

BURSTOW PARISH COUNCIL

Minutes of the **Full Council of Burstow Parish** held on Tuesday 13th March 2018 at 7.30pm in the Centenary Hall, Smallfield

OPEN FORUM: Three members of the public attended – One resident has said he has written to various MPs and newspapers regarding the planned works being carried out by Highways England on the M23. He asked if and when the District Council would help. Cllr Bond replied that advice had been asked for, from the Environmental Dept but it doesn't have control over what Highways England can do – this falls under the remit of the Government

Attendance: Chairman Ray Holdsworth, Vice Chair Ian Wates, Councillors Trevor Brock, Debbie Hale, Phil Hamlet, Andrew Gilbert, Eddie Lord and Ashleigh Bolton

Dist Cllr Peter Bond & Harry Fitzgerald Clerk to Council

118 Apologies Cllrs Carney and Locke, CC Lesley Steeds

119 No declarations of interest

120 None required

121 The minutes of Tuesday 9th January 2018 were signed as a true record of the meeting

122 Item – Car Park Planning Application – No decision has been determined, however a speed survey has been requested. The Clerk is in contact with Surrey CC Transport Division arranging for it to be carried out. There will be a cost implication for the Council

Item – Website – The updated website is now live, initially there were a few pages missing but this seems to have been address now. Cllr Bolton continues to add local organisations to the list and will also arrange a training session with the Clerk for the end of the week.

Item – Triddles Farm – Cllr Wates and the Clerk accompanied Mr Grey, Surrey CC Enforcement and the owner Mr Etherington on a site visit. Mr Grey was satisfied that all the equipment he had asked to be removed from the site at an earlier visit had now been moved. Approximately 3.5 acres of land has been graded to a flat level surface. Upon questioning Mr Etherington assured the Parish Council that this was to become a sand school for the young people of the Parish to be able to use and learn about horse management. Mr Etherington also stated that he had no plans to bring in any sand.

Item – M23 works – Atkins have been in touch with the Clerk to book a room at the Centenary Hall on Thursday 26th April to hold a 'Meet the Contractors' open session where residents could come along to see and ask about the plans now they have been finalised.

123 Chairman's Announcements – Welcome all to the meeting, The British Heart Foundation representatives that met wit Cllr Wates and the Clerk before Christmas have confirmed they will be able to attend the Annual Parish Meeting and update residents on the mitigation steps that have been put in place to make it easier to move around the Village on race day.

The burst water pipe on Redehall Road has now been mended and the road is once again open – so hopefully we won't have the busses trying to manoeuvre up and down Wheelers Lane again. Thanks to the District Council for the additional waste collection service they implemented at the Centenary hall to help residents dispose of rubbish after the normal services were suspended during the severe weather. Surrey County Council will be carrying out the grass cutting in the Lingfield Hub area from the beginning of April. They have committed to 4 urban cuts per annum. The district Council is hoping to top up funding to maintain the current service level for this year but cannot comment on future years funding levels. The uneven path leading to the bench by the village garden has now been replaced. Hopefully it will be safer and looks better than the broken surface.

Standing Orders suspended

124 Reports from District Councillors

Dist Cllr Harry Fitzgerald – Also pleased to confirm that TDC intends to fund service levels of grass and hedge cutting in the District for 2018/19. Cllr Holdsworth raised the state of the verges with DC Fitzgerald, who has agreed to raise the matter. With the wet weather, HGV's have damaged many of the verges making it difficult for pedestrians to walk along the roads and lanes. Cllr Hale also noted that there is quite a lot of litter on the streets at the moment.

Dist Cllr Peter Bond – There is a Planning policy meeting scheduled imminently where it is expected an announcement regarding the Garden village proposal will be made. There are issues surrounding land ownership at Blindley Heath impacting on the suitability of the site, the Redhill Aerodrome proposal is hampered by the lack of M23 access and no one is proposing to remedy this any time soon. Currently South Godstone is looking the most viable option but there are still many assessments and surveys required before a decision can be reached.

R&B Dist Council have safeguarded Redhill Aerodrome and also along axes Lane as part of their housing land supply. This proposal comes relatively close to the Burstow boundary – Surrey CC have not informed the parish council and the Clerk will look to get more information

Crest Nicholson representatives have been in touch, having taken on board some of the Parish Council comments regarding the scale of their proposal. They hope to meet again with revisions in place.

The Tandridge Lottery has been launched.

Residents from Perrylands have complained they did not receive notification about the clearance work carried out along the M23 and they have now been left open to the motorway.

A new NPPF document has been published – most of the changes are minor.

However the total number of houses for Tandridge has been revised upward to 12,500. the DC will look to have the proposed increase reduced by 50%

125 Policing Issues/Neighbourhood watch – Cllr Hale reported there have been 5 burglaries since Christmas, 4 of these being around the Woodside crescent/Charlottes Grove area. A co-ordinators meeting is scheduled for the 11th April at the Centenary Hall. PCSO Wren attended a William Gardens meeting where complaints were raised about the lack of police presence in the area.

126 Speedwatch – Cllr Bolton said the sessions had resumed at the end of January. Ten sessions took place since then. There has been a noticeable decrease in the number of offences and an average speed of 39MPH throughout the village was recorded. Two third offenders were caught and will receive a visit from the police. The Speedwatch Group now has a web page on the Parish Council website and a half

page advert will run in the parish magazine throughout 2018 asking for volunteers. A request has been submitted to have an additional site on Chapel Road so vehicles can be tracked in both directions and there is a request in to move the Plough Road site nearer to the village.

