

Please note these are draft minutes until approved and signed at the next meeting.

**BLETCHINGLEY PARISH COUNCIL
MINUTES OF MEETING HELD IN THE
COMMITTEE ROOMS ON MONDAY 06 APRIL 2009**

P R E S E N T

Councillor R. Gater – Chairman

Councillors: K Bridger, A Butler, D Martin, J Moore, N Munday and R Trotman

In attendance: Clerk - K. Wantling, D Turner (Neighbourhood Watch), D Birt, P Glenn and S Ray (Residents) and R Borer and G Farey (Bletchingley Golf Club).

49/09 APOLOGIES FOR ABSENCE

Apologies were received and accepted from DC Elias and DC Black and PC N Shrapel. The Chairman welcomed all to the meeting.

50/09 DECLARATIONS OF INTEREST

No changes to the Declarations of Interest were made.

51/09 MINUTES

The minutes of the Planning Committee meeting held on 30th March 2009 were approved and signed by the Chairman. The minutes of the Parish Council meeting held on 9th March 2009 were approved and signed by the Chairman.

52/09 RESIDENTS' REQUESTS

Daffodil Vandalism – It was felt that due to the amount of public feeling when the daffodils were vandalised, and the attempt of the Parish Council to identify possible culprits through the use of the CCTV, that a report should be put on the website and in the Parish Magazine confirming that this type of vandalism will not be tolerated.

IT WAS AGREED THAT the Clerk would publish the report as requested.

KW

Unofficial Advertising – The unofficial advertising boards at the junction of Little Common and Big Common Lanes and in Brewer Street were still in situ and another had been positioned in Brewer Street. The Clerk confirmed that the first ones had been reported to Tandridge District Council Planning.

Street Lighting Request - A resident had requested that the Parish Council make enquiries as to whether an additional street light can be positioned at the top of St Catherine's Cross in an effort to reduce late night antics in the darkened area. Following a discussion,

IT WAS AGREED THAT the lighting issue would be investigated and reported back to the Council and the request forwarded to SCC/TDC if appropriate.

NM/
KW

53/09 REPORT FROM COUNTY AND DISTRICT COUNCILLORS

No reports in the absence of the County and District Councillors.

54/09 POLICING ISSUES

The Clerk read the report produced for the meeting in the absence of PC N Shrapel.

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These ranged from damage to motor vehicles, to burglary and theft. In relation to recent complaints about trail bikes on the estate roads and in the fields, a crime reference number (PO9106337) was given and this should be used at any time when the use of the bikes was reported.

55/09 BLETCHINGLEY GOLF CLUB – LAND REGENERATION FOR NEW PRACTICE FACILITIES

The Chairman welcomed R Borer who represented Wiseville and Miles, the joint owners of the Golf Club and G Farey who represented Ethos Recycling. The Chairman briefed the Council on the request to gain access through the Whitepost Field from the A25 to the practice facilities for the duration of the land regeneration works. Various points had already been raised and the existing Tenant of the field had also requested that specific fencing criteria be met.

R Borer explained the reasons behind the request to improve the practice facilities at the golf course and the need for the access from the A25. Should the Parish Council be favourable to the idea, then detailed designs would be drawn up and planning applications made and further consultation undertaken. The owners did not feel it appropriate to use Church Lane for access due to the heavy vehicles that would be involved. The vehicles involved with the project would not be travelling through the village. Planning documents would detail the route to be used and drivers not abiding by the routes would be fined and face removal from the project. It was estimated that the operation would take approximately one calendar year, possibly less. A summer start was more favourable due to reduced issues arising with mud. A wheel washer and spinner would be used to reduce mud on the road. The Chairman stated that this would need to be a condition of any approval. It was noted that there could be planning issues in relation to the approval of access off the A25 by SCC Highways. Recycling materials to be used would depend on what construction was going on at the time but that all materials would be construction waste and of an inert value safe to go into the ground (i.e. soils removed due to tunnelling projects). Certificates of proof would be required for the loads. CCTV cameras would also be on site. It was hoped that work could start in spring 2010. In relation to payment, this could be by a lump sum agreed for the year or a percentage per lorry load. Ethos leaflets were handed round. Following a discussion,

IT WAS RESOLVED THAT (i) the Clerk would check the details of the Field Lease; (ii) the Parish Council unanimously agree in principle, subject to safeguards, controls of operations, restoration and payment; (iii) the Clerk would write a letter to this effect to R Borer; (iv) the Golf Club were requested to approach the owners of Chevington Villas direct in relation to the proposal.

KW
All
KW

R Borer and G Farey left the meeting.

56/09 BLETCHINGLEY IN BLOOM

Hevers Pond – The Clerk reported that the owners had agreed to a non fee paying Licence and their lawyers were being asked to draw up the appropriate documentation. The Parish Council were asked to consider a contribution towards the costs incurred. The Clerk had approached a legal adviser at a recent Clerk's Networking Day to discuss the above and been informed that an appropriate amount for the production of the above documentation would be £200.00. Following a discussion,

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IT WAS RESOLVED THAT the Parish Council agree to contribute £200 towards the cost, subject to approval of the Licence.

In relation to the vandalised daffodils,

IT WAS AGREED THAT the Clerk would write a letter to Mr and Mrs Cock expressing regret at the above action and explaining what steps were taken to try to identify the culprits.

57/09 TO DISCUSS PARISH COUNCIL VACANCIES AND CO-OPTION PROCESS FOR MAY

The Chairman explained that a further vacancy had been created and that due process had been followed with the publication of the vacancy created by the resignation of Beryl Tatnell. At the time of the meeting there had been no notification that an election had been requested and the following day was the final deadline. Should this remain the case, co-option of both candidates would take place at the Annual Parish Council meeting scheduled for the 18th May. Responsibility roles would be confirmed at this meeting. It was noted that P Glenn would not be available at this meeting.

The Clerk would circulate the list of the Roles and Responsibilities in advance of the meeting.

58/09 MATTERS AND ACTION POINTS ARISING FROM MINUTES

The Clerk's report was noted. No changes were made to the list of outstanding action points.

Village Gateways – 1 quote had been received and more were being sought.

Highway Issues – the white lines outside the Red Lion had now been reinstated as had the yellow zig zag lines outside St Catherine's School. The central island bollard lighting issues were being investigated.

St Catherine's School Parking – The school were currently trying to draft a school parking policy to try to alleviate the problems.

Cemetery – the revised fees had been circulated to local funeral companies and put on the website. In relation to marking the plots, some Parishes pre-identified plots, others did not. This would be discussed further when the new councillors were appointed.

Annual Parish Meeting – Surrey Community Action had confirmed they would be available to do a presentation on Parish Plans at the meeting on the 20th May. Copies of an Annual Report would be made available in advance of the meeting at the Post Office and further copies available on the night as well as on the website for download.

Allotment Boundary – A response from the Waterboard was still awaited in respect of the use of the composting area.

Church Lane – The Chairman briefed on his meeting with SCC Highways. It was confirmed that the Golf Club were responsible for the sides of Church Lane and Highways would approach them direct in relation to this. The drainage issue was noted and needed to be corrected. The suggestion of a soakaway on golf club land and the use of Sibelco to undertake the work was raised. Highways would be meeting with Chris French to discuss the use of Church Lane. It was also reported

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that Church Lane was requested to be put onto future Highway flail schedules.

Whitehill Lane – There appeared to be no records in relation to drains, which have now been identified. The flooding is causing the erosion of the banks. There is no known dredging schedule. Highways will look into the causes of the spring, which results in the flooding. Sibelco's proposed conveyor belt will be going near the pinch point in Whitehill Lane and they are sympathetic to the widening of the road in this section. Sibelco have also recently identified a flooding issue on their land and are currently undertaking a survey. The Chairman has been asked to attend a future meeting on this.

59/09 CURRENT PLANNING ISSUES

Councillor Martin reported on the recent site visit with Mona Johansson of Surrey Community Action and Geraldine Keeping of TDC and members of the Parish Council in relation to possible Affordable Housing sites. Several sites were looked at and a report compiled by Mona Johansson, which was submitted to TDC Planning for further discussion. If any of these sites prove suitable, it will be up to Surrey Community Action and TDC to take the matter forward by contacting the land owners direct.

11.1 **TA/2009/294** – Oakhurst, Rabies Heath Road, Bletchingley, Surrey, RH1 4LX – Erection of two storey front extension, single storey side extension and front porch.

RESOLVED: No comment

KW

11.2 Any other current planning matters – discussion only – There were none.

60/09 REPORTS FROM AREAS OF RESPONSIBILITY

1. Neighbourhood Watch – Councillor Bridger expressed concern at the past lack of police presence, particularly in relation to the delay in the provision of a new PCSO and the recent absence due to sickness of PC Shrapel. Following a discussion,

IT WAS AGREED THAT the Chairman would draft a letter to Inspector Elaine Burtenshaw expressing these concerns.

RG

2. Footpaths and Bridleways: The top section of Footpath 152 was reported to have mud on the path down towards Dormers Farm. It was not clear if this footpath was adopted but following a discussion,

IT WAS AGREED THAT the Clerk would contact SCC re clearing of the footpath. If this was not found appropriate, then enquiries would be made for the use of the Community Service. If this was appropriate, an approach would be made to the Adult Education Centre for the use of their amenities for this purpose.

KW

It was reported that a pane of glass in the recently adopted telephone kiosk was broken and that the phone was still connected. Following a discussion,

IT WAS AGREED THAT the Clerk would make enquiries of BT.

KW

Footpath 151 (grid ref 325/518) was blocked by a fallen tree in the bend where it goes round Dormers Farm.

IT WAS AGREED THAT the Clerk would report this to Highways.

KW

Training Course – Councillor Trotman gave a brief report on the training attended

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earlier that day which highlighted the relevant laws relating to Open Spaces, Common Land, Village Greens and Rights of Way etc. In relation to Tilgate Common, the Parish Council needed to undertake a risk assessment every three years, particularly in relation to trees over the rights of way. The Clerk would make enquiries of Tandridge District Council. In relation to any adopted rights of way, risk assessment of the surfaces needed to be undertaken on a regular basis. The Clerk would review Footpath 506 and undertake to obtain a quote for the necessary repairs. The potential of adopting open spaces as village greens was discussed but the areas needed to have been used by the public without permission for 20 years.

KW

KW

3. Transport: Subsidence on the edge of Big Common Lane was reported as being a hazard to road users and pedestrians. The white lines outside the Red Lion were now painted and Highways were looking at the solar powered island bollards.

IT WAS AGREED THAT the Clerk would report the road subsidence to Highways.

KW

4. Speedwatch: The camera was currently in for calibration having been collected by PC Moira Cocks.

5. Cemetery: Nothing to report.

6. Minerals/Environment/Tree Wardens – Sibelco – The Quarry Observation Group (“QOG”) had now written to Sibelco and a response from Mark James had been received by the Chairman of QOG, Simon Terry stating that Sibelco would sign the Terms of Reference at the next Liaison Committee Meeting which had yet to be arranged. The Sibelco Dust Plan given to SCC was being copied to parishes in CD format. This had not yet been received.

7. Village Hall/Community Centre: Nothing to report.

8. Recreation/Sports Association: Councillor Moore had provided the Clerk with the report on the Stychens Lane Playground. All was in good order and the bottom of the field looked more open following clearance of the undergrowth.

9. Allotments: 2 allotments in particular have still had very little cultivation done. This would be reviewed at the next meeting. All had renewed their allotments and there was a waiting list of 7. A discussion followed as to the creation of a further 10 plots in the Old Allotment Field. Both field rents had been renewed. Following a discussion,

IT WAS AGREED THAT (i) the Clerk and Councillors Moore and Martin would meet on site at 10am on Wednesday to mark out the 10 plots; (ii) the Clerk would contact the new tenant of the field to inform them of the decision; and (iii) a new tenancy for the field would be created which would include the obligation to maintain the boundary fence.

KW

KW

KW

10. Street Lighting: The Clerk reported that the street light on the corner of Rabies Heath Road and St Catherine’s Cross was not working and that she would report this.

KW

11. CCTV: The Chairman reported that the police camera at the Coneybury shops has now been installed but thought that the location was wrong and was making enquiries. 3 applications for the CCTV support contract had been received. The Chairman explained the reasons for the change of the contract from a weekly inspection to a monthly inspection. All cameras are now supported by 90hr digital discs as opposed to tapes. Any maintenance is done through the camera

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manufacturer. There are 2 fixed cameras, located at the Village Hall and Community Centre and Metal Mickey. In relation to the 2 fixed cameras, these are reviewed regularly by Lawrences who benefit from their monitoring. Metal Mickey has only had operating problems following power failures.

D Turner left the meeting.

Following a discussion, it was decided that the Chairman would approach RP Hook offering him the contract on the condition that he provided a suitable quote on a once monthly site visit rather than a weekly visit as in his original quote. If this was not forthcoming, then the contract would be awarded to Vistec who was the next suitable candidate.

RG

Councillor Munday reported that the suggested new site for Metal Mickey at Barfields was no longer appropriate but that it may be more appropriate for a standalone remotely controlled camera to be positioned at this site. Councillor Munday would make further enquiries.

NM

12. Website: The Clerk had nothing to report.

SA Ray and P Glenn left the meeting.

61/09 FINANCE

13.1 The following April payments were sanctioned and cheques and stubs signed.

All

000556	Bletchingley Village Hall	12.00
000557	Mrs K Wantling	624.51
000558	HM Revenue & Customs	58.33
000559	Information Commissioner	35.00
000560	Thames Water Utilities Limited	25.00
000561	Tandridge District Council	145.50
000562	Surrey County Association of Parish & Town Councils	684.87
000563	Digital Office Solutions	147.49
000564	Sussex Associations of Local Councils (SALC)	51.75
000565	Sussex Associations of Local Councils (SALC)	5.75
000566	SLCC Enterprises Ltd	74.75
000567	DA Landscaping	884.00
		<u>£2,748.95</u>

13.2 To review and agree the draft Receipts & Payments Account for 08/09 prior to the Annual Parish Meeting. The Clerk confirmed that she had met with the Chairman and Councillor Bridger to review the accounts and that there would be no changes apart from the inclusion of the final interest amount for March and the adjusted insurance valuation figures. Following a discussion,

All

IT WAS RESOLVED THAT this be approved.

13.3 To review and approve the annual contribution to the Clerk for the use of her personal laptop or to discuss future purchase of Parish Council dedicated laptop (LGA 1972 s111). Following a discussion,

IT WAS RESOLVED THAT the payment of the annual contribution of £200 be approved and paid at the May meeting.

All

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13.4 To discuss the Clerk's Annual Salary Review (LGA 1972 s111). The Clerk left the meeting whilst the discussion took place. Following a discussion,

IT WAS RESOLVED THAT the Clerk's salary would be increased with effect from 1 April 2009 from Level 22 @ 9.827 to Level 23 @ 10.394 following another year's completed service. The hours remained unchanged at 15 hours a week. The scales were based on the 2008/09 National Salary Award for Local Council Clerks – Part time hourly rates, payable from 1st April 2008.

All

13.5 To approve Councillor Trotman's attendance at the training session on Common Land, Village Greens, Rights of Way and Open Spaces on 6 April 2009 at a cost of £65 plus VAT (LGA 1972 s111).

IT WAS RESOLVED THAT this be approved retrospectively.

All

62/09 CORRESPONDENCE RECEIVED

14.1 TDC – Strategic Housing Land Availability Assessment (SHLAA) – To consider participation and comments on the SHLAA Methodology to be received by 5th May 2009. Following a discussion,

IT WAS RESOLVED THAT the Parish Council would not participate in this. As a result of recent changes in planning law, there was no longer a settlement boundary around Bletchingley, but all of Bletchingley was now encompassed in the Greenbelt.

All

Bletchingley Adult Education Centre – The Clerk read the response from Surrey County Council which stated that no decisions regarding the future use of the site had been made and that a number of options were being considered and that the Parish Council would be contacted once proposals were firmed up.

63/09 TO DISCUSS THE DRAFT BLETCHINGLEY EMERGENCY PLAN

The draft had been positively received by SCC. Minor changes needed to be made to improve the lists and contact details. It was thought that there was no mention of details for the Minister of Religion. Following a discussion,

IT WAS RESOLVED THAT the draft was agreed in principle and that a sub committee, consisting of the Clerk and Councillors Munday, Trotman and if appropriate, one or both of the two new incoming councillors, would be formed to take this further.

64/09 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

Risk Assessment Review for 09/10; A25 renovation; Hog Roast for Village Fair.

65/09 DATE OF NEXT MEETINGS

Planning Committee – 27 April 2009

Parish Council Meeting – 18 May 2009 (1 week later than usual)

Annual Parish Meeting – 20 May 2009

The Chairman closed the meeting at 10.35 pm