



Dormansland Parish Council

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Minutes of the 220th Meeting of Dormansland Parish Council held at 7.30pm on Wednesday 2 October 2019 in The Parish Room, The Platt, Dormansland RH7 6RA

1 Roll Call

1.1 Members present:

Councillor Mrs Maureen Young (**Chairman**)
Councillor Mr Harry Fitzgerald (**Vice Chairman**)
Councillor Mr David Bright
Councillor Mrs Dawn Cook
Councillor Mrs Susan Calamassi

1.2 Also in Attendance:

County and District Councillor Lesley Steeds, District Councillor Sir Nicholas White, Mr Mike Tydeman, 3 members of the public and the Clerk.

2 Apologies for Absence

There were no apologies for absence.

3 Declarations of interest

There were no declarations of interest.

4 To receive minutes of the 219th Meeting held on Wednesday 4 September 2019 (previously distributed)

4.1 **Members approved** the minutes of the 219th meeting held on Wednesday 4 September 2019 previously circulated to all members, be signed as a true record. The Chairman signed the minutes.

5 To receive reports from County and District Councillors

Report from District Councillor White

Councillor White reported that he had followed up on the issue of missed weed spraying from Hollow Lane to the Plough. Councillor White took this up with TDC who said this was a matter for Highways. If cars were being parked along the road then the weed spraying could not be completed. It was clear that TDC and Surrey Highways needed to communicate much better with each other and if areas were being missed due to parked cars then this needed to be rectified. TDC arranged to have the areas swept however this didn't overcome the whole problem. Councillor White spoke to TDC and asked that they liaise with SCC. Mr White attended the TDC/SCC meeting and raised the issue with Zina Curry who agreed to take this up with the people concerned.

Councillor White congratulated Councillor Steeds on the work carried out at Wilderwick Road.

Dwelly lane had recently been resurfaced in 2 areas and the work was completed to a high standard.

On 3rd October Councillor White confirmed repairs were being carried out on Watery Lane towards St Piers.

Councillor White expressed a view that there needs to be an improvement in communications between all various authorities.

Residents in the High Street have complained about the noise caused when cars go over a drain outside their property. They took this up with the Water Board who told them this was a matter for Highways. Councillor Steeds confirmed they are Southern Water drains and this was a matter for the water board not Highways. Councillor White raised this with Zena Curry and asked she try and get better communication between the 2 parties.

Report from County and District Councillor Steeds

- Councillor Steeds carried out a visit of the drains in the village at the beginning of October with the Highways Officer and confirmed they are Southern Water drains and have nothing to do with Highways.
- The work carried out on Wilderwick Road went well. If water does start to flow across the road again SCC will need to put a gully along the road. They will leave this until next year to see what happens over the Winter.
- All sight lines have been cut back including Blackberry Road to Felcourt Road, Blackberry Lane onto Blackberry Road and along Mutton Hill. Councillor Steeds carried out a divisional tour with Angelo Lamprou and has asked him to clean more road signs. Cars are being parked on both sides of road at Mutton Hill and Councillor Steeds has emailed David Curl with her concerns that there is no enforcement and that we require some. She reported that Reigate and Bansted will not give up their contract until next March and TDC are currently negotiating with Sevenoaks to get them to do on-street parking.
- Water was pooling near the crossover at 18 Jeddere Cottages however there has been heavy rainfall recently. Angelo Lamprou from Highways visited the site on Monday and the water has dissipated. Councillor Steeds expressed a need for new drainage and will put this on her list of things she would like done.
- Marsh Green is on the list for grass cutting. Councillor Steed said parishes needed to be careful when asking that verges aren't cut due to growth of wild flowers. SCC have said they may reduce the cuts from 4 to 2. **Members confirmed** they did not agree to that.
- Councillor Bright raised the issue of weeds by the Memorial Hall to the Plough and felt this was not due to parked cars but that Surrey had basically missed it. There appeared to be a lack of checking by SCC of what their contactors were doing. Councillor Steeds suggested if there are any areas missed then these should be report to the Parish Clerk and the Clerk can inform Councillor Steeds to try and get the contractors back. She would need to see what is in their contract with regards to areas being missed. Members questioned that if cars were parked and areas were being missed could the PC employ someone to do the job by hand. Councillor Steeds said that Surrey would not make arrangements to spray where cars are parked but would be delighted if the Parish Council did so.

6 To receive update from Mr Tydeman on planning application 2017/212 (land to rear of Dormans Station Road)

Mr Tydeman was running late and the Chairman continued to the next agenda item until his arrival (8.05pm).

Mr Tydeman gave an informative update on the developments at the site.

Planning had been granted and agreements between the developers and the Housing Associations were drawn up. Section 106 indicates that the properties must be maintained as affordable housing in perpetuity and that the houses will be let to people in immediate vicinity with a view to widening the search in a specific timeframe if required.

