

BROCKHAM PARISH COUNCIL

Draft Minutes of the General Meeting of Brockham Parish Council
Tuesday 8th May 2018, in The Pavilion, Middle Street, Brockham at 7.30 pm.

PRESENT:

Cllr Roger Hammond – Chairman
Cllrs Homewood, Songhurst, Buckle and Knight.
District Councillor and BERT Simon Budd, Helyn Clack (SCC)
Samantha Rider – Brockham Oil Watch
Clerk – Tracy Hamer

278. **ELECTIONS:** Cllr. Hammond was proposed as Chairman by Cllr. Buckle and seconded by Cllr. Songhurst. Cllr. Homewood and Cllr. Gargani were proposed as co-Vice Chairman by Cllr. Songhurst and seconded by Cllr. Knight.

The following committees were confirmed:
Planning – Cllrs. Homewood and Songhurst
Highways and General Purposes - Cllrs. Washtell and Songhurst
Recreation – Cllr. Knight
Responsible Financial Officer – Clerk and Cllr. TBC
Hedgerow Officer - Cllr. Buckle
Ditch Officer - Cllr. Buckle
Big Field Committee – Cllr. Hammond
War Memorial - Cllr. Songhurst
SALC Representative - Cllr. Hammond
Betchworth United Charities - Cllr. Hammond
Poland Trust - Cllr. Washtell

279. **APOLOGIES:** Apologies were received from Cllr. Venables, Cllr. Gargani and Cllr. Washtell.
280. **MINUTES:** Minutes of the Meeting held on the 3rd April 2018 were read, approved and signed.
281. **DECLARATIONS OF INTEREST:** Nil.
282. **PERSON RESPONSIBLE FOR REPORT TO PARISH NEWS:** Cllr. Hammond agreed to submit the April report to the Parish News.
283. **COMMUNITY POLICE REPORT:** The following report was received via email from Andy Reid 12011, Police Office Manager: Man threw stones at boys in Glenfield Close, finalised by community resolution. Attempted theft of rucksack from pedestrian by motorcyclist in Kiln Lane (filed). Theft of water tank from driveway in Oakdene Road (filed).

Abandoned caravan set alight in Tilehurst Lane. Fire brigade attended and police aware – have ref and chassis number.

Concern for safety	2
Road accident damage only	1
Domestic	2
Suspicious circumstances	5
Police stop	3
Road related offence	2

284. **MATTERS ARISING:**

BERT: Nothing to report.

DEFIBRILLATOR: Cllr. Gargani reported via email that there is no way of keeping a phone in the actual phone box. The only option is for BT to transfer a business line to the phone box which would prove to be very expensive if users found a free line to use. BT confirmed the criteria for decommissioning is lack of or no use and were adamant that the Council would need to act quickly if they wish to keep the phone box itself. Cllr. Gargani has formally requested that the Council purchase the phone box and is awaiting details to transfer ownership but confirmation of who owns the land is required. Cllr. Hammond said he will investigate this further.

BROCKHAM OIL WATCH: Samantha Rider reported that Surrey CC have delayed the planning meeting until 20th June 2018, and therefore further objections/comments can be submitted until 19th June 2018. The Environment Agency have asked for more details from Angus Energy which is still forthcoming. There will be a second public consultation to update the current permit, but existing activity can continue under the existing permit. It is unknown if the use of acid or hydraulic fracking is allowed under the current permit.

The following 8 key points are the objections submitted by Brockham Oil Watch:

(awaiting details via email from Samantha Rider)

MVDC have expressed concern over the 3 year trial period. Brockham Parish Council will submit another letter in reference to traffic management and the standard of the roads. Cllr. Homewood to action.

285. **CHAIRMAN'S REPORT**

VILLAGE SHOP – Cllr. Hammond reported that a new company is to take over but there are no further details at this point.

HS4Air – Cllr. Hammond reported this is an idea being promoted by Alastair Lenczner, a director of Transport and Engineering Consultants, Expedition. They are currently promoting HS4Air as a new high-speed railway line to link HS2 just north of Uxbridge to HS1 (and the Channel Tunnel) at Ashford in Kent, via Gatwick and Heathrow Airports. The proposed route passes to the west of Dorking. But the last similar proposal, a Heathrow – Gatwick high speed railway line promoted to avoid the additional runway now proposed for Heathrow, would have passed between Brockham and Betchworth, therefore there is a possibility that when it's developed further, the route may be very close to Brockham. Cllr. Hammond suggests that the Parish Council keeps an eye on the HS4Air proposal as it evolves.

286. **BROCKHAM VILLAGE HALL:** No further updates.

287. **FINANCIAL REPORT:** Tracy Hamer reported that the bank mandate has been submitted to Lloyds to change the contact details and signatures as required.

Cheques have been received for the purchase of the Defibrillator - £1600 - and these have been paid into the Deposit Account.

May 2018	Chq no	Amount
HMRC	Transfer	102.8
April Recreation Committee	2098	30.00
Ian Currie – speaker at APM	2099	55.00
SALC subscription	2100	855.84
Mrs C Plumb	2101	782.73
Mrs C Plumb	2102	55.00
Recreation Committee, Annual Meeting & Allotment Meeting	2103	90.00
SES Business Water	2104	37.92
Mr C Long	2105	190.00
Ms T Hamer – April expenses	2106	239.17
Miss Karen Gargani – laptop purchase	2107	552.94

288. **ANNUAL GOVERNANCE STATEMENT 2017/18:** Cllr. Hammond explained the importance of the statement and discussed each point as follows, to ensure good and correct systems are in place, including the preparation of accounting statements, for year end 31/03/18.

- The Council has put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- The Council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- The Council took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.
- The Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- The Council carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- The Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- The Council took appropriate action on all matters raised in the reports from internal and external audit.
- The Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statement.

The statement was signed by Cllr. Hammond and Tracy Hamer.

289. **CLERK'S REPORT:**

GDPR: Tracy Hamer reported the recent change in legislation that smaller councils will not need to appoint a DPO but it would be considered best practice. It was decided by Councillors that at this point an external DPO would not be appointed. TH to continue with all other requirements to ensure the Parish Council is compliant.

INSURANCE RENEWAL: Tracy Hamer is in the process of renewing insurance through Came & Company. Quotes will be circulated.

ANNUAL RETURN YEAR END MARCH 2018 – Tracy Hamer is meeting with Chris Braidwood on Thursday 10th May to commence work on the Annual Return.

290. **COMMUNITY ISSUES:**

WEATHER STATION – Cllr. Venables to visit Reigate Grammar School.
PARISHES IN BLOOM – Cllr. Venables reported that there is no further update regarding the dates for judging.

291. **YOUTH COUNCIL FOR BROCKHAM:** Cllr. Gargani reported via email that the Youth Café/Council will soon be able to meet again on a Wednesday in the old club/social area. This still has the billiard table. Cllr. Gargani is researching gaming equipment and is also applying for a grant towards future costs which could be up to £5,000.

292. **RECREATIONAL FACILITIES:**

ELIZABETH BAILEY FIELD – Cllr. Knight reported that she now has all files and correspondence relating to the EBF. A recent visit confirmed the need for more bark chippings around the play equipment. Cllr. Knight explained a plum tree in the corner of the field presents a significant wasp risk and has volunteered to dispose of the fruit as required. It was agreed that the tree should be removed later in the year. Cheques received totaling £652.88 – to be paid into BPC Current Account.

SURREY PLAYING FIELDS – £1,000 grant cheque still to be received.

293. **BROCKHAM WEBSITE:** No updates.

294. **PLANNING:**

MO/2018/0377/CAT	Brooklands, Brockham Green	Tree surgery
MO/2018/0505/CAT	Anthony West House	Tree Surgery
MO/2018/0691/PLA	21 Middle Green,	Side elevation, 2 windows

DECISIONS BETWEEN MEETINGS

MO/2018/0452/CAT	29 Middle St	Tree Surgery	NO OBJECTIONS
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MO/2018/0188/PCL	18 The Avenue	Rear dormer window	APPROVED
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MO/2018/0320/PCL	4 Glenfield Rd	Dormer and roof light	APPROVED
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MO/2018/0429/CAT	The Meadows	Tree Surgery	APPROVED
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295. **HIGHWAYS AND GENERAL PURPOSES:** Cllr. Songhurst explained that a recent planning breach has been reported – see supporting documents.

Cllr. Buckle reported a car accident at the Kiln Lane/Brockham Lane junction. It is generally felt that this is a dangerous junction and that improvements should be considered. Cllr. Buckle to supply Tracy Hamer with the date of the accident who will investigate official report with police.

Local residents have expressed concern regarding irresponsible parking during drop off/pick up times at the school. It is generally felt the situation needs to be observed in conjunction with the Headteacher and possibly the police if required. Tracy Hamer to investigate appropriate signage.

296. **ALLOTMENTS:** The majority of payments were received on Tuesday 17th April. The Council is to investigate whether there is a need to for a skip to be provided for removal of accumulated waste.

297. **REPORTS OF MEETINGS:** Tracy Hamer and Cllr. Homewood to attend the next GDPR course on the 15th May.

298. **ANNUAL PARISH MEETING:** Cllr. Hammond felt the evening was a success and enjoyed by all. There was no feedback from the public.

299. **AOB:** Nil.

300. **PART 2**

Cllr. Hammond explained that he has asked to Celia to compile of list of those she would like to invite to a social event to celebrate her time as Clerk to Brockham Parish Council.

The meeting closed at 9.50pm.

The next meeting will be held on Monday 4th June at 7.30pm in the Pavilion.

Signed: Chairman

Dated:.....

Country Planning Act 1990 (As Amended)

Location: Forecourt, The Betchworth, Reigate Road, Betchworth, Surrey, RH3 7ET

Alleged Breach: Non-compliance with conditions & unauthorised adverts.

I refer to your earlier communication concerning an 'Alleged non compliance with conditions and unauthorised adverts' at: Forecourt, The Betchworth, Reigate Road, Betchworth, Surrey, RH3 7ET.

I appreciate you may not have been kept up to date with the developments of the case and the issues you have reported are important to you. I apologise for this, however I would like to assure you that we investigate each breach of planning control. However, taking action against alleged breaches of planning control is discretionary and as a considerable number of alleged breaches are received priority is given to the most urgent cases. These include alleged unauthorised works to buildings which are listed as being of architectural or historic interest or T.P.O's etc.

A site visit was carried out on 24th April 2018. I spoke with the owner regarding the conditions that have yet to be discharged. This concerns conditions 4, 5 and 6 of planning permission MO/2017/1020 granted on 7th September 2017. The conditions are detailed below.

4. The development hereby approved shall not be first opened for trading unless and until a minimum of 4 car parking spaces have been laid out within the site in accordance with the approved plans for staff and customers to park within the site. Thereafter the parking area shall be permanently retained and maintained for its designated purpose, and not used for vehicles advertised for sales.

5. Vehicles advertised for sale shall not be parked anywhere on the site except for the area marked 'Sales Cars' on the approved plan. All other areas shall be kept permanently clear for their designated use at all times.

6. The proposed development shall not be first opened for trading unless and until signage within the site has been provided to demonstrate the proposed entrance and exit only accesses to Reigate Road, in accordance with details to be submitted to and approved in writing by the Local Planning Authority. Thereafter the signs shall be permanently retained and maintained to the satisfaction of the Local Planning Authority.

I have advised the owner to secure compliance with the above mentioned conditions by carrying out the required works by 23rd May 2018.

In addition to this I pointed out the offence concerning the unauthorised adverts attached to the kiosk area. The Council needs to consider if enforcement action is the appropriate action or whether developments can be regularised. In this case, it is not considered expedient to take enforcement action at this time. Therefore I have requested that they submit a retrospective planning application for advertisement consent which would be considered in accordance with the adopted planning policies. If the owners chose to submit an application you will be notified.

If the owner of the site fails to comply with my requests then formal enforcement action will be considered.

Regards

Steve Thorpe Planning Enquiries Officer.