



## Salfords and Sidlow Parish Council Minutes

**Salfords Village Hall**

**8 September 2025**

Meeting opened at 7:30pm and closed at 9.25pm

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**Councillors (Cllrs) present:**

1. Cllr Bob Barnes (BB)
2. Cllr Jim Blackmore (JB)
3. Cllr Wayne Clarke (WC) Chair
4. Cllr Paul Edwards (PE)
5. Cllr Stephen Rolph (SR)

**Apologies**

1. Cllr Caroline Clarke (CC)
2. Cllr Karen Dukes (KD)
3. Cllr Mark Lodge (ML)

**Attending:**

- Cllr C Baart (CB)  
Cllr S Wooton (SW)

**Apologies**

- Cllr N Boghani (NB)  
Cllr V Chester (VC)

**In attendance:** Claire Minter (CM), Clerk

| Ref              | Agenda item  | Who |
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| <b>25/09-001</b> | <b>To receive apologies for Absence.</b>   |     |
|                  | WC welcomed Councillors and the residents to the meeting. Apologies were noted and approved from Cllr C Clarke and K Dukes who were unable to attend for personal reasons and Cllr M Lodge who was delayed at work. Cllrs Neha Boghani and Victoria Chester sent apologies.  |     |
| <b>25/09-002</b> | <b>Declarations of Interest and dispensations</b>  |     |
|                  | BB declared an interest in agenda item 6, Application 25/01451/HHOLD as he knew the property owner. CM had granted a dispensation so BB could remain in the meeting but not participate in voting.<br><br>There were no other declarations of interest.  |     |
| <b>25/09-003</b> | <b>Public Notices</b>  |     |
|                  | <ul style="list-style-type: none"> <li>- Community Garden session –Thursdays - 2pm to 3pm - Salfords village hall (SVH)</li> <li>- Parent/ Carer Baby and Toddler Group – Wednesday 10 September / 8 October – 10.30am to 12pm - SVH</li> <li>- Reigate Marathon spectator station – Sunday 21 September 8am - Emmanuel Church</li> <li>- East Surrey YMCA Wellbeing Walk - Salfords Stroll – Friday 3 October – 9.45am - SVH</li> <li>- Warm Hub coffee morning, including Macmillan charity and Neighbourhood Plan Consultation – Friday 3 October – 11am –SVH</li> <li>- Salfords litter pick and Neighbourhood Plan Consultation – Saturday 4 October – 10am - SVH</li> <li>- Councillors Surgery – Monday 6 October 2025– 6.30pm to 7pm – SVH</li> <li>- Neighbourhood Plan Consultation - Wednesday 8 October 2025 - 7pm to 8.30pm – SVH</li> <li>- Council Meeting – Monday 13 October 2025 at 7.30pm – SVH</li> <li>- Sidlow fireworks – Saturday 1 November – 6.30pm- Ironsbottom</li> <li>- Christmas Light switch on – Saturday 8 November, 3pm to 5pm – SVH</li> </ul> |     |

