

**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 10 SEPTEMBER 2007**

**P R E S E N T**

Councillor R. Gater – Chairman  
Councillors K Bridger, A Butler, J Moore, N Munday, B Tatnell, R Trotman

In attendance: Clerk - K. Wantling, County Councillor (CC M Myland), Mrs P Cock – Bletchingley in Bloom, Mrs D Turner – Neighbourhood Watch, Mr D Birt - Resident

**114/07 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Martin and Nathanail, District Councillors T Elias, G Black, PC Shrapel and PCSO Sheppard.

**115/07 DECLARATIONS OF INTEREST**

No changes were made to the Declarations of Interest.

**116/07 MINUTES**

The minutes of the Bletchingley Parish Council meeting held on 9 July 2007 and the minutes of the August Committee held on 14 August 2007 were both approved and signed by the Chairman.

**117/07 RESIDENTS' REQUESTS**

The Chairman enquired if CC Myland was aware of any works taking place at Whitegate Farm as there was regular use of this location by large heavy goods vehicles 7 days a week? CC Myland reported that she was not aware of any but would check and report back.

MM

Other issues raised would be discussed under Areas of Responsibility.

**118/07 REPORT FROM COUNTY COUNCILLOR MYLAND**

CC Myland updated the Council on a "Highways" meeting which took place at Councillor Martin's house on 9 August 2007. This had been attended by CC Myland, DC Black and DC Elias, Councillor Martin, D Poole and A Curtis, both of East Surrey Highways. The purpose of the meeting had been to agree a way forward with the results of the previous Public Consultation being considered. From this, points were agreed and additional ones added. A Curtis would action the list and provide an amended plan.

Outwood Lane, near the bridge had been the location of an additional accident. Highways was aware of the request for this site to be considered for improvement. CC Myland would continue to pursue this matter.

MM

Recent articles relating to the allocation of South East Housing figures had raised some alarm. For Tandridge, this equated to an overall increase from the previous plan of 13 properties per annum. This is one of the lowest in the South East. TDC have responded to the South East Plan stating that there is concern that there is a lack of infrastructure available to sustain increased growth.

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CC Myland reported that whilst it may not be possible to ban lorries from public highways, it may sometimes be appropriate to utilise signage, such as that proposed for Sandy Lane – “Not suitable for heavy goods vehicles”.

Redhill Aerodrome – 2 plans had been received, one for a runway, the other for a village. SCC, TDC and Reigate and Banstead had all responded negatively, stating that the growth was unsustainable.

CC Myland congratulated Mrs P Cock and the “In Bloom” team for their efforts which had resulted in the “Silver Gilt” award.

The relocation of the bus stop on the north side was still under discussion and the Clerk should contact D Poole on this matter in due course for an update.

KW

The numerous drink drive signs in the village were discussed. CC Myland would discuss the removal of these signs with Highways.

MM

The quality of the new road surface recently applied to the A25 through Nutfield and the way the works were undertaken was questioned. Subsequent correspondence with Highways had resulted in an initial investigation being undertaken about the complaint. The response to this was read out. There was a 1-year maintenance period for this work. CC Myland would be attending a Highways meeting next week and would raise this issue again.

MM

*Councillor Bridger entered the meeting.*

*CC Myland left the meeting.*

#### **119/07 POLICING ISSUES**

In PC Shrapel’s absence, the Clerk read his report which gave a brief background to his career and an update on reported crimes for August 2007, 2 of which had resulted in the suspect being identified and a further in the recovery of the stolen vehicle.

The Chairman reported on several conversations that had taken place with Inspector Burtenshaw. She had raised 2 main issues, namely that the proposed CCTV camera at the Curry House could be added to the Surrey Police CCTV scheme. Support was available as Bletchingley was one of the few areas not already included in the remote controlled scheme covered by the Surrey Police. The other issue brought to the attention of the Parish Council was that the group who had protested at Heathrow appeared to be starting a new protest at Gatwick Airport and had already rented a field at Salfords. Inspector Burtenshaw assured the Council that the police were aware of the movement and would deal with it accordingly, should the need arise.