The developers were in the advanced stages of negotiations for the purchase. The target for the build is April 2020. Building cannot take place before this date due to the constraints of Surrey Wildlife. Surrey Wildlife have confirmed they are happy with all the surveys that have been carried out.

Mr Tydeman explained that technically half of the car park may be built before the handover of the houses however this could cause an issue with the building logistics. There is an agreement with Highways that they must have their yellow lines in place when the car park becomes open and available.

Network Rail have agreed to build and fund a ramp which ties in with Mr Tydeman's plans. Mr Tydeman showed visuals of the proposed development to the council and public. The build will be sympathetic to the surrounding area with a minimal visual impact of the houses. Planters and hedgerow will be introduced to encourage wildlife and improve the facilities.

The Car park will be run by a private company, and there is a possibility the Housing Association may like to own it. They have expressed an interest and are investigating that possibility.

The Chairman thanked Mr Tydeman for coming and updating the PC and public.

Mr Tydeman left the meeting and the Chairman continued at agenda item 12.

THE CHAIRMAN TO SUSPEND THE MEETING

7 Public Question Time

- 7.1 A member of the public asked what would happen to the recycling containers at the Memorial Hall site if this was developed. Councillor Steeds confirmed that the containers would be re-sited in the village but at the moment could not confirm where.

THE MEETING TO BE RE-OPENED

8 Planning

- 8.1 **Members approved** minutes of the Planning Meeting held on 25 September 2019 previously circulated.
- 8.1 **Members discussed** the delivery of paper plans by TDC to parish councils. TDC proposed 2 services, A and B. Service A cost £1000 per annum for all applications, existing and proposed drawings, plans printed to scale up to A1 whereas Service B cost £500 per annum for all applications, proposed drawings only and plans printed to A3.

Members were concerned that the public would not have access to paper plans at Lingfield Library and that the quality of some of the plans were inadequate.

The Clerk currently printed out all the planning applications and supporting documents and **Members agreed** to continue with the way things were. Members did however wish to find out whether there was an option for one-off larger plans to be printed and whether they could "opt-in" at a later date.

Action: Clerk to contact TDC

9 Chairman's Comments

The Chairman had no comments. She thanked Councillor Fitzgerald for his involvements with the Outdoor Gym.

10 Correspondence and Communication

10.1 **Members noted** items of correspondence and communication previously circulated by the Clerk.

10.2 **Implement Parish Council email addresses for all council members**

Due to the Freedom of Information Act SSALC recommend that parish councillors have parish council email addresses. This was agreed in 2018 but never implemented by the councillors. **Action: Clerk to contact Roger Withnell at UBE**

10.3 **Consider the Clerk having a PO Box number for correspondence**

SSALC recommended Clerks should have a PO Box address on all correspondence. Clerks can feel vulnerable or intimidated having their home address on correspondence. Using a PO box number with mail delivered to the Clerk's home address would cost £33 per month. **Members agreed** that the safety of the Clerk was important and this should be put on next month's agenda for approval. Councillor Fitzgerald abstained from voting. **Action: Clerk to enquire about prices.**

11 Clerk's Report

The clerk reported the following:

- The new outdoor gym equipment had been installed in the recreation ground.
- The new bench had been installed outside the Village Shop.
- In September and October the Clerk attended a course on Budget/Finance and Agendas/Minutes. She would seek to make recommendations for improving current procedures.
- Only 2 residents have expressed an interest in the "coffee and cake" morning which the PC are wanting to arrange for elderly/lonely residents. **Action: Councillor Fitzgerald to contact those residents**
- The Clerk acknowledged receipt of an email received this evening from a resident regarding the Memorial Hall. She would reply to his questions in due course. Councillor Cook confirmed that Mr Mills was on holiday for the next 10 days.

Mr Tydeman arrived at 8.05pm to give his update. The Chairman reverted back to agenda item 6.

12 Consultations

12.1 **Street Bin Consultation in Tandridge – "Looking After Woldingham's Environment" volunteers wishing to recruit volunteers in Dormansland**

The Clerk reported that a group of Volunteers in Woldingham were keen to meet with any volunteers from Dormansland in relation to the recent Street Bin Consultation taking place in TDC and how to keep villages clean and tidy. Councillor Steeds reported that Horne had white boards on various roads in the village requesting people "Please take your litter home". She felt this was a good idea and could be adopted in other parishes. The Chairman felt we had too many signs but suggested this go on next month's agenda for discussion.

Councillor Bright suggested we needed more regular arrangements for litter picking as there was a build-up in certain areas over time. He felt we could look into having supplementary arrangements to clear areas that are getting missed. **Action: Clerk to put item in Village Voice**

12.2 **Gatwick Airport Master Plan Scoping Reports**

Councillor Kaiser-Davies reported that Gatwick had provided 3 scoping reports to the Government planning inspectorate at the beginning of September and the authorities had until the end of September to respond. At the beginning of the year in response to Gatwick's Master Plan, DPC responded in objecting to the use of the emergency runway as well as building of the third runway.

