

BURSTOW PARISH COUNCIL

Minutes of the Finance & General Purpose Committee meeting of Tuesday 10th October 2023 held at the Centenary Hall, Smallfield

OPEN FORUM: One members of the public attended

Attendance: Chairman Bob Locke, Vice Chairman Ashleigh Bolton, Cllrs Andrew Gilbert, Debbie Hale, Eddie Lord, Linda Herwig and Nick Bush. Cllrs Dodman and Morris attended via Zoom

1. Apologies received from Cllr John Carney for reasons accepted by Committee.
2. Declarations of interest –None
3. The minutes of Tuesday 13th June 2023 were signed as a true record of the meeting.
4. Matters arising from the minutes - no reply from TDC re the playground
5. See GatCom report from Mr Jones. The Clerk was asked to thank Mr Jones for his report and to ask him to represent the Parish and register for PIN. The report is appended to the minutes.
6. Surgery Lease - The reassignment of the lease remains outstanding. The Clerk explained that, regardless of who holds the new lease, a 4% annual increase comes in to force this December and thereafter annually. Clerk has said yes to an emergency right of exit but no to a right of access to all the Centenary Hall grounds. Council instructed the Clerk to authorise our solicitor to draft a new lease. Modality have suggested including a 'cap and collar' rent review structure and Committee felt this would be sensible provided agreement could be reached on the percentages.
7. Redehall Car Park – Construction continues apace. As of Thursday 6th October, the area has been dug out and all the soil/spoil removed from the site. There was a small hiccup with rain making the entrance muddy and slippery for vehicles but this was corrected with an early delivery of hardcore to firm out the surface for vehicles. Land drains have been installed and now the first layer of hardcore is in, spread over the site and compacted down into roughly the right level. The ducting for various electrical work is in place down both sides of the car park and one to the middle where the CCTV will go. I understand there was some confusion over the lettering of the type of hardcore as FSP5 or FFP2 (being honest I cannot remember the letters). They are exactly the same in size and contents and the difference is one is crushed and re-used on the site where it was crushed and the other is crushed at one site and then trucked to a different one. Our contractor used Fullers; which is good as it helps local industry and also reduced the miles covered by the HGV.

The next stage (which begins Friday 7th Oct) is concrete will be coming on site and the kerb being installed. Still to happen are the gates and barriers, fencing, second layer of sub base, the concrete grids, soil, seeding, signage. There has been one variation at the request of Surrey CC. The pedestrian gate is to be made wider (1200mm) so there is more room for two-way traffic. But, other than that, we are running on time and on budget (maybe we should have offered to oversee HS2). Now that the hardcore is down we can relax about the weather. It might be a bit miserable working in rain but it shouldn't cause holdups in the work due to problems with access.

Surrey CC have said they are planning to commence the road safety improvements as early as possible in the new year. They have asked and the Clerk has agreed to allow part of the Centenary Hall car park to be used as a 'works compound' to reduce the inconvenience in the rest of the village. They will fence off the area and ensure the remainder of the car park is safe to use.

The Clerk briefed Committee about a troubling incident with a neighbour of the site. It has been managed as well as possible by the Clerk and Contractor and the matter is now with the police. The Clerk will continue to push to ensure a satisfactory outcome is reached as the police response to date has been somewhat underwhelming.

Once construction is complete there will still be some additional costs to finish off the car park. Still to come are lighting, CCTV and signage. The security company has recommended we install two cameras to ensure best coverage of the car park.

Cllr Locke explained the financial commitment and costs involved and Committee reaffirmed the need for a PWLB to ensure all can be carried out. The Clerk advised that SALC have said there is a minimum 3-month wait for funds to come through.

- 8 Nursery closedown update – There are some historical issues with the filing of accounts. An accountant is attempting to rectify but there will be some charges due. The Chainman requested a councilor help the Clerk and arrange a meeting with the accountant to better understand what is required. Cllr Dodman volunteered and her help is greatly appreciated.
- 9 Surrey County Council boundary review. – Committee agreed a response to the consultation and asked the Clerk to file it as soon as possible. The response is appended to the minutes.
- 10 Neighbourhood Plan update - The final draft has been submitted to Tandridge for Reg 16 and we have requested it be sent to the Planning Inspector for examination. The most recent Tandridge liaison officer is no longer consulting for Tandridge and so we have been assigned to an officer who works two days a week. She has said that it will take her at least 8 weeks to read through our plan and longer is another piece of work comes in that she considers is a higher priority.

Tandridge have been unable to find a record of our Reg 14 consultation and have suggested they cannot proceed with the next level. The Clerk has sent them a copy of the email and also screenshots showing the address bar that lists the interim chief planning officer as a recipient and thankfully this is considered sufficient evidence that the correct consultation process has been followed.

Cllr Hale will investigate what grants are available to help fund a Strategic Environmental Assessment as part of the Plan.

11 Finance – Unity Trust has finally updated the mandate and opened the new saving account. The second half of the annual precept has been transferred to the account. Unfortunately, while updating the most recent mandate, the bank also updates a previously forgotten mandate and some former councillors have received letters informing them they are now signatories on the account. The Clerk will complete a new mandate to ensure only existing members remain as signatories.

12 No urgent items raised.

There being no further business, the meeting closed at 20.00. The next scheduled meeting is due to take place on Tuesday 12th December 2023

Signed.....

Dated.....