#### **120/07 BLETCHINGLEY IN BLOOM**

Mrs Cock updated the Council on the awards received, namely Silver Gilt and 6 Certificates of Excellence. There are over 100 awards and the area covered by South and South East in Bloom is large. This year, the entry was under “Large Village”. Next year, additional entries could be made under different categories. Some of the comments made by the judges were read out. These would help with future planning, for example, more floral displays in the High Street and at entrances would increase chances. The judges had been impressed with the projects undertaken, but were concerned by the lack of youth involvement. It was hoped that

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there would be more involvement this year.

Overall, the state of the verges needed additional attention and it was suggested that a programme of works be obtained from TDC and SCC to aid a harmonious working relationship with all parties. The “In Bloom” team had formed good working relationships with several parties and letters of thanks had been sent to all involved and replies of congratulations had been received from most. Following a discussion,

**IT WAS AGREED THAT** provision would be made with our contractor to undertake verge maintenance prior to the judging day should the work not be undertaken by TDC.

All

Bulb and tree planting was planned. Areas would need to be clarified with Highways. Planters permanently attached to the railings were suggested for the high street.

A quote for the village sign had been received in the region of £500. There was presently still money left in the in Bloom budget. Further funding from BPC could be discussed at a later date. A competition to design the village sign was proposed, details to follow at a later date. Mrs Cock enquired as to whether the in Bloom team could be included in discussions to update the existing Village gateways.

A letter had been received from the RH & RW Clutton who manage the estate by Hevers Pond, enquiring as to whether any further clearing work was to be undertaken at Hevers Pond and if so, could it be co-ordinated with their planning application to alter the entrance. Following a discussion

**IT WAS AGREED THAT** the Clerk would enquire as to dates and forward these to Mrs Cock.

KW

On behalf of the whole Council, the Chairman thanked Mrs Cock and her team for all their efforts and promised continued support for the following year.

Following a discussion

**IT WAS RESOLVED THAT** the Clerk would send a letter of thanks to Tandridge District Council for their help with various in Bloom issues.

KW

## **121/07 MATTERS AND ACTION POINTS ARISING FROM MINUTES**

The Clerks report was duly noted. In relation to the Action Points, the Wooden Bus Shelter would be amended to include comments made by CC Myland and Clerk to contact D Poole in due course. The item relating to the shrubbery at the corner of Little Common Lane would be deleted.

KW

Street Light No 4 in Little Common Lane was now totally obscured by trees.

**IT WAS AGREED THAT** the Clerk would contact Ron Parker to ask for this to be cleared.

KW

The Village Gateways – this would be “flagged” with CC Myland.

MM

St Catherine’s School Signage – the proposed location of the sign had now been discussed with DC Black and TDC.

GB

Outwood Lane Bridge enhancements were still being pursued by CC Myland.

MM

A response had been received from St John’s stating that they would return with suggested dates and times and appreciated the gesture of favourable rates for the hire of the Village Hall for the proposed First Aid courses.

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SCAPTC July Meeting – Councillor Trotman updated on some of the issues raised at the meeting. In relation to road repairs, SCC had let out everything to private contractors and had as a result lost control, in particular over items like quality control etc. SCC were currently trying to regain the control. Some small works could be let out to small Councils and groups of Parish Councils. Although Parish Councils could only utilise this facility once Quality Council status was achieved. TDC were trying to encourage Parish Councils to attain this status and to this end, an e-mail had been sent to all Clerks enquiring as to each Council's goal. Following a discussion, the Clerk confirmed that she would endeavour to undertake the CiLCA course in 2008 and the Council would then work towards Quality Status. The Clerk would reply accordingly to the e-mail.

KW

## **122/07 CURRENT PLANNING ISSUES**

The Clerk and Councillor Tatnell briefed on the recent TDC Planning Training session they attended. Various changes were to be made to the way planning applications were sent to Parish Councils. On Councillor Martin's return, the Clerk would update him on the procedures. In his absence, Councillor Tatnell highlighted the current planning applications.

List 33/2007 – Item 39 – TA/2007/1329 – Installation of solar hot water panel to rear roof slope (certificate of lawfulness for a proposed development) – 55 High Street, Bletchingley.

