

DRAFT

BETCHWORTH PARISH COUNCIL

MINUTES of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 4th September 2023**, commencing at 8pm in The Hamilton Room, Betchworth

Councillors (Cllrs) present:

Cllr Julie Hardy (JH) Chairman
Cllr Graham Randall (GR)
Cllr Ed Winter (EW)
Cllr Martin Higgins (MH)
Cllr Ian Wilson (IW)

Attending:

District Councillor Potter (PP)
District Councillor Budd (SB)
County Councillor Clack (HC)

1 x Member of Public (MOP)

Apologies:

Cllr Robert Ashdown (RA)

Apologies:

District Councillor Keay (PK)

In attendance: Cheryl Sexton (CS), Clerk & RFO

Minute #	Agenda item	Who
	APOLOGIES FOR ABSENCE	
136	Apologies were received from Cllr Ashdown and District Councillor Potter gave apologies for District Councillor Keay.	
	DECLARATIONS OF INTEREST	
137	No declarations were received.	
	MINUTES OF THE PREVIOUS MEETING	
138	The minutes of the meeting held on 3 rd July 2023 were approved and signed by Councillor Hardy.	
139	OPEN FORUM District Councillor Potter raised an issue with some comments made on The Forum, Betchworth WhatsApp group. Some derogatory comments were made about motorcyclists and what action should be taken that could well be misconstrued and taken out of context which caused concern. It was acknowledged that whilst it is a great forum and plays an important part in village life it was agreed that a reminder should be given to ensure that all comments made are with dignity, respect and courtesy. It was noted that the WhatsApp group is not owned by the Parish Council but Cllr Hardy will speak to the owner of the group.	JH
140	The subject was raised regarding 20mph and speeding in general within the village following comments made on the WhatsApp group.	

September 2023

	District Cllr Potter asked that the following was minuted, following a review of statistics that was found on the internet speeding was the 7 th reason for most accidents at 7.4%. It was acknowledged that there is a mix of views about the need for 20mph and it was noted that a conversation needed to take place within the Parish Council to agree our stance on 20mph. Cllr Clack explained that we should wait for the Road Safety Strategy which Surrey are producing which will confirm their position regarding 20mph which we can then review before debating our position to make an informed view. In the meantime if residents have any comments regarding speeding these should be referred to County.	
	COMMUNITY POLICE REPORT	
141	The police report with incidents for July and August 2023 was displayed, discussed, and acknowledged.	
	TRANSPORT, HIGHWAYS AND FOOTPATHS	
142	Cllr Winter provided the Footpaths Officers report stating that there is a plan in place to produce a specification to get a quote for the path past Church Path which will be brought back to Council for consideration. It was also noted that the final kissing gates need to be installed. District Cllr Budd suggested that these should be done now before harvesting begins.	EW
143	A Highways report was displayed and presented by Cllr Randall. A copy of the report will be added to the website 'supporting files' with the minutes and on the noticeboards.	
144	Quotations for VAS (Vehicle Activated Signs) were displayed and discussed. All councillors agreed in principal that we should seek guidance from SCC Highways regarding the positioning and recommendation of the required number of signs to be placed on Old Reigate Road, The Street and Pebblehill. County Cllr Clack gave her support to allow SCC Highways expert to proceed. It was agreed that we can fund this and that the money for VAS can come out of our CIL allocation. Clerk to contact SCC Highways VAS expert to arrange site visit and complete detailed recommendations.	CS
145	It was noted that a decision regarding a suggested new barrier at Betchworth Bridge was not required, SCC Highways have agreed to a further inspection of the failed wall and raised walkway due to continuous impact damage with consideration for better protection to the wall. We await their findings.	
146	Council discussed the raising of the kerb and to level the footpath at the north end of The Street following the initial guidance figure received. Council still feels strongly that the kerb and pathway should be raised and levelled but recognise that due to the size of the guidance figure that this will not happen in the short term due to	CS HC

