

# Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

## Clerk to the Parish Council

S Endersby

## Admin Assistant to the Parish Council

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## MINUTES

of the meeting of Godstone Parish Council on **Monday 4 November 2024 at 7.30pm at St Stephens, South Godstone**

**Members:** Cllrs S Beagley (Chairperson), C Farr, S Farr, J Gardner, L Case (Vice Chairperson), K Ward and D Christmas  
**Apologies:** Cllrs C White and C Edwards and A Rabbetts (GNPC)  
**Present:** Tandridge District Councillor Cllr M Crane, M Stuart-Menteth, J Farnaby, S Clark and S Endersby (Clerk)

### 1. Questions from Members of the Public

1.1 M Stuart-Menteth, Godstone – The fencing at the Hilly Fields is quite insecure and request that repairs are made to the fence along the first section, up to the barrier to prevent unauthorised vehicles accessing the area. It was noted there was an access gate that could be used.

**RESOLVED** – Council agreed to delegate the arrangements in relation to seeking a quote and consideration of the repairs to the Greenspace Committee.

**ACTION 11/24-1** – Cllr S Beagley to inspect the fence posts to establish the level of repair.

2.1 J Farnaby and S Clark – Requested confirmation that there would be a parish councillor at the South Godstone Memorial solidor on Remembrance Sunday to lay a wreath in the village on behalf of the Parish council. Council confirmed arrangements had been confirmed and that a Parish councillor would be present with a wreath.

### 2. Apologies and reasons for absence

2.1 Apologies were received from Cllrs C White and C Edwards, due to personal commitments.

**RESOLVED** – The meeting was confirmed as quorate.

2.2 Apologies were noted from TDC Cllr Mike Crane, John Hale (GAA) and A Rabbetts (GNPC).

### 3. Declarations of Interest [Register of Interests](#) - None stated.

### 4. County and District Councillors – Brief report on matters affecting the Parish.

4.1 Cllr C Farr – Surrey County Council (SCC) – No matters that directly affect or relate to the parish to report. Cllr C Farr reported that SCC continues to struggle with a deficit, partly due to social care expenses.

4.2 Cllr M Crane – Tandridge District Council (TDC) - Reported that there was nothing specific to report from District that effected the Parish. Cllr M Crane stated that he had followed up on relation to a domestic pet query at Hillview Cottages but is awaiting a response.

4.3 Cllr D Christmas enquired why there was such a lot of traffic, including lots of tractors, going along the Eastbourne Road and there is a road closure too. It was noted that road works can be viewed on the SCC Highways map, but emergency works may not be on there. No one present was aware what the work was for, but it was then confirmed during the meeting that it was emergency works. During the discussion, the matter of White Gate Farm being subject to enforcement was noted and that there had been 3 applications to recontour the land. There were questions in relation to the impact of enforcement and it was noted that the enforcement officer had recently left.

### 5. Minutes of the previous meeting held on 7 October 2024

**RESOLVED** – Councillors unanimously approved the minutes as an accurate record of the meetings held and agreed that they be signed by the Chairperson.

### 6. New Parish Car Park (Part of Godstone Quarry development - Application ref. 2022/1523) – Any updates and action required in relation to: Works Licence Deed of Easement and Detailed Specification.

6.1 It was noted that the Parish's solicitor has councils' comments on the detailed specification, and this has also been provided to Ashill. Parish solicitor feels that from the comments on the detailed specification some items will sit better in the Works Licence, rather than the detailed specification. Parish solicitor has asked Ashill to respond to any points/questions raised in the Detailed Specification to enable both the Works Licence and Detailed specification drafts to move forward.

6.2 Clerk reported that she had received correspondence from Ashill on 4 November 2024 with information from their solicitor. A verbal summary was provided and covered:

6.2.1 It was noted that the Parish Council wishes to remove themselves from responsibilities pertaining to the two EV charging points but had made comments in relation to the operator's agreement.