**RESOLVED:** No comment

List 33/2007 – Item 48 – TA/2007/1340 – Demolition of garage. Erection of Garage – 2 Brewer Street, Bletchingley.

**RESOLVED:** No comment

List 34/2007 – Item 7 – TA/2007/1150 – Retention of garden shed and summer house – Kennels Cottage, Outwood Lane, Bletchingley.

**RESOLVED:** No comment

List 34/2007 – Item 19 and 20 – TA/2007/1325 and 1326 – Demolition of garage. Erection of detached single storey building to provide garaging, office and storage and Listed Building Consent for the demolition of garage – Mill Cottage, Pendell Road, Bletchingley.

**RESOLVED:** No objection subject to it being restricted to non-residential use only.

KW

*Mrs Cock left the meeting.*

List 34/2007 – Item 41 – TA/2007/1378 – Internal alterations comprising removal of stud partition wall, insertion of new stud partition wall and replacement of floor joists to ground floor, insertion of steel beam and alterations to cellar area including new plumbing to create habitable accommodation (listed building consent) – 3 The Grange, Outwood Lane, Bletchingley.

**RESOLVED:** No comment

List 35/2007 – Item 15 – TA/2007/1386/TCA – Fell 2 x yew, 1 x holly, 1 x maple and 1 x ash – Hawthorns School, Pendell Road, Bletchingley.

**RESOLVED:** No comment

List 36 – Item 21 – TA/2007/1427 – Erection of first floor rear extension – The

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Lodge, 69 High Street, Bletchingley.

**RESOLVED:** No comment

A resident had enquired about the Parish Council's approach to planning applications. It was confirmed that all resolutions followed strict guidelines and no decisions could be made on personal expression. The fixed line of the greenbelt residential area is not set by the Parish Council.

## **123/07 REPORTS FROM AREAS OF RESPONSIBILITY**

1. **Neighbourhood Watch:** Councillor Bridger reported on a meeting with Mr Tunstall who was requesting an informal meeting with Councillors to update them on progress over the past year and future ideas and to receive any feedback. It was suggested that Area Co-ordinators be included in the informal meeting. Following a discussion,

**IT WAS AGREED THAT** Councillor Bridger would relay this to Mr Tunstall and try to fix a date for the meeting within the next three weeks.

KB

2. **Footpaths and Bridleways:** Councillor Trotman reported that all footpaths were overgrown and enquired as to a cutting schedule. The Clerk was in the process of obtaining this and would report back shortly. The path behind the High Street was very muddy. It was thought that this was as a result of a boundary hedge being removed from one of the properties leaving the banks unstable.

Footpath 178 was also very wet. Councillors Butler and Bridger were to talk to the owners of the adjoining field to enquire as to whether some form of drainage could be put in place to reduce the effect of overspill onto the path.

High path between the Recycling and Coneybury Shops had a tree down over it. The Clerk would arrange for this to be removed.

KW

3. **Transport:** Councillor Munday reported that he had been unable to attend the "LORDS" meeting due to work commitments. Following a discussion it was agreed that the Parish Council should support this. The Clerk would enquire as to whether a report was available from the Godstone Councillor who attended.

KW

The proposed "yellow lines" were still in the consultation period. 3 of the 5 drains at Clare Cottages had been cleared.

**IT WAS AGREED THAT** the Clerk would ask for the additional 2 drains to be cleared.

KW

Stychens Lane was currently very overgrown on the banks and there had been complaints that any further wet weather could increase the chance of vegetation falling onto the road. It was unclear as to who was responsible for the maintenance of the banks. Following a discussion

**IT WAS AGREED THAT** the Clerk would enquire of Footpaths and write to Five Acres enquiring as to the ownership of the banks and report back in due course.

KW

One of the circus signs had been removed. Following a discussion

**IT WAS AGREED THAT** the Clerk would enquire as to the regulations for the display of these signs, in particular the ruling on removing them after the event.

