if this could leave Godstone parish open to issues, it was confirmed that TDC will still have to comply with the old plan in the meantime and the consensus was that it is not felt that it leaves Godstone overly vulnerable, however, noting that it remains possible for anyone to submit a planning application, so the Parish council should still remain vigilant to planning applications that may effect the parish.

#### 1.7 B Davis – Barrow Green Road Crematorium – With planning permission having been granted four and a half years ago and then an appeal taking place, with support for the application within Godstone parish, there is no evidence that the Godstone district councillors have pushed for the conclusion to the matter desired by many Godstone residents.

District councillors responded that the planning application is not in the Godstone Ward as the site is in Oxted and the appeal is not dealt with by TDC. It was proposed that individuals could make a Freedom of Information request to TDC requesting information on the application if they wanted to ask what was going on with the application.

#### 1.8 B Davis – Noting that the Parish meeting offered the opportunity to speak directly to District councillors, he expressed his disappointment to the reaction on matters raised tonight during the public forum.

## 2. Apologies and reasons for absence

2.1 There were no apologies.

**RESOLVED** – The meeting was deemed quorate.

## 3. Declarations of Interest

3.1 A [Register of interests](#) is published on Godstone Parish council website.

3.2 Councillors all signed registering attendance, where Pecuniary or Other Interests can be noted if applicable.

3.3 There were no statements of Pecuniary or Other Interests.

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

4.1 Cllr C Farr – Surrey County Councillor report

4.1.1 Your Fund – There is a delay on some funds which appears to have been caused by the general election.

4.2 Cllr C Farr – Tandridge District Councillor report

4.2.1 Head of Planning has left TDC and Taryn Pearson-Rose is covering in the interim.

4.2.2 Cllr S Farr has been appointed as Chairman of Tandridge District Council.

## 5. Minutes of the previous meetings held - 8 April 2024 and Annual Parish Council meeting on 13 May 2024

5.1 Minutes of the meeting held on Monday 8 April 2024 were considered. Information in relation to the query from Cllr C Farr at the May meeting in relation to the April minutes had been provided to council in advance of the meeting.

**RESOLVED** – Councillors unanimously approved the minutes as an accurate record of the meeting held on 8 April 2024 and agreed that they be signed by the Chairperson.

5.2 Minutes of the meeting held on Monday 13 May 2024 were considered.

**RESOLVED** – Councillors unanimously approved the minutes as an accurate record of the meeting held on 13 May 2024 and agreed that they be signed by the Chairperson.

## 6. Bounty

**6.1 MOTION:** That a plan be prepared as to maintenance work required on the Bounty, within the agreed budget setting out expectations of works and proposed timescales.

**(Proposer: Cllr S Beagley; Seconded: Cllr S Farr)**

**RESOLVED** – Councillors unanimously agreed that a maintenance work plan for work required on the Bounty, with a schedule of works, should be prepared.

**ACTION 6/24-1** – Cllr S Beagley to liaise with the Clerk to prepare a proposed schedule of work for approval by council and then the specification of works to be circulated by the Clerk to prospective contractors for quotes.

## 7. Reports

7.1 Clerks Report - Matters to bring to the Councils attention and updates on Actions from previous meetings.

7.1.1 Update on purchase orders – Clerk apologised that this had not been possible for this meeting due to annual leave.

**ACTION 6/24-2** – Clerk to provide an update on outstanding purchase orders to council as soon as possible.

7.1.2 Actions from last month – The Clerk had provided details of actions outstanding from the previous meeting and any not listed had been completed, if applicable an update will be provided to council during the course of the meeting. The following on actions was noted at this point of the meeting:

Action 5/24 – 2 – Blindley Heath Track to Heathview - Council requested that the Clerk investigate any agreements in place and access rights that may apply and report information to council. A response to then be provided to the resident (Pheasant Rise).	Councillors noted the helpful Summary prepared by WD.
Action 5/24 – 4 – Clerk to liaise with solicitor and complete any required arrangements for the signing of the s106 agreement.	Council noted the process has been started and councillors would make themselves available to sign the document being executed as a Deed.
Martyns Platt Action 5/24 – 6a – Clerk to gather any paperwork that may assist in establishing who is responsible for maintenance of this section of the track. <del>Action 5/24 – 6b – Clerk to liaise with residents to see if they would be willing to contribute to costs.</del> Action 5/24 – 6c – Cllrs C Farr, S Farr, L Case to contact TDC to see if there were any temporary measures put in place to support residents. Action 5/24 – 6d – Clerk to contact Surrey Wildlife Trust and Natural England to advise them of the issue that the council are trying to address in advance of any consent being requested that might be required when a solution on how to proceed is established and agreed. <del>Action 5/24 – 6e – Clerk to maintain contact with resident that has contacted council and other property effected when appropriate.</del>	6a – Completed 6b - <i>Action cancelled</i> 6c – Cllrs are in communication with TDC, who in turn are in communication with residents. 6d - <i>Action paused</i> 6e – <i>Action cancelled</i> in light of TDC being in communication with residents.
Action 5/24 – 21b – Clerk to enquire about cost to extend original Tree Survey work contracted, to provide annual tree reviews for council to review and consider.	Contractor could carry out a regular review of the trees, reporting on trees that need work rather than on every tree regardless of condition as in the case of the survey report. Contractor has LANTRA basic tree inspection qualification suitable for this. Quote, to go through all the trees in all the areas would be estimated at £500+vat.