- 6.2.2 The solicitor has enquired as to how this will function in practice and solutions for council to choose from which should hopefully allay any concerns.
- 6.3.1 There are operators which take care of installation and maintenance of EV charging points and developers typically engage them for both elements under standard terms and conditions. No operator will entertain changes to these provisions. Following installation there is typically a 5-year manufacturer warranty. The operator will assist with any problems remotely and do not believe there is physical maintenance. Operators do not insure the charging points. Maintenance contracts typically cost less than £150 per charging point per annum and an estimate is that a unit earns around £100 per month in a quiet location and up to around £1,000 per month in a busy area – these are proceeds the owner can keep.
- 6.3.2 It was mentioned that there is only one other charging point currently in Godstone, the charging points could be an asset rather than a liability with annual profit for the owner.
- 6.3.3 It was requested that Council consider options proposed to confirm how they wish to proceed:  
Option 1 – An operator is engaged under their standard terms for installation/maintenance with a manufacturer warranty to follow. The Parish Council has ownership of the charging points. The Parish Council has the responsibility of paying the annual maintenance charge, but keeps all sums generated by the charging points (expected to dwarf the maintenance fees).  
Option 2 – An operator is engaged under their standard terms for installation/maintenance with a manufacturer warranty to follow. Ashill or its development partner has ownership of the charging points. Ashill or its development partner has the responsibility of paying the annual maintenance charge and keeps all monies generated by the charging points.

Council stated it was disinterested in owning the EV charging points in the car park and feel it is better not being involved in any way with the charging points on its land. A question as to whether charging a rent to have the EVCP's on parish land was muted, but it was acknowledged that they are all part of the planning applications and conditions, and they will be installed as part of the entire car park project being paid for by the developer.

**RESOLVED** – Councillors unanimously approved option 2 be agreed.

**ACTION 11/24-2a** – Clerk to liaise with Parish solicitor to confirm position.

- 6.3.4 It is understood the Parish Council would like as much details as possible in the specification and Ashill do not raise any points in relation to the amendments to the specification, but the specification and works licence/easement is with its development partner and their lawyers for checking.

**ACTION 11/24-2b** – Clerk to liaise with Parish solicitor to ensure matters proceed and to confirm the solicitors review of returned documents and any comments.

**ACTION 11/24-2c** – Clerk to ensure the asset register is updated on completion of the car park and ensure it is detailed that the EVCP's are not going to be parish assets but are on parish land.

## 7. **Godstone Parish Council Neighbourhood Plan** – Any updates or action required, to include:

- 7.1 Confirmation of the Grant Application – Council noted the confirmation of NP Grant Application Reference App-15785 for £6,100 (approved by the DLUHC) to fund: Professional fees: £5,600 and Projects costs: £500 (Design of publicity materials to support consultation activities (£200); Hire of rooms for local events (£150) and printing of materials (£150). Noting the application stated the need for the grant was to assist finalising Submission Version Plan and submitting to TDC and that the grant would help the plan move forward to each referendum by mid-2025.

**ACTION 11/24-3** – Clerk to liaise with Cllr C White as soon as possible to accept the Grant award and complete any required due diligence.

- 7.2 Consideration of the draft plan and proceeding to consultation – It was noted that the draft plan had been circulated to council on Monday 4 November, following it being provided by the consultant on afternoon of Friday 1 November. Of those council members that had been able to review the considerable document, it was acknowledged that it was an exceptionally good document and the work undertaken by A Rabbetts and the other volunteers was commendable.

**RESOLVED** – Council unanimously agreed that councillors be given until Wednesday 13 November 2024 to complete their individual reviews, but noting a desire not to hold the plan up it was agreed that if no comments were raised to the Clerk by this date, it should be considered that the Draft Neighbourhood Plan is fully accepted by the council and that it should proceed to the next stage.

**ACTION 11/24-2a** – Clerk to liaise with consultant and A Rabbetts following deadline of Wednesday 13 November.

- 7.3 Consideration of person to take the plan to completion – Council noted that A Rabbetts will be moving and has asked that council consider who will be nominated to take the plan to completion.

**ACTION 11/24-2b** – Clerk to liaise with A Rabbetts to enquire who would be well placed to take up the reins.

## 8. **Reports**

- 8.1 Clerks Report - Matters to bring to the Councils attention and updates on Actions

- 8.1.1 Updates on Actions of the last meeting was not provided.

- 8.1.2 Parish office Staff – Council noted the resignation of the admin assistant to take up a full-time position. Council was informed of a temporary solution to cover the position whilst a new person can be appointed.

**RESOLVED** – Council unanimously agreed that the role be advertised via Parish mag, social media, and community groups etc., noted that a temporary solution can be put in place. Furthermore, shortlisting, and interviewing applicants be delegated to the Clerk with Cllrs L Case and S Beagley assisting with interviews. Clerk to keep council up to date and advise when there is a suitable candidate to offer the position to.