- 127 Correspondence** – Letters and emails have been received covering the following matters

- 128 Neighbourhood Plan Report** – Attached

- 129 Committee Meetings** – to accept the minutes of meetings since 13th November 2017

- a) Planning Committee – 9 & 23/1, 13 & 27/2
- b) Finance & General Purpose – 13/2

Draft minutes unanimously accepted by Council

- 130 Council resolved unanimously to accept the Annual assessment of Risk**

- 131 General Data Protection Regulations** – Council resolved to appoint an external Data Protect Officer (DPO). The Clerk was instructed to use the SSALC services to locate potential DPO's.

- 132 Grant applications**

i) Parish Magazine – The Editor of the magazine asked for assistance with the printing costs. Cllr Wates proposed the PC award £200, seconded by Cllr Hamlet; carried by majority and to be review annually. The Parish Council will also have a greater presence in the magazine and it is suggested the purchase price and advertising rates be review by the Editor in addition to any grants.

ii) Tandridge Neighbourhood Watch – The NW does not receive any external funding towards the purchase of signs, literature or holding training/volunteering events to recruit new members. Previously each resident who joined was required to pay a membership fee but this appeared to deter volunteers and was abandoned.

Cllr Hamlet proposed a £100 award be made, seconded by Cllr Wates and carried unanimously

- 133 Parish Magazine Contributions** – After discussion it was resolved that the following contributions would be made (monthly where appropriate)

Chairman – To write and overview, notify of forthcoming meeting dates and other non specific Council matters

Cllr Hale – Neighbourhood Watch

Cllr Bolton – Floor Forum and Speed Watch

Cllr Wates – Centenary Hall and Car Park

Cllr Lord – Neighbourhood Plan

Cllr Gilbert – Allotments

Cllr Brock – General Observations

A short paragraph is the target and the text to be emailed to the Chairman and Clerk before the 14th of each month as the final submission date is the 15th. The Chairman will edit as appropriate and ensure the editor receives the copy each month.

- 134 Social Media presence** – The clerk was instructed to register the Parish Council with Facebook and request to join the 'Smallfield Group'. This will help the PC advertise

forthcoming events, exhibitions and other matters to a wider population that currently visits the PC's website

135 Finance

i) To accept the internal Auditors report as circulated – Unanimously accepted

- ii)** Payments Ratified £
Payments Authorised £
Direct Debits £

Unanimously approved, cheques to be signed at the end of the meeting.

136 Items of an urgent nature - None

The meeting closed at; the next scheduled meeting is Tuesday 2018.

Signed..... Dated.....

Part II

RESTRICTED

137 The minutes of Tuesday 9th May 2017 were signed as a true record of the meeting

138 Three contractors submitted sealed tender bids to the Parish Council. The Working Party met and discussed the details of each bid and now wishes to recommend the refurbishment of the Hall be awarded to Weller building Ltd, with Terry Peters from Archway acting as the Project Lead.

Cllr Gilbert proposed the Council accept the working party's recommendation and appoint Wellers, seconded by Cllr Hamlet and carried unanimously.

The work will commence on Tuesday 3rd April and be completed by the end of September 2018.

A program of works has been drafted which enables the Hall to continue to operate with minimal disruption. Zurich, our insurance provider has advised that a 'works in progress' insurance cover will not be required. Zurich and our appointed CDM have advised that a letter of instruction, outlining terms is sufficient as the work is considered 'minor'.

Council accepted the recommendation that a schedule of payments, linked to the progress of the refurbishment, and the deposit for the kitchen will be made at agreed dates.

139 Council discussed the Staff & Recruitment sub-committee's recommendation for the re-banding of the Clerks spinal point from 1st April 2018 and resolved to amend the spinal point to 38, in light of the additional duties now carried out. Advice from SSALC is that a new job description be drawn up and agreed between the Clerk and Council.

Signed..... Dated.....

Following the turn of the year 2 meetings of the group have been held. Eddie Lord has shared a scoping document, which has been written for another parish in the locality. The size of the undertaking and detail required concerned some members of the group.

Following some discussion a working “vision statement” has been agreed and some research into the present state of the parish is being undertaken to begin the building of the scoping document. The Vision will no doubt change and the purpose of the scoping document is to investigate what is relevant to the eventual plan. This is an arduous and slow process, which cannot be hurried as it lays the foundations of the entire undertaking.

Graham Pooley has completed 3 initial reports regarding flooding, air quality and Wi-Fi & mobile ‘phone provision. These need to be reviewed by the group and when approved incorporated into a total review of the current state of the parish. In addition Tom Saville is looking at demographics and housing provision, Debbie Hale at History and buildings of note etc, June Norris at Education. Eddie Lord will provide photography as necessary.

We need more volunteer help so teams can be created to do this investigative work in order to spread the load.

This week the meeting will discuss delegates to meet with TDC personnel, to discuss the plan and how it fits with the emerging Local Plan, we already have an issue with the name which will have to change as it must comply with the delegated name assigned by TDC & above. Communication is expected from TDC in this regard. Progress reports on the research projects will be reviewed, funding needs to be discussed as the period of the first grant has expired and a new application will need to be done.

I do not expect to have the complete picture of the Parish, with all attendant evidence and bibliography for several months. When it is available the next stage is to analyse the information and decide what, if anything, is shown as deficient in the current state. This will show the needs (as opposed to wants) in the Parish to make it healthy and sustainable for the 15 years. The stage after that is to decide how those needs are best satisfied in the light of the wants evidence to some extent by the Questionnaire, which was completed last year. This is a complex and difficult process, not to be hurried but essential if the plan eventually arising from this process is to be robust.