147	<p>other priorities at County level. As an interim measure it was agreed to proceed with the solid white line along the kerbside and with County Cllr Clack's support this will now proceed to SCC Highways for a formal estimate. It was to be noted that it is still the intention of Council to raise the kerb and pathway and request that County Cllr Clack includes this a future priority.</p> <p>Cllr Winter updated Council that the application has been accepted by the inspector for the Gatwick airport expansion. Cllr Winter and County Cllr Clack highlighted the huge increase in road traffic that would be caused if this application is successful. GACC (Gatwick Area Conservation Campaign) with whom Betchworth Parish Council are members are meeting to agree how to move forward and make comment. Cllr Winter will keep Council updated and in turn we will ensure that residents are also kept up to date and know when to make comment. It was agreed that as a Parish Council we will need to take a position on this and ensure that we look at the impact it will have on the village.</p>	EW
148	<p>PLANNING</p> <p>Ratification of Planning Observations made since last meeting (8) MO/2023/0902 Wellwood, Wellhouse Lane, Brockham, Betchworth, Surrey, RH3 7HH Variation of condition 2 of approved planning permission MO/2021/1607 for demolition of existing house and erection of replacement 3 bedroom dwelling, to allow alterations to porch to accommodate an air source heat pump. No comment ratified</p> <p>MO/2023/0975 Genista, Old Reigate Road, Betchworth, Betchworth, Surrey, RH3 7DE Variation of condition 1 of approved planning permission MO/2022/1828 for variation of Condition 2 of approved application MO/2020/0964 for the erection of first floor extension to existing bungalow, single storey front infill extension and two storey rear extensions. Alteration and extension to existing garage to provide gym/home office above and veranda detail linking the garage to main dwelling to allow for changes to fenestration, internal layout and roof to link. No comment ratified</p> <p>MO/2023/0946 Tranquil House, Old Reigate Road, Betchworth, Surrey, RH3 7DR Discharge of condition 4b of approved planning permission MO/2021/0521 and MO/2021/0520 for the construction of new garage following demolition of outbuildings and conversion of remaining outbuilding to form ancillary accommodation to the house. No comment ratified</p> <p>MO/2023/0957 Wonham Forge Farm, Wonham Lane, Betchworth, Surrey, RH3</p>	

	<p>7AD Prior notification for the erection of an agricultural building of 18.3 metres x 12.2 metres for the storage of hay and machinery. No comment ratified</p> <p><u>MO/2023/0976</u> The Forge, The Street, Betchworth, Surrey, RH3 7DW Listed Building Consent for the restoration of Betchworth Forge and change of use from light industrial to office. Comment regarding inclusion of condition for tiles to be of an orange fabric to keep in line with the character of the area ratified</p> <p><u>MO/2023/0993</u> 8, Barleymow Court, Betchworth, Surrey, RH3 7HF Demolition of existing conservatory and erection of a single storey rear extension. No comment ratified</p> <p><u>MO/2023/0982</u> Coleshill Farm, Middle Street, Betchworth, Surrey, RH3 7AL Installation of electric stairlift from ground to first floor. No comment ratified</p> <p><u>MO/2023/1085</u> Betchworth Quarry Transfer Station, Station Road, Betchworth, Surrey, RH3 7BZ Removal of condition 6 of approved planning permission MO/2022/1992 for conversion of the existing quarry machinery and grinding room to a single 3 bed dwelling with external alterations, landscaping and parking. No comment ratified</p> <p>149 New Applications (2) <u>MO/2023/1201</u> The Forge, The Street, Betchworth, Surrey, RH3 7DW Restoration of Betchworth Forge and change of use from light industrial to office. Comment to be made to request that the elevation facing the road is to resemble how The Forge looked</p> <p><u>MO/2023/1211</u> Garden Cottage, Roothill Lane, Betchworth, Surrey, RH3 7AT Certificate of Lawfulness for a proposed development in respect of the stationing of a Caravan ancilliary to the main dwelling. Unable to comment as it is a certificate of lawfulness</p> <p>150 Decisions (5) <u>MO/2023/0746</u> Great Brockhamhurst Farm , Brockhamhurst Road, Betchworth, Surrey, RH3 7AP Removal of condition (ii) of approved planning permission DHR/73/352 for a house of 1120 sq ft (104 sq m) and bungalow of 1011 sq ft (94 sq m) each with four habitable rooms, to allow occupation by persons other than those wholly employed or last employed in agriculture. Approved</p> <p><u>MO/2023/0800</u></p>	<p>CS</p> <p>CS</p>
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	<p>Crossways Cottage, Leigh Road, Betchworth, Betchworth, Surrey, RH3 7AW Demolition of existing conservatory and erection of two storey extension. Demolition of rear lobby and replaced with a larger rear lobby with a porch</p> <p style="text-align: right;">Approved with conditions</p> <p><u>MO/2023/0787</u> Betchworth Lodge, Pebble Hill Road, Betchworth, Surrey, RH3 7BW Part single and part two storey rear extension to dwelling following demolition of part of existing dwelling.</p> <p style="text-align: right;">Approved with conditions</p> <p><u>MO/2023/0957</u> Wonham Forge Farm, Wonham Lane, Betchworth, Surrey, RH3 7AD Prior notification for the erection of an agricultural building of 18.3 metres x 12.2 metres for the storage of hay and machinery.</p> <p style="text-align: right;">Prior Approval Refused</p> <p><u>MO/2023/0902</u> Wellwood, Wellhouse Lane, Brockham, Betchworth, Surrey, RH3 7HH Variation of condition 2 of approved planning permission MO/2021/1607 for demolition of existing house and erection of replacement 3 bedroom dwelling, to allow alterations to porch to accommodate an air source heat pump.</p> <p style="text-align: right;">Approved with conditions</p>	
151	County Councillor Clack left the meeting at 9.04pm	
152	AMENITIES It was acknowledged that the play equipment was checked on 17/7, 29/7, 7/8, 24/8, and 29/8.	
153	It was acknowledged that all 3 defibrillators were inspected by Cllrs Hardy and Winter.	
154	The proposed memorial request for Patch was approved.	CS
155	<p>The Clerk provided an update on the revised requirements for Goulburn Green Play Provision following meetings with various suppliers. Approval was sought in principle on several actions. The following was approved to move to detailed estimates:</p> <ul style="list-style-type: none"> • Grass matting is the preferred surface of choice with appropriate maintenance in place • A replacement gate will be installed by the play area for safety purposes, this will endeavour to be fully accessible • The additional item of play equipment to be pursued 	

	<ul style="list-style-type: none"> • The 7 stepping logs to be placed in an S shape. It was requested to look at long term maintenance of these stepping logs based on the type of wood • £50 to spend on water soluble garden fence paint for the repainting of the slide which the MOP will complete • To make provisions in the general reserves to replace equipment when appropriate in the future <p>Council would like to formally thank the 2 members of the public who have been working hard on this initiative for the community and Council looks forward to seeing the final estimates and recommendations.</p>	
156	A request was received to look at installing outdoor gym equipment on Goulburn Green. This request was discussed and declined unanimously. Goulburn Green is an open space for everyone to enjoy and there will be no further developments on this space other than the play provisions noted above. It was suggested that the gym equipment in Brockham could be used if required.	
157	Council acknowledged that the scything workshop and Betchworth & Buckland Society annual BBQ both took place on Goulburn Green. Thanks were received for the usage and comment made about how lovely the green looked.	
158	The Clerk updated the Council following inspection at the Burial Ground with Cllr Wilson. 11 graves need relevening and filling. It was agreed to instruct Josh Flynn Gardening as part of his contract to fulfil this work and the cost not to exceed £600. Clerk to update Finance Committee regarding the reallocation of funds to cover this.	CS
	COMMUNITY AND COMMUNICATIONS	
159	Council acknowledged the feedback received from residents regarding the AIG Women's Golf Open. It was noted that the Big Field Committee were not aware of the event and the planning. All complaints are to be directed to AIG and not Walton Heath Golf Club.	
160	It was discussed and agreed that Betchworth Parish Council will issue a link to updated minutes and highway reports on WhatsApp Group and the village email when published. It was also noted that a link will be provided in the parish magazine to allow those who do not access social media to be included.	CS
	CLERKS UPDATE	
161	Clerk displayed the revised Clerks Report which will be added to the website 'supporting files' with the minutes, highlighting areas in red since the issuing of the agenda.	

162	Ongoing action log was acknowledged.																												
163	Approval was granted to spend the budgeted amount of £240 plus the additional £30 for archiving the signed paper minutes in line with the document and retention policy.	CS																											
164	The Clerk asked for all Councillors to provide any feedback of what they would like to see on the revamped website. The Clerk will also encourage feedback from residents.	ALL																											
165	Councillors agreed to delegate authority to Cllr Hardy for voting at the SALC AGM on behalf of Betchworth Parish Council.																												
166	District Cllrs Potter & Budd left the meeting at 9.35pm.																												
	FINANCE																												
167	Council formally acknowledged the conclusion of External Audit for year ended 31 March 2023 and that the notices have been displayed.																												
168	Council acknowledged the receipt of £48.49 (interest).																												
169	Council acknowledged the transfer of £4000 from reserve to current account to cover payments.																												
170	Council discussed and agreed companies that will be invited to quote for the tender for Grounds Maintenance, please let Clerk know if you would like any others included.	CS																											
171	Clerk made a request for all ideas for budget submissions to be made clear in preparation for the budget cycle for 2024/25 which will begin in November.	ALL																											
172	Clerk displayed the Monthly Financial Summary which was discussed and acknowledged.																												
173	The following amounts were approved for payment in September 2023 by Cllrs Winter and Randall.																												
	<table border="1"> <tr> <td>IB00581</td><td>HSBC Monthly Bank Charge</td><td>£5.00</td></tr> <tr> <td>IB00582</td><td>Cheryl Sexton – Salary & expenses</td><td>£1135.35</td></tr> <tr> <td>IB00583</td><td>HMRC – NI & Tax (August)</td><td>£88.49</td></tr> <tr> <td>IB00584</td><td>PKF Littlejohn (External Audit)</td><td>£252.00</td></tr> <tr> <td>IB00585</td><td>SES Water (Jan – July)</td><td>£16.10</td></tr> <tr> <td>IB00586</td><td>Cheryl Sexton – SSL Cert Renewal</td><td>£42.00</td></tr> <tr> <td>IB00587</td><td>Hamilton Room (September Mtg)</td><td>£20.00</td></tr> <tr> <td>IB00588</td><td>John Flynn Gardening (August Grass)</td><td>£724.80</td></tr> <tr> <td>IB00589</td><td>ICO Annual DDM (to be taken on 15/9)</td><td>£35.00</td></tr> </table>	IB00581	HSBC Monthly Bank Charge	£5.00	IB00582	Cheryl Sexton – Salary & expenses	£1135.35	IB00583	HMRC – NI & Tax (August)	£88.49	IB00584	PKF Littlejohn (External Audit)	£252.00	IB00585	SES Water (Jan – July)	£16.10	IB00586	Cheryl Sexton – SSL Cert Renewal	£42.00	IB00587	Hamilton Room (September Mtg)	£20.00	IB00588	John Flynn Gardening (August Grass)	£724.80	IB00589	ICO Annual DDM (to be taken on 15/9)	£35.00	
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174	FUTURE MEETING DATES The following dates were acknowledged: a. Next Parish Council Meetings - 2 nd October, 6 th November b. Highways and Parish Council Workshop – 6 th Sept - Clerk c. MVDC/Clerk Meeting – 13 September – Dorking – Clerk d. SLC AGM – 19 th October – Cllr Hardy & Clerk PARISH MAGAZINE ARTICLE: Invitation for email address and signposting of minutes.	
175	MEETING CLOSED AT 9.39pm and member of the public left the meeting after Cllr Hardy thanked them for attending.	
	THIS IS A CONTROLLED DOCUMENT – Betchworth Parish Council will NOT be held responsible for content when downloaded from the website.	