Council noted the possible service available and discussed if this would suitably cover all trees and the council's responsibilities and noted the sheer number of trees and keeping records up to date.

**RESOLVED** – Council agreed that the prospect was interesting, but wished to consider the proposal in further detail to ensure the right balance is found.

**ACTION 6/24–3** – Clerk to liaise with Cllr C Farr and the contactor to establish more details, i.e. what level of detail a regular tree review would consist of and return to council.

**ACTION 6/24–4** – Clerk to review trees removed and the replacement of trees to ensure council fulfils its duty to replace trees.

Action 5/24 – 28 – Clerk to confirm to council if tree is a memorial tree in order that council consider the next action to be taken if the tree is dead.	Tree, which is dead, is not a memorial tree.
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**RESOLVED** – Council agreed that the dead tree be removed.

**ACTION 6/24–5** – Clerk to liaise with maintenance contractor to remove small dead tree and advise TDC tree officer.

Action–5/24 – 23 – Clerk to draft and send letter to TDC in relation to the Neighbourhood Plan and request that ever effort is made for screening to start.	Letter sent to TDC in relation to Neighbourhood Plan (copy provided to council for ref.). No response received to date.
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**ACTION 6/24–5a** – Clerk to follow up with TDC for a response on the letter.

Action – 1/24 – 20 – Clerk to send polite letter explaining that the charging point should not be on the tree.	Following correspondence with the resident, who believes the tree is within their property boundary, a councillor had revisited the site, and it was reported that it was very close/on the boundary.
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**RESOLVED** – Council agreed that the matter should not be pursued any further.

- 7.1.3 Grass cutting contractor – Contractor has contacted the Clerk to request that the cost of cuts be reviewed for 2024 (as per agreement which states that council are willing to review annually), but no proposal submitted. Council noted the request and will await information on the proposal and that the appropriate liaison with the council finance committee take place to consider any proposal.

**ACTION 6/24–5b** – Clerk to liaise with grass contractor to request information/proposal on grass cut costs.

- 7.1.4 It was confirmed that there was information to be circulated about an update provided by Natural England in relation to consent for works on SSSI.

**ACTION 6/24–5c** – Clerk to circulate information from Natural England.

7.2 Chairman's Report – (for noting) information only – No matters or issues raised/reported.

7.3 Reports (for noting) from representatives on outside bodies etc.

7.3.1 Sibelco Liaison meeting – Cllr L Case reported she was unable to attend due to a clash with the Annual Parish meeting, but on reading the minutes of the meeting provided to her had nothing to report.

#### 7.4 Reports from Committees

7.4.1 Planning Committee – Council noted minutes of the meeting of 20 May 2024 had been circulated. Cllrs agreed that planning meetings could be scheduled for the third Wednesday of each month.

7.4.2 Greenspace Committee – Proposed date Monday 10 June at 10am was noted and an Agenda will be circulated. Cllrs agreed that Greenspace committee meetings could be scheduled for the second week of each month.

### 8 Greens, Commons and Land – Matters brought to the Councils attention in relation to areas of the Parish:

#### 8.1 Godstone and Greenview

8.1.1 Godstone Football Club – Clerk requested confirmation for next season: Information received - Teams playing at Godstone for 24/25 season will be 1st team and reserve team only, season starts first week in August through until mid-May (if weather interferes with matches season could finish at the end of May). Council noted the information provided.

**ACTION 6/24–6a** – Clerk to send standard annual Terms and Conditions to football club, including request for confirmation of appropriate insurance.

**ACTION 6/24–6b** – Clerk to request that goal posts are removed from the green and note that the annual fete will be taking place in August.