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| <b>25/09-004</b> | <b>Public Question Period</b>   |          |
| A                | CB confirmed she is still chasing SCC Highways regarding bollards being installed on West Avenue.   |          |
| B                | <p>CB asked if Councillors could consider locations for car charging points under the Connect to Kerb scheme. CM was asked to include an article in the S&amp;S News and share detail with Councillors</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ CM to include article on Connect to Kerb car charging project in S&amp;S News</li> <li>▪ CM to share Connect to Kerb info with Councillors</li> </ul>  | CM<br>CM |
| <b>25/09-005</b> | <b>To confirm the Minutes of the Council meeting held on Monday 14 July 2025</b>  |          |
|                  | The minutes were approved and recorded as a true and accurate record of the meeting.  |          |
| <b>25/09-006</b> | <b>Planning Applications</b>  |          |
| A                | <p><b><u>Planning Applications</u></b><br/>See attached Appendix B –July/ August/ September 2025 Planning List with full commentary.</p> <p>JB advised Councillors had met on 4 August to review planning applications and comments had been submitted to R&amp;BBC under Scheme of Delegation. Councillors noted and approved these having agreed to respond to 3 planning applications with 1 support, 1 no observation and 1 objection.</p> <p>The Councillors also met on 1 September, where 5 Councillors were in attendance. A resident had attended the surgery regarding 25/001354/PIP.</p> <p>Councillors agreed to respond to 6 planning applications with 4 no observation, 1 no objection with comment and 1 object. A vehicle licence application was also reviewed with comment.</p> <p>Councillors agreed for CM to write to R&amp;BBC regarding the situation for the reinstatement of the barn on land for 25/01354/PIP.</p> <p>Councillors thanked JB for his preparation and time in responding to 25/01354/PIP.</p> |          |
| B                | <p><b><u>Planning decisions made by R&amp;BBC</u></b><br/>Refer to Sheets 378 August 2025, There were 19 planning applications:</p> <ul style="list-style-type: none"> <li>▪ 5 Approved</li> <li>▪ 1 Approved with conditions</li> <li>▪ 1 Refused</li> <li>▪ 1 withdrawn</li> <li>▪ 1 appeal lodged</li> </ul>   |          |
| C                | <p><b><u>Crosswinds</u></b><br/>At the court hearing on 21/7/25 the Judge granted an interim injunction order. The specific wording of this order is subject to courts issue of that order and a supplementary application made by Surrey County Council during those proceedings to clarify the wording. A stamped/sealed copy of</p>  |          |