KW

4. **Speedwatch:** Speedwatch was operational with 2 sessions already undertaken. On the first solo session Councillor Munday had been aware of a police presence. No problems were reported. It was unclear as to whether the other 4 volunteers had

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received the training as yet. Following a discussion

**IT WAS AGREED THAT** the Clerk would place a notice requesting additional volunteers on the notice board and also enquire as to whether requests could be made through the schools.

KW

5. **Cemetery:** A cheque had been received from the War Graves Commission. Following a discussion

**IT WAS AGREED THAT** the Clerk would enquire of Councillor Martin on his return as to whether the graves were still present. The cheque would not be accepted before confirmation was received.

KW

6. **Minerals: STAR Energy** – The appraisal wells were progressing. To date, all appeared to be operating in accordance with the planning application. In relation to the Albury site, the 1969 Gas Act was to be invoked.

**WBB** – further planning application papers had been received concerning the restoration proposals once work was complete. It was noted that timescales were not being adhered to.

**Tarmac** – The response made by the Parish Council had not been posted on the planning site immediately. Currently still awaiting Appendix 3 which relates to the process of drying the sand.

The Clerk briefly outlined the new TDC Online Planning Interactive site which enabled comments to be made directly. These should then appear on the site the following day.

7. **Village Hall/Community Centre:** Redecoration works had been completed in the Village Hall. The proposed changes to the New Licensing Act needed to be reviewed as to their impact. Following a discussion

**IT WAS AGREED THAT** the related e-mail would be forwarded to Councillor Moore and that Councillor Tatnell would ask Robert McCarthy of the Village Hall Management Committee to review the effects of the proposed changes.

KW  
BT

8. **Recreation/Sports Association:** The Social Club was now active and doing well. The Cricket Club had collapsed. The Trustees had agreed to arrange for the restoration of the green. This could then be outsourced to clubs requiring cricket facilities. The Clerk enquired as to whether a Cricket Club could be activated at the school. Following a discussion,

**IT WAS AGREED THAT** Councillor Trotman would raise this issue with St Catherine's School.

RT

The insurance renewal policy for Grange Meadow had been received. The fee remained unchanged from the previous year at £420.00.

**IT WAS RESOLVED THAT** the renewal would be sanctioned.

Councillor Moore provided the Clerk with the inspection report for the playground stating all was operational but that one of the benches had been vandalised with one of the seating planks removed. Following a discussion,

All

**IT WAS RESOLVED THAT** the Clerk would arrange for the immediate repair of the bench and report back at the next meeting.

KW

9. **Allotments:** Judging for the Allotment cup would take place on Thursday. One allotment had been vacated and the next person on the list had been notified. The

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Clerk expressed concern that any allotments becoming vacant should be notified directly to the Clerk to enable the next person on the waiting list to be notified.

10. **Street Lighting:** Nothing to report.

11. **CCTV:** Metal Mickey was in hospital again. The manufacturer was not performing to standard. This was currently under discussion. Lawrence's camera was functioning. A discussion followed re the future replacement of the current DVD system at the Curry House, particularly in relation to the proposal of the police system.

12. **Website:** There were currently 16 paid advertisers, which meant that the target of making the renovation pay for itself within 3 years was on target.

## **124/07 FINANCE**

The following September payments were sanctioned and cheques and stubs signed.

000380	R P Hook	780.00
000381	Bletchingley Village Hall	9.00
000382	Mrs K Wantling	587.89
000383	HM Revenue & Customs	44.64
000384	Open Spaces Society	30.00
000385	R Gater	95.00
000386	BDO Stoy Hayward LLP	334.88
000387	Allianz Cornhill Insurance PLC	37.77
000388	DA Landscaping & Garden Maintenance	1795.25
000389	CBC UK Limited	420.00
000390	Tandridge District Council	<u>108.20</u>
		<u>£4242.63</u>

*Mrs D Turner left the meeting.*

The Chairman confirmed that the original invoice from Mr Hook had been resubmitted with the adjusted wording as requested and that payment was now authorised. The Clerk confirmed that she had received notification that the 2<sup>nd</sup> half of the precept had been credited to the account.

## **125/07 FOOTPATH 506**

The Chairman updated the Council on the progress of the case over July and August. The Clerk had already circulated copies of the correspondence to all the Councillors.