Councillor Kaiser-Davies drafted a note which was sent to District Councillors to feed into any input they may have. Parishes are not being consulted until 2020. CAGNE are setting up Road Show pop-up events.

Jane Vogt reported there would be more pop-up events next spring before the consultation and leaflets will be handed out at a later date. Jane asked if this could be advertised in the Village Voice/Community News and the PC's website. **Members agreed** to this.

13 Village Environment, Highways and Infrastructure

13.1 To receive updates on blocked drains/gullies and other highways issues

Updates received during County Councilor's Report agenda item 5.

13.2 To receive updates on grass cutting programme 2019/20

Members noted cuts were made 1 October 2019 and there has been an improvement with the extra cuts.

13.3 To consider relocation of dog foul bin near outside gym in the Recreation Ground

Members felt the dog foul bin was too close to the gym equipment and needed to be relocated.

Action: Chairman agreed to visit the site and look for an alternative location. Clerk to contact TDC requesting permission and arranging for this to be moved.

13.4 Members agreed that there was a need to update several village benches. Action: Carry out a survey of benches in the village

14 Reports from representatives on outside bodies

14.1 Lingfield Library – The Chairman attended a meeting at the library on 2 October 2019. The Accounts had been received and the Chairman passed these to the Clerk for safe keeping. Tesco raised £2,000 which they have given to the Community Library. The Library thanked the Parish Council for their grant of £250 towards a new noticeboard. The Chairman confirmed that the library will be closing at 2pm on Saturday afternoons due to a lack of volunteers. A Surrey representative was present at the meeting and they are proposing to hold more training sessions for the volunteers.

14.2 Gatwick Airport – Report covered at agenda item 12.2.

14.3 **Members noted** the guidance received from SSALC *Marking the Death of a Senior Figure*

14.4 **Members noted** the announcement from Coast to Capital dated 10 September 2019

14.5 **Members noted** TDC Notice regarding an application for a road closure for "StarRun for Young Epilepsy" 27 October 2019 9am-2pm

15 Fairtrade

15.1 In 2004 Fairtrade came to Dormansland Parish Council to request approval for setting up the Fairtrade Lingfield & Dormansland Group. In 2006 a resolution was revised. For 2019 Fairtrade have presented a motion for the requirement to renew DPC's resolution on Fairtrade.

Members of Dormansland Parish Council resolved to:

- Renew its commitment/commit to achieve 'Fairtrade Community' status.
- Actively promote Fairtrade locally, through support for local groups and businesses, in the media including social media, and events, including during Fairtrade Fortnight.
- To ensure that products with the Fairtrade mark are chosen wherever possible.

16 Grant Applications

16.1 No grant applications received this month.

17 Accounts/Finance

17.1 **Members approved** cheques for payment

200232	The Surrey Pension Fund		£347.75
200233	Zurich Municipal		£140.66
200234	PKF Littlejohn LLP		£360.00
200235	Page Computer Co Ltd		£42.00
200236	The Community Heartbeat Trust (Solutions) Ltd		£50.40
200237	SSALC Limited		£84.00
200238	HM Revenue and Customs		£658.76
200239	Lisa Liggins - Clerks Expenses		£64.80
200240	Lisa Liggins		£1,165.55
200241	Lisa Liggins - Office Expenses		£58.38
200242	PCC of St John's		£96.00

17.2 **Members noted** bank reconciliation and cash books for September 2019

Balance per Bank Statement as at		26/09/2019	
	HSBC Community Account		50,515.68
	HSBC BMM Account		36,285.72
			<u>86,801.40</u>

The net balances reconcile to the Cash Book (receipts and payments) account for the month, as follows:-			
CASH BOOK			
	Opening Balance		90,211.93
	Add: Receipts		6.16
	Less: Payments		(3,416.69)
			<u>86,801.40</u>

17.3 **Members noted** receipt of 2nd precept payment for 2019/20

17.4 **Members noted** completion of External Audit for accounts 2018/19

18 Training and Meetings

18.1 Next Planning Meeting Wednesday 23 October 2019 at 7.30pm in the Parish Room

18.2 **Members noted** Worth Parish Council are hosting the next CAGNE forum to be held on 30 October at 7pm

19 Information for Councillors (for noting or inclusion on future agenda)

19.1 PO Box address for Parish Clerk

To agree the Clerk will use a PO Box address for all correspondence and approve expenditure.

19.2 Litter Pick Event/Signs in Village

To discuss arranging a litter pick event and/or put in place regular arrangements for litter clearance.

20 Date of next Meeting

20.1 Next Meeting of the Parish Council Wednesday 6 November 2019

Meeting closed: 8.57pm

Signed as a correct record:

Dated: