

BETCHWORTH PARISH COUNCIL

MINUTES of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 12th May 2025**, commencing at 8pm in The Hamilton Room, Betchworth

Councillors (Cllrs) present:

Cllr Ed Winter (EW) Chairman
Cllr Ian Wilson (IW)
Cllr Martin Higgins (MH)
Cllr Alice Laidler (AL) Vice Chair
Cllr Robert Ashdown (RA)
Cllr Govinda Prashar

Attending:

Apologies:

County Cllr Helyn Clack (HC)
Cllr Mark Targett (MT)
District Cllr Potter (PP)
District Cllr Budd (SB)
District Cllr Keay (PK)

In attendance: Julie Vear (JV) Clerk & RFO

MOP: 1

Minute #	Agenda item	Who
	1. ELECTION OF CHAIRMAN	
1	Cllr Winter was proposed as Chair by Cllr Wilson and seconded by Cllr Higgins. Council resolved to approve the appointment and Cllr Winter signed the Declaration of Acceptance of Office for Chair.	
2	Cllr Laidler was proposed as Vice Chair by Cllr Winter and seconded by Cllr Higgins. Council resolved to approve the appointment and Cllr Laidler signed the Declaration of Acceptance of Office for Vice Chair.	
	2. APOLOGIES FOR ABSENCE	
3	Cllr Winter welcomed Cllr Prashar to his first meeting as Councillor.	
4	Council resolved to accept apologies from Cllr Targett and noted apologies had also been received from Surrey County Council (SCC) Cllr Helyn Clack and Mole Valley District Cllrs Paula Keay, Simon Budd and Paul Potter.	
	3. DECLARATIONS OF INTEREST	
5	None.	

6	4. MINUTES OF THE PREVIOUS MEETING Council resolved to approve the Minutes of the Meeting held on Monday 7 th April 2025. The minutes were duly signed by the Chair as a correct record.	
7	5. OPEN FORUM Having commenced discussions on the community police report (agenda item 7), Council resolved to return to this agenda item when a MOP arrived to present planning application MO/2025/0454/PLA. MOP commented on lack of District and County Cllrs at the meeting and Council advised it was due to other meetings in the area on the same evening. MOP presented reasons for submitting the application. The chair opened up feedback and questions and a good conversation was had regarding requirements and feedback from Council and parishioners. The MOP was advised by the clerk of a request to SCC to update the application which the MOP acknowledged and advised he would request his agent to act upon. MOP advised Council they were welcome to follow up with further questions at anytime and left the meeting.	
8	6. ELECTION OF GROUPS Resolved: Council discussed the appointment of Councillors to various working groups for 2025/26. It was agreed that while individual Councillors may be named as leads for each group, this designation is intended solely to facilitate the development of informed recommendations to support decision-making by the full Council.	
9	It was further noted and agreed that membership of these groups does not confer any additional authority, voting rights, or decision-making powers. All decisions will continue to be made collectively by the full Council in accordance with standing orders and statutory governance procedures.	
10	The importance of transparency, inclusivity, and collective responsibility in all group activities was emphasised and endorsed by Council.	
11	Council resolved Cllrs Winter, Laidler, and Wilson will continue on the Finance Group with Cllr Ashdown joining.	
12	Council resolved Cllr Higgins will continue as representative for Betchworth United Charities	
13	Council resolved Cllr Wilson will continue as representative for The Village Memorial Hall	
14	Council resolved Cllr Laidler will continue as Footpaths Officer	
15	Council resolved Cllr Ashdown will continue as Highways Office	

16	7. COMMUNITY POLICE REPORT The police report with incidents from was displayed, discussed, and acknowledged with no further action required	
17	8. TRANSPORT, HIGHWAYS, FLOODING AND FOOTPATHS Cllr Ashdown advised Council of a recent meeting of Cllrs to review and prioritise Betchworth Highways issues and requests. The issues, with some ideas and recommendations, have been collated and Cllrs will take these forward with support from County Councillor Helyn Clack and SCC road safety. There is an action with Cllr Targett to update the reviewed list and circulate to Council.	MT
18	Council were advised that there would be a likely approach by a local organisation regarding a footpath's accessibility survey.	
19	Gatwick Airport Ltd has responded to the request to identify how the noise envelope and public transport requirements will be monitored. GACC lawyers are going through this lengthy response and Council awaits their update.	
20	9. PLANNING New Applications MO/2025/0389/LBC Link Betchworth Quarry, The Quarry, Betchworth, Surrey, RH3 7BP Re-clad existing sheds for ancillary office use (application for Listed Building Consent).	JV
21	Council resolved to make comment on the following applications and the clerk took an action to draft letters	
22	MO/2025/0390/PLA Link Betchworth Quarry, The Quarry, Betchworth, Surrey, RH3 7BP Change of use from commercial vehicle maintenance and repairs (Sui Generis) to a flexible Class E Commercial, Business and Services to E(g) Uses which can be carried out in a residential area without detriment to its amenity: E(g) (i) Offices to carry out any operational or administrative functions, E(g) (ii) Research and development of products or processes, E(g)(iii) Industrial processes, and B8 Storage or distribution. Re-clad existing sheds for ancillary office use and create a new toilet block.	
23	MO/2025/0454/PLA Link The Evergreens, Reigate Road, Betchworth, Betchworth, Surrey, RH3 7DB Creation of an additional 3 No. pitches on existing gypsy site, 1 No. communal dayroom and associated soft, hard landscaping and boundary treatments.	

24	<p>Decisions: MO/2025/0371/ECL Link Fairview, Gadbrook Road, Betchworth, Surrey, RH3 7AH Certificate of Lawfulness for an existing development in respect of internal and external alterations and renovations to include the removal of chimney; external walls thermally upgraded; existing timber framed single glazed windows and doors are being replaced by double glazed timber framed windows and doors and roof to the rear has been re-laid using the existing roof tiles and 3 No. roof lights inserted. MVDC: APPROVED BPC: No Comment</p>	
25	<p>MO/2025/0384/PLA Link Land East of Tranquil House, Old Reigate Road, Betchworth, RH3 7DR Erection of a self-build dwelling and associated works. MVDC: REFUSED BPC: Objection</p>	
26	<p>Appeal Decisions: MO/2024/1220/DEA Link Crossways Kennels And Cattery, Crossways Farm, Station Road, Betchworth, Surrey, RH3 7DF Prior notification for the erection of an agricultural storage barn of 22 metres x 9.10 metres. MVDC: Approved with conditions on appeal BPC: Commented</p>	
27	<p>MO/2024/0859/PLA Link Barn north of Wonham Lane, Wonham Lane, Betchworth, Surrey, RH3 7AD Proposal: Conversion and change of use of barn to one dwelling house (Use Class C3). MVDC: Dismissed BPC: Commented</p>	
28	<p>Council resolved not to make any comment on the following application that fell outside of meeting timescales:</p>	
29	<p>MO/2025/0696/AC Link April Cottage, Station Road, Betchworth, Surrey, RH3 7DF Discharge of condition 5 and 6 of approved planning permission MO/2024/2202 for the erection of single storey rear extension following removal of boiler room, garage conversion and alterations.</p>	
30 31 32	<p>10. AMENITIES</p> <ul style="list-style-type: none"> • Council noted that the play equipment was checked. • Council noted that defibrillators were checked. • Following recirculation of Burial Permits, these were approved by delegated authority 	

	11.COMMUNITY & COMMUNICATIONS	
33	Council resolved to appoint the following representatives for the 2025/26 year:	
34	Airports - Councillor Winter, Councillor Wilson	
35	Allotments - Councillor Wilson	
36	Burial Ground & Pavilion - Clerk, Councillor Wilson	
37	St Michaels Church - Councillor Higgins	
38	Hamilton Estate – Councillor Winter	
39	Goulburn Green - Councillor Wilson	
40	Re-Betchworth - Councillor Winter, Councillor Higgins	
41	School & Education - Councillor Laidler	
42	Planning Group - Council	
43	Police - Council	
44	Website - Council	
	12.POLICIES AND PROCEDURES	
45	Council noted the Clerk had circulated a draft update to the Standing Orders and Financial Regulations, amended to align with latest recommendations by the National Association of Local Councils (NALC) and the procedures of the Council. Council resolved to adopt the updated Standing Orders and Financial Regulations.	
46	Action: Clerk to update review dates and publish updated versions.	JV
47	Council, having reviewed each of the following policies and procedures, resolved to adopt for a further 12-month period:	
48	• Scheme of delegation (no change since last adopted in May 2023)	
49	• Council Risk Register for 2025/26	
50	Council resolved to include a RAG status on the risk register to reflect the status of the identified risk post mitigation to better reflect status.	
51	Action: Clerk to update risk register with RAG status	JV
	13.CLERKS UPDATE	
52	There were no questions or comments on the clerk's report which can be located under supporting files on the website.	
53	The ongoing action log was acknowledged.	

	15.URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND FOR INCLUSION ON A FURTHER AGENDA	
71	No urgent matters were noted for discretion of the chair	
	16.MEETING DATES to acknowledge and note	
72	The following dates were acknowledged: <ul style="list-style-type: none"> • Full Parish Meeting 2nd June • MVDC Clerk Meeting 4th June • CiLCA Clerks Training Day 10th June • Clerks Holiday – w/c 16th June (1 week) • SALC Clerk Forum – 1st July • SALC Cllr Forum – 2nd July 	
73	PARISH MAGAZINE ARTICLE: June articles – Issue Reporting & Footpaths updates	
	17. CONFIDENTIAL ITEMS (Closed to Public & Press)	
74	Council resolved to pay 10hrs overtime to the clerk for additional hours worked in March and April to cover year end, policy updates and APM preparation.	
75	MEETING CLOSED AT 9.46pm	