**ACTION 11/24-3** – Clerk to proceed with actions required to fill the vacancy of Admin Assistant.

- 8.1.3 Blindley Heath SSSI - SWT Management Agreement, Management Plan and Annual Fee (ref: Email 9/10/2024) -The email clarified the discussion of the previous meeting: The updated document we are waiting for from SWT is the Management Plan and work programme, which forms part of the Management Agreement but can be updated from time to time (clause 3, page 2). The Management Agreement is from January 2012 for 25 years (2037), although either party could break the agreement in December 2026 (which will be after 15 years from the start date).
- 8.1.4 Parish Assembly – Clerk confirmed attendance with Cllr L Case on behalf of council and presentation on the playground.
- 8.1.5 Godstone Sports Association (GSA)
- i. GSA had invited council to meet on 4 November at 7.30pm – Clerk advised of Council meeting schedule preventing attendance.
  - ii. GSA has requested that two large bags of gravel by tennis club are taken away to refresh pistes of boules pitch.

**ACTION 11/24-4** – Clerk to enquire with local volunteer to see if they are willing to assist in moving gravel.

- 8.1.6 Clerk noted that licences to enable access to Inspections via Office 365 could be worthwhile.

**ACTION 11/24-5** – Clerk to enquire as to cost and viability.

- 8.1.7 Tandridge Local Street Improvements Plan – Clerk reported that she was not able to attend the call. Clerks being given information, with information to councillors to follow.
- 8.1.8 Clerk informed council of report from GSA about ball bearings being fired at Tennis Club property and members which has been reported to police.

8.2 Chairperson's Report – (for noting) information only.

8.3 Reports (for noting) from representatives on outside bodies etc.

- 8.3.1 Preservation Society – Cllr L Case
- i. Group is still concerned about HGV traffic through the village, even though the air pollution has reduced.
  - ii. M S-M has been approached by the developers of the Godstone Inn to raise the development for discussion within the community. It was noted that there is also a 20-acres field next to the building. Following this point, council discussed the amount of land owned by Godstone Farm in the area,

8.4 Reports from Committees

- 8.4.1 Greenspace Committee (held 14 October 2024) – Minutes Circulated
- i. The committee discussed the condition of the pavilion on Godstone Green and the recommendation as to a way forward regarding the use of, care and control of the pavilion.

Propose the council discuss with the GSA the pavilion's long-term future, ensuring it is secure for the community's continued use, including sports teams, as well as potentially making the building more multi-purpose and available to the wider community. Noting the recent change in circumstances with no football on the Green this year, the pavilion is not being used regularly (if at all), but that there are still dilapidations and costs to look after the building. Propose that steps are taken to return the pavilion entirely to the Parish council and that the current lease held by the Trustees of the Godstone Sports Association be terminated. It was noted that Cllr C Farr reported potential funds available from his Surrey allocation.

Council considered the recommendation of the committee and acknowledged that the building is the Parish councils. The discussion highlighted that there was a consensus amongst councillors that either the GSA should be held more accountable for the dilapidations (as stipulated in the Lease) or there be a positive way forward found to ensure the community asset does not deteriorate. The council's discussions in relation to the pavilion included acknowledgement of its commitment to ensuring the building remains at the heart of the community, for use and the well-being of the community. The discussion also covered some concerns with the proposal and that ways to ensure the asset did not become a burden should be considered, i.e. preparation of a clear plan, ways to attempt to deal with the persistent issue of vandalism, making sure it covers its costs and competition of/to other venues in the village.

**RESOLVED** – Council unanimously agreed that a positive approach be made to the GSA in relation to the proposal as set out above.

**RESOLVED** – Furthermore council agreed if the Trustees/GSA proceeded along the lines of returning the Pavilion to the Council, under these circumstances there was no desire by council to pursue dilapidations any further since raising them historically and there was an acceptance by council that taking on the responsibility for dilapidations would be part of such an arrangement.

**RESOLVED** – Council agreed in principal that it would be willing to discuss the potential of assisting with legal costs that could be incurred in relation to formalising any arrangement that was agreed, with details to be confirmed.

**RESOLVED** – Council agreed that Stage 1 – Approach to the GSA should be completed, before the next stage, Stage 2 – Preparation of actions and drafting plans.

**ACTION 11/24-6** – Clerk to liaise with the GSA Chairperson about the proposal and that council welcomes thoughts on the proposal and a meeting to discuss the matter further and answer any questions there may be.

- ii. The committee also discussed issues in relation to Trees (including the bank at Tilburstow Hill) and Long-Term plans to be proposed by the committee.

8.4.2 Planning Committee (held 16 October 2024) – Clerk to check when minutes were circulated to ensure they have been circulated.