A statutory demand for the costs debt was served on Mr Herrtage who has applied to set it aside. Alongside that, the council obtained an interim order charging the debt on Mr Herrtage's interest in the property at 100 High Street. That charging order was made final at a hearing on 23 May 2007. When Mr Herrtage's application to set the statutory demand aside was heard, Mr Nicholls of Hedleys Solicitors conceded the application because the council had sufficient security.

A claim for an order to sell 100 High Street has now been commenced and a directions hearing has been set for 5 November 2007. The chairman read the contents of the claim form. It was confirmed that the name of the insurers is a matter of public record in the Parish Minutes and that Mr Herrtage was aware of the name of the insurers as he had previously written to them. There was no third party

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funding the council's litigation costs.

In relation to the Freedom of Information Act, it was confirmed that the costs incurred in the previous request from Mr Herrtage for information under this Act remained unpaid. Since that original request no requests for information were received directly by the parish council until notification of the complaint through the ICO. A refusal to provide information was given to Mr Herrtage on the grounds that it was either freely available, already known or not in existence. The Chairman reported to the ICO that this information related to a "live" Court action. Under Section 42 of the Act, the parish council has the right of confidentiality as previously confirmed to Mr Herrtage. The ICO were advised that no response should be sent to Mr Herrtage in relation to his latest request for information.

The Freedom of Information Act does not affect the Court case and the next hearing takes place on Thursday 13 September 2007 at Guildford County Court. Mr Nicholls will submit a written statement on his own behalf to the Court. It has been suggested that some form of "olive branch" be given to Mr Herrtage in the form of a Without Prejudice letter, the details of which must remain confidential. Once the indemnities given by the insurance company have been repaid, any other sum paid by Mr Herrtage will belong to the parish council.

Councillor Munday wished to abstain from any decision as he felt he was not fully aware of the case history. This was duly noted. Following a discussion

**IT WAS RESOLVED THAT** the olive branch would be provided to Mr Herrtage on the advice of Mr Nichols. All costs are still accruing and will be added to the bill until payment is received.

*Mr Birt left the meeting.*

## **126/07 CONCLUSION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2007**

Copy papers had already been circulated to Councillors. Following the audit, issues were raised which did not affect the audit, but which were raised to assist the Council in improving its internal control and working practices. The Council is recommended to consider these but is under no obligation to act upon them.

1. Review of effectiveness of internal audit. This was a new requirement on the audit and as such the Council did not have sufficient time to do a complete review for this audit. It does currently undertake its own internal audit reviews throughout the year but will in future review the effectiveness of the internal audit, following the guidelines set by the internal auditor, at the annual budget meeting and then approve the same at the Council meeting after that.
2. Fidelity Guarantee – The Council is still of the opinion that the level of cover available is correct as it is confident that all internal controls and working practices presently in place mean that the cost of the increase in level of insurance cover is disproportionate to the risk involved. This decision will be reviewed annually at the annual budget meeting and minuted accordingly.
3. Insurance – The level of insurance cover for the war memorial has now been increased following the receipt of an insurance quote to restore the same should it be demolished. All values are reviewed annually prior to renewal.
4. Internal Auditor's recommendations – The internal auditor's recommendations are noted and acted upon accordingly.

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The Annual Return for the Year Ended 31 March 2007 was approved and accepted by the Council. The Clerk enquired whether the Annual Return and the Annual Report and Accounts could be added to the website in pdf format. Following a discussion

**IT WAS AGREED THAT** these could be added to the website.

KW

The Notice of Conclusion would be posted on the Notice Board in due course.

**127/07 CORRESPONDENCE RECEIVED**

**Citizens Advice Bureau:** A request had been received for a contribution towards funding given that the Bureau receives enquiries from residents living in the Bletchingley area. Following a discussion,

**IT WAS RESOLVED THAT** the Bletchingley Parish Council agree in principle to a contribution towards this service and a cheque for £100 would be raised at the meeting in October

All

**128/07 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA**

SCAPTC Questionnaire

**129/07 DATE OF NEXT MEETING – 8 October 2007**

The Chairman closed the meeting at 10.58pm