8.1.2 Email correspondence from Parishioner raising the following points:

8.1 Horses (and carts) using the green and that some gaps between the posts are wider in places. Council noted the issue and the difficulties in addressing such use, noting that Council byelaws do not permit such activity on the green and that council could consider spending more funds closing gaps and the practicalities of this. Parishioners to be advised to contact the police if they witness in appropriate use of the green.

8.2 Holes on the green that need filling. Council noted that the contractor has been instructed on occasion to fill holes, but they often reappear.

**RESOLVED** – Council agreed that it be permitted to instruct the maintenance contractor to fill holes in once a month on the green and inform council of the cost (there was no set number of hours per month agreed). Council to monitor the costs incurred.

8.1.3 Benches – Noted further bench replacement and repairs to backs have arisen (since last refurbishment of benches) in Godstone Green and Blindley Heath benches still need to be addressed. It was noted that the Greenspace and Finance committees are due to review annual tasks and that dealing with bench works that arise will be considered as part of this exercise. No action for new works was agreed.

**ACTION 6/24–7** – Clerk to check status of current approved works which have had purchase orders raised with instructions for bench repairs on Green and at Burial Ground.

#### 8.2 Godstone Playground

8.2.1 Grant in relation to Basketball Hoop – It was noted that there had not yet been a reply on the Grant application to assist in the replacement of the basketball hoop.

#### 8.3 Hilly Fields

8.3.1 The Parish council have become aware, by chance, that there is an intention for volunteers to arrange for the Hilly Fields to be cut, it was noted that there has been no request directed to council.

8.3.2 Council reiterated that it had decided to not commit to cutting the area annually but noted it could be appropriate to review cutting the area if the new car park is built due to the bridge detailed in the car park plans.

8.3.3 It was reiterated that volunteers must get permission from the council to carry out activities on parish land, for insurance purposes and to allow council to consider any factors that might need to be considered including Health and Safety considerations.

8.3.4 Council did not underestimate the generosity and the positive intentions of volunteers but confirmed that no permission had been or would be granted to volunteers to cut the Hilly Fields.

**ACTION 6/24–8** – Clerk to write to the parishioner who has historically championed cutting the Hilly Fields to confirm the council's position.

#### 8.4 Salisbury Road Allotments

##### 8.4.1 Salisbury Road Garage Development site

8.4.1.1 It was noted by council that correspondence circulated on the day of meeting had been received late on Friday afternoon, 31 May 2024 from the developer of the garage site. It was acknowledged this did not allow much time for a review of the papers but was an update on the status of matters. The documents provided were:

- Allotment title SY240087 (Parish council title deed)
- Title SY407361 existing plan (Old garage site, land south side of Salisbury Rd, Godstone, RH9 8AB)
- Title SY407361 existing title (Old garage site, land south side of Salisbury Rd, Godstone, RH9 8AB)
- Title SY407361 Proposed changes (Dated: 24 05 24)
- Title SY407361 Proposed Plan (Dated: 24 05 24)

8.4.1.2 Cllr J Gardner, who is very familiar with the matter reported that he felt the plans (showing) and written document (stating) the proposed changes, detailed below, correctly reflected the expectations historically discussed by council:

- Title SY407361 Proposed changes (Dated: 24 05 24)

Text to be incorporated into the register of the title SY407361:

- Land tinted yellow in the filed plan is subject to pedestrian rights of way, and to rights to lay and maintain pipework for connection to water mains in favour of Godstone Parish Council Allotments, land lying to the East of High Street, Godstone title SY240087
- The land tinted blue in the filed plan is subject to pedestrian and vehicular rights of way in favour of Godstone Parish Council Allotments, land lying to the East of High Street, Godstone title SY240087
- The land tinted pink in the filed plan is subject to pedestrian and vehicular rights of way in favour of Godstone Parish Council Allotments, land lying to the East of High Street, Godstone title SY240087.
- The land has the benefit of a right of way over the land title SY240087 tinted orange on the filed plan so far as such land lies outside the land on this title.

- Title SY407361 Proposed Plan (Dated: 24 05 24)



Extract from: Drawing Number: 0116; Drawing

Status: Pre-Contract

8.4.1.3 Council considered the information provided.

**RESOLVED** – Council were satisfied that the details provided reflected the discussions between both parties and that the legal documents, to effect the changes, should be prepared.

**RESOLVED** – Council agreed that a solicitor be appointed to act on behalf of the Parish council, to review the documents that are to be drafted to effect the changes, as part of council's duty to carry out appropriate due diligence.

**RESOLVED** – Council approved spend of between £200-£300 on fees for the matter (Amends to Title SY407361), from council reserve funds.

**ACTION 6/24-9a** – Salisbury Road Allotments - Clerk to liaise with solicitor to act on behalf of the Parish council to review legal documents that are to be prepared.

**ACTION 6/24-9b** – Clerk to liaise with owners of Salisbury Road Garage site to proceed in arranging for documentation to be prepared and provided to council.

**ACTION 6/24-9c** – Clerk to liaise with site owners to ensure that the documentation clearly confirms who will own the roadway/be responsible for maintaining it.

**ACTION 6/24-9d** – On receipt of papers and report from solicitor acting on behalf of Parish, Clerk to include the matter on the next council meeting agenda to consider report and approve the signing of the prepared legal documents.

8.4.2 Inspection of site – Cllr S Beagley reported that he has completed an inspection of the allotments with the Allotment Association Chairperson and there were no matters of concern to raise.

## 8.5 Tilburstow Hill and The Enterdent

8.5.1 Additional Tree works – Clerk reported that she continued to chase a cost for works.

Tag No.	4950
	£950
	7950
	1950
	0950
	6550
	8550
	9550
	4550
	5550
	2550

**ACTION 6/24-10** – Clerk to follow up with contractor on quote for works.

8.5.2 Knotweed – It was confirmed that further to the discussion at the last meeting, the commercial property owner had confirmed that the area of concern raised would be addressed on the next spray of the area (completed as goodwill, with no acceptance of liability) and the Clerk had informed the resident.

## 8.6 South Godstone

8.6.1 It was noted that the Grass around the water trough is very long.

**ACTION 6/24-11** – Clerk to contact grass contractor to confirm when 1<sup>st</sup> of 2 cuts contracted will be completed.

8.6.2 Bus Stop – Replacing the bus stop destroyed on the south bound side was muted again, with new councillors being informed of the arrangement to rent the land for the bus stop and that it is not on parish land.

8.6.3 A reported that Cllr C White was aware of a request for the installation of toilet's, adjacent to the north bound bus stop in an attempt to stop people using the surrounding vegetation. It was noted that this is not Parish land and would be a Surrey County Council matter.

## 8.7 Blindley Heath

- 8.7.1 Car Park – Resident followed up that the parking instructions sign has not been reinstalled and that a local Garage continues to use the public car park as their own extended facilities. Council noted comments and it was confirmed that Cllrs C and S Farr still have signage safe. Council muted reinstalling the signage at some point, but ability to enforce is problematic.
- 8.7.2 Site Line on Junction of Ray Lane (North) and Tandridge Lane (East) – It was noted on this section of Parish land the vegetation had grown very tall and impeded the site line of vehicles using the junction.

**RESOLVED** – Council unanimously approved the expenditure and recommendation that the grass contractor be instructed to cut this section of land.

**ACTION 6/24-12** – Clerk to issue PO for vegetation impeding site line on Junction of Ray Lane/Tandridge Lane to be cut.

## 9 Burial Ground and Exclusive Rights of Burial Applications and Memorial Applications

9.1 Weeds – Clarification on contractor (noting rates) and works to be completed.

**RESOLVED** – Council unanimously confirmed that the grass contractor spray then trim and clear the weeds

**ACTION 6/24-14** – Clerk to issue PO for work to clear weeds at the burial ground.

9.2 Memorials

9.2.1 Application for a book

**RESOLVED** – Council unanimously confirmed that the book memorial application be approved as long as the size is within the regulation sizes permitted.

9.2.2 Request for full curbs with a wedge at the front for further inscriptions, and a 2'6" headstone with a cut out cross design.

**RESOLVED** – Council unanimously confirmed that permission was not granted for the full curb and front wedge as curbs are not permitted by the regulations.

9.2.3 Plaque replacement requests on bench. It was noted that the Clerk does not have any policy to follow on plaques or if a charge would apply.

**RESOLVED** – Council unanimously confirmed that the plaque could be replaced, like for like.

**ACTION 6/24-15a** – Clerk to liaise with individuals or stonemasons on applications and update council on 9.2.1 size against regulation sizes.

**ACTION 6/24-15b** – Clerk to liaise with Cllr C White to review, with an aim to further improve details within the regulations on memorials and sign off with council.

## 10 Finance, Audit and Policy Matters

10.1 Accounts for Payment - to approve **MAY** accounts for payment

10.1.1 Council noted the correspondence in relation to invoice G1588 and the councils request that a discount be offered in light of the cost incurred for emergency tree works incurred due to the delays of 7 months for the work being completed. Contractor willing to reduce by £150.