## **9. Greens, Commons and Land** – Matters to bring to the Councils attention in relation to areas of the Parish

### 9.1 Grass Cutting across the Parish

**RESOLVED** – Council, noting the commercially sensitive matter, unanimously resolved that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of this item on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information. Furthermore, the item be moved to the end of the meeting for discussion.

### 9.2 Godstone

#### 9.2.1 Godstone Green

- i. Benches ordered. Cllr S Beagley reported that Age Concern may be willing to contribute a donation towards the new benches.

**ACTION 11/24-7** – Clerk to contact local Age Concern representative.

- ii. Council noted work in relation to Christmas lights cable had commenced and suckers on bottom of trees will be trimmed.

**ACTION 11/24-8** – Clerk to liaise with Christmas light contractor to notify readiness to start next stage and inform TDC tree officer that work on trees is to remove suckers, noting more.

9.2.2 Greenview – Condition of Greenview noted during the meeting.

9.2.3 Godstone Playground – No discussion.

9.2.4 Hilly Fields - Condition of fence noted.

### 9.3 Salisbury Road Allotments, to include:

9.3.1 Easement in relation to development of old garages site - Clerk liaised to ensure Parish council's solicitors comments were passed to developers' solicitor. Documentation returned from developers' solicitors and circulated on 1 November to Full council.

9.3.2 Parish solicitor followed up on the matter of the council's title register and section 8 of the Allotments Act 1925 included in the report in relation to the restriction on the council's title register and the recommendation that the council follow the requirement of making an application for consent to the Secretary of State.

**RESOLVED** – Council, noting the solicitors report and the requirement for consent, agreed that the Clerk investigate the process and cost to make an application for consent to the Secretary of State.

**ACTION 11/24-9** – Clerk to investigate application process and cost in relation for consent.

9.3.3 Update on situation in relation to water supply to allotments - SES Water correspondence and finding a way forward with SES and the GAA. It was noted that no supply will be installed by SES and council cannot pursue another provider as the meter and initial installation must be completed by SES Water. SES are offering support with water harvesting. Council discussed that the bungalows are now built and without a formal written obligation on the developer to provide a water supply to the allotments, for the council's willingness to allow access across its land, it was difficult to enforce anything further and the opportunity to install a water supply at the allotments had dissipated.

**ACTION 11/24-10** – Cllr J Gardner to review files to ascertain if verbal details agreed were documented in writing.

### 9.4 Tilburstow Hill and The Enterdent

9.4.1 Council noted the closure of the track, confirmed in writing to residents, would be on 27 November 2024 (Wed) from midnight for 24 hours.

9.4.2 Council were informed that someone had cut the first 30m of vegetation on the Enterdent Road. It was acknowledged that there was more left to cut, but the nature of the job of not much cutting, but large cutters required (on a narrow road), made it consistently difficult to find someone that could complete the cutting, especially at short notice as the task is never planned as an annual task.

9.4.3 Cllr K Ward proposed that there be signage about Ash dieback, with a warning, posted around the woodland.

**RESOLVED** – Council, by a majority vote, agreed that signage about ash dieback be posted.

*Cllr K Digby voted against the proposal.*

**ACTION 11/24-10a** – Clerk to liaise with Cllr K Ward to assist printing signs on headed paper.

### 9.5 South Godstone

### 9.6 Blindley Heath, to include:

10.8.1 Damaged Gate – It was confirmed that the gate had been repaired and now opens and closes.

10.8.2 Tree that was on the common across the path has been removed.



10.8.3 It was proposed that at the car park, 1m of tarmac from car park to common (type 1) to level the entrance (dip between car park and common) and fill potholes. The quote obtained was for £800.

**RESOLVED** – Council unanimously approved the work at £800 at the Blindley Heath car park to complete the remedial works.

**ACTION 11/24-11** – Clerk to send purchase order for works.

## 10. Burial Ground, Exclusive Rights of Burial Applications and Memorial Applications

10.1 Ref: Greenspace Cttee discussion – Cllr L Case reports:

i. There are no benches that require replacing, but there are many which require rubbing down and revarnish (7 locations).

**RESOLVED** – Council unanimously approved the work to rub down and revarnish benches, for completion in the spring, which is a more suitable time of year.

**ACTION 11/24-12** – Clerk to send purchase order to the contractor.

ii. There is a tree resting on a bench which could be replanted somewhere safer. It was discussed that the tree is not in a good way.

**RESOLVED** – Council unanimously agreed that the tree be removed.

**ACTION 11/24-14** – Clerk to find someone to remove the tree.

iii. Fence midway down on the left-hand side next to path is broken and has fallen down.

**RESOLVED** – Council unanimously agreed that no immediate action be taken, but enquiries to be made to establish whose fence it is.

**ACTION 11/24-15** – Council to establish whose fence it is at the burial ground.

iv. Cllr L Case thanked Cllr S Beagley for his efforts in tidying up some of the grass areas at St Nicholas voluntarily along with D Harmen who also completed the work with him.

v. Cllr L Case reported that there are discussions in relation to a review of the church parish boundaries.

## 11. Finance

11.1 Accounts for Payment - Approve **OCTOBER** accounts for payment -

H.F Accounts for Payment - Approve OCTOBER accounts for payment -								
GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	Information
Salary Payments								
G1670-73	Salaries	October	Salary	£2,375.34				
	HMRC		NI and Income tax					
	NEST		Pension contribution					
Direct Debits								
G1668	BT	M14350	10/17/24	Telephone & Internet	£52.47	£10.49	£62.96	
G1669	British Gas	8964875	10/9/24	Electricity	£38.93	£1.95	£40.88	
Invoices for Payment								
G1667	UKPN	811017199 7 - 92229106	21-Oct-24	Works at Bounty/ Pavilion	£639.00	£127.80	£766.80	£1127 reserves for work.
G1674	RBL		Oct-24	Poppies and wreaths	£105.00		£105.00	£2.5k budget across 4 areas of Parish for Benches and Memorials.
G1675	Marmax	SO052898	10/23/24	Recycled benches	£1,097.00	£219.40	£1,316.40	
G1676	JEM Home Services		10/27/24	Bench Repairs x 2 GG	£100.00		£100.00	
G1677	St Stephens		11/4/24	Nov meeting Hall hire	£25.00		£25.00	Within budget.
G1678	S Endersby		11/4/24	Expenses Stamps	£6.80		£6.80	Within budget.

\*Salaries paid in accordance with Financial Regulations.

\*\*Employee/Employers total payment paid by GPC.

Clerk requested that council review the payment agreed for RoSPA as the last meeting, as membership had increased from £99 to £500.

**RESOLVED** – Council unanimously agreed that the decision to pay the RoSPA invoice was retracted, and the payment would not be paid for membership.

**RESOLVED** – Council unanimously agreed that the payment list totalling £4,799.18 for invoices received during October and November, are approved and should be paid.

**ACTION 11/24-16** – Clerk to arrange payments and liaise with the second signatory.

11.2 Grant Applications - St Catherine's Hospice grant application—requesting for £500 from Godstone Parish Council. Received 9<sup>th</sup> October 2024.

**RESOLVED** – Council considered the request, and noted there is no specific amount budgeted for grants, and that council policy is they are considered on a case-by-case basis. On this occasion it was unanimously agreed that the request be declined, but the organisation would be welcome to reapply again in the future.

**ACTION 11/24-17** – Clerk to liaise with the applicant.

- 9 **Planning** – Application 2024/995, Erect single storey garden room, 23 Oldencraig Mews, Lingfield, RH7 6GU – It was confirmed that the Planning Committee had reviewed the application at its meeting of 23 Oct 24; and it was agreed that no comments would be made to the planning authority. The application was included on this agenda in order that members of the public could have an opportunity to raise any issues with the council if they wished.

10 **Correspondence and matters for reporting or inclusion on future agendas**

- 10.1 Correspondence – It was acknowledged that the following correspondence had been circulated by e-mail since the last meeting:

News: Have your say about the Statement of Community Involvement (2024)	18/10
News: Have your say about the Housing and Economic Land Availability Assessment Methodology	18/10
FW: NALC Legal Update Webinar - slides attached **please pass to councillors**	18/10
Tandridge District LSI plan	18/10
Amended news: Have your say about the Housing and Economic Land Availability Assessment Methodology	18/10
Policing priorities consultation	21/10
Tandridge District Council and Parish Council engagement planning	
NALC Website	1/11
Press release: Remembrance Day parades and services	1/11
FW: Godstone Farm - Drop in event Monday 11th November - RE: Affordable Housing	4/11

11 **Matters for reporting or inclusion on future agendas**

- 11.1 Anti Bullying and Harassment Policy (for Staff and Councillors) – NALC template  
11.2 The next meeting of the Parish Council is scheduled to be held on Monday 2 December 2024 at 7.30pm, at St Stephens.

**Part 2.**

----- Meeting ended 9.45pm -----

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Signed  
Chairperson

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Print Name

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Date