**RESOLVED** – Council unanimously agreed that it was felt a discount (equal to 50% of the cost of the emergency works) should be requested, noting the situation become more urgent because the work took 7 months from the original instruction to be carried out and on reflection on correspondence it seems our work kept getting pushed back due to the contractors other obligations, these obligations were not mentioned in conversations during the 7 months only issues with the weather.

**RESOLVED** – Council unanimously agreed that the invoice should be paid in part to cover the rest of the works completed,

GPC Ref.	Business	Invoice	Inv. Date	Payment For	Net amount	VAT	Invoice Total
<b>Salary Payments</b>							
G1601 - 605	Salaries			May Salary (x5 week month)	£3,155.90		£3,155.90
	HMRC			May - NI and Income tax			
	NEST Pension			May - Pension contribution			
<b>Direct Debits</b>							
G1598	BT	VP49642670	5/17/24	Telephone and Internet	£75.5	£15.1	£90.6
<b>Invoices for Payment</b>							
G1588	SE Forestry Tree Services	INV-0908	5/1/24	Tree work GG & BG	£5700** £5525	£1140 £1105	£6840 £6630
G1597	Cartridge Save	INVZCMX9R	5/13/24	Cyan Cartridge	£39.58	£7.92	£47.5
G1599	Fairalls	27664	5/12/24	Materials for Playground & Burial Ground	£46.44	£9.29	£55.73
G1600	One-toOne	00030866	5/20/24	Stationery Order	£53.21	£10.64	£63.85
G1606	S Endersby			Expenses - Retirement Gift and Stamps	£30.3		£30.3
<b>TOTAL</b>					<b>£8,925.93</b>	<b>£1,147.95</b>	<b>£10,073.88</b>

\*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

\*\*Employee/Employers total payment paid by GPC.

whilst the discussion on the discount request is completed.

\*\*Original quote £5850

**RESOLVED** - Council unanimously approved the payment list detailed as amended above, totalling £10,073.88.

**ACTION 5/24-16a** – Clerk to continue to liaise with contractor in relation to invoice G1588. Clerk to liaise with Finance Cttee Chairperson if required on the issue.

**ACTION 5/24-16b** – Clerk to liaise with the second signatory councillor to pay the invoices approved for payment.

10.2 Planning for FY2024-25 End of Year – It was noted that support fee for 2024/25 for the year-end shutdown service, will be £95 per hour (+ VAT) and travel at 45p per mile, with time estimate of 2-3 hours. It was acknowledged that this has already been included in the Council budget.

**RESOLVED** - Council unanimously approved the proposed fee for the support to be in place.

**ACTION 5/24-17** – Clerk to confirm arrangements with contractor.

## 11 Wayleaves

11.1 Elmshades – It was confirmed that the agreement, previously approved by council in Nov 2023, have now been receive following the transaction completion.

**RESOLVED** - Council unanimously agreed that the agreement be signed by the Clerk on behalf of PC.

**ACTION 5/24-18** – Clerk to complete Elmshade paperwork and update Parish records.

11.3 Typpywychett

11.3.1 Clerk had contacted solicitor to request the possibility of a review of the annual charge and response circulated. Response confirmed that the property owner is willing to accept an option to review the maintenance charge every 5 years, provided that the formula for calculating this increase is tied to inflation. Updated draft provided incorporating schedule 5 to this effect in the deed. It was noted that a more up to date plan in the Annex had also been included.

Council discussed the potential implication of the use of the word maintenance and concerns it raises in relation to what future liability for maintenance that would mean.

**RESOLVED** - Council unanimously agreed that it was not comfortable with the use of the word 'maintenance' in relation to the annual charge and requested that it be changed to 'access' fee or charge, before the agreement is signed.

**ACTION 5/24-19** – Clerk to liaise with solicitor on the requested change to the work Maintenance.

## 12 Correspondence – Council noted the following emailed correspondence received since the last meeting:

12.1 Good Councillor's Guide 2024 - NEW PUBLICATION

12.2 Press release: Apply for Tandridge Household Support Fund grant

12.3 Press release: New Chair of the Council elected for 2024-2025

12.4 Press release: Political balance and committee membership 2024-2025

12.5 Agenda for TANDRIDGE District Council Planning Committee, Thursday, 6th June 2024, 7.30 pm

12.6 Survey to inform Gypsy & Traveller Accommodation Assessment - please respond by 15 June

**ACTION 5/24-20** – Council to review this correspondence and advise Clerk if there are comments they believe should be submitted.

## 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 1 July 2024 at 7.30pm, at St Stephens.

----- Meeting ended 9.55pm -----

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Chairperson

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Print Name

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Date