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|  | <p>that Order from the Court can be viewed <a href="#">Planning news and developments - Surrey County Council</a>.</p> <p>The interim order, unless stated otherwise, will remain in effect until the matter progresses towards a final judgement, which in turn could be followed by the Court granting a final order. The interim order will only seek to prohibit the relevant activities during its period of effect, so as to maintain a 'status quo' of sorts. Only at a final order would any remedial/removal works be mandated. The date for the next hearing at the Guildford county court is 29/9/25 at 12pm</p> <p>Councillors noted and approved the submission for representation from the Parish Council. Councillors also noted that there is still a digger with ongoing activity on the site and CM was asked to find out if the digger could be impounded as part of the court process</p> <p><b>D</b></p> <p><b><u>Redhill Aerodrome</u></b><br/>Standing Orders were suspended.</p> <p>CB advised that the advert for the RACC Chair had been included in the Voluntary Action Southeast (VASE) website. She had not heard if there had been any applicants.</p> <p>Standing Orders were resumed.</p> <p>JB was asked to share the advert with interested candidates. CM would share the link</p> <p><b>E</b></p> <p><b><u>Route 4</u></b><br/>Andy Sinclair had provided an update on Route 4 advising the in-progress Route 4 standard instrument departure airspace change is the only way they can influence where aircraft fly. This will eventually result in the introduction of a new satellite-based route. LGW are planning to start a Route 4 public consultation in Q1 2026, subject to endorsement by the CAA.</p> <p>Councillors agreed to better understand why LGW weren't challenging to poor performers (26% non-compliance) prior to this consultation. It was not clear why LGW cannot influence airlines, and it was noted there's no such discrepancies in any of the other routes.</p> <p>It was agreed CM would write to Andy Sinclair asking whether the 74% which are compliant with Route 4 are actually flying a set of satellite coordinates which could be given to the 26% which can't work these out. It was also to understand if it is the same airline(s) that are non-compliant and to ask why can't the CAA require the poor performers to review these?</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ CM to submit planning comments to R&amp;BBC</li> <li>▪ CM to ask SCC if equipment on Crosswinds site can be impounded as part of court case</li> <li>▪ CM to share VASE advert for RACC Chair with JB</li> <li>▪ JB to contact interested candidates for RACC Chair to apply via VASE</li> <li>▪ CM to write to Andy Sinclair at LGW re Route 4 and non-compliance</li> </ul> | <p>CM</p> <p>CM</p> <p>CM</p> <p>JB</p> <p>CM</p> |
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| <b>25/09-007</b>                             | <b>Meeting Reports</b>  |  |
| <p>A</p> <p>B</p> <p>C</p> <p>D</p> <p>E</p> | <p>The following meetings had been attended: -<br/> 11/08/25 – NHRA – BB<br/> 15/08/25 – SSPC/HTC/Banstead – CGR discussion - CM<br/> 18/08/25 – R&amp;BBC A Benson – NHP - WC/KD/SR/CM<br/> 19/08/25 – Canva training - CM<br/> 27/08/25 – R&amp;BBC/SSPC liaison meeting – WC/JB/SR/BB/CC/KD/CM</p> <p><u>NHRA</u><br/> Various housekeeping was conducted. Planning applications reviewed for updates including Crosswinds, Finns Farm, Land at Nutley Dean Farm, Horse Hill and the solar farm. BB provided updates on proposal for A217 speed reduction, Ironsbottom speedchecks and 21/9/25 Emmanuel church spectator station. BB will be representing SSPC and speaking at the AGM.</p> <p><u>SSPC/HTC/Banstead – CGR discussion</u><br/> Mike George and I shared experience of Parish Councils. Likely the various Resident Associations to the north of the borough will request to have one town council.</p> <p><u>R&amp;BBC A Benson – NHP</u><br/> Agenda item</p> <p><u>Canva training</u><br/> Councillors noted CM had undertaken Canva training for preparing to use software for creation for future newsletters, posters and adverts. Councillors approved the purchase of the Canva Pro for £100 for one year to give access to more templates and functionality. Councillors also noted more Clerk time would be needed for production of the next S&amp;S news</p> <p><u>R&amp;BBC/SSPC liaison meeting</u><br/> LGR and CGR were main topics<br/> RB recommended in his opinion considering allocation of sites in NHP</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ CM to produce newsletters and publications on Canva</li> </ul> |  |
| <b>25/09-008</b>                             | <b>R&amp;BBC Community Governance review consultation</b>   |  |
|  | <p>Reigate &amp; Banstead Borough Council (R&amp;BBC) has started a Community Governance Review (CGR) to consider local governance arrangements throughout the Borough. This is a legal process that gives residents and organisations an opportunity to share their views on the most suitable ways of representing local people at a community level. Parish/ Town Councils can play an important role in terms of empowering communities and R&amp;BBC want to ensure that parish governance within the area continues to be robust, representative and is able to meet new challenges, such as the new unitary authorities. The aim of the review is to bring about:</p> <ul style="list-style-type: none"> <li>▪ improved and stronger community engagement</li> <li>▪ more cohesive communities</li> <li>▪ better local democracy</li> <li>▪ more effective and convenient delivery of local services ensuring residents across the respective areas are treated equally and fairly</li> </ul> <p>Parish Councillors discussed and debated the consultation and suspended Standing Orders to enable CB and SW to provide input.</p>   |  |

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|                  | <p>Councillors believe it is imperative that residents and businesses should have a local voice and be represented under the new unitary authority and as such are open to explore options with R&amp;BBC to make sure this continues to happen.</p> <p>It was noted that R&amp;BBC were unable to share consultation responses until the end of the consultation on 18/9/25. At that time R&amp;BBC and S&amp;SPC would know who had submitted comments and made suggestions for their areas.</p> <p>Councillors agreed it was best to keep options open at this early stage in the consultation process. Councillors agreed to submit a response to confirm we have looked at the borough wards to our north (Earlswood and Whitebushes &amp; South Park and Woodhatch) and would welcome discussion with residents in the proposed wards together with R&amp;BBC to better understand the possible options - benefits, risks and difficulties from expansion into these areas. The response was to be clear that it is imperative that before the Parish Council could commit to any amendments to our existing parish boundary, we would need to fully understand the views from our existing residents, views of the residents in this extended community, associated risks including financial / asset transfers, staff levels, expansion processing and available ongoing support.</p> <p>R&amp;BBC will consider all the responses to the consultation and make draft recommendations by 7 November and open another public consultation which will close on 16 January 2026. After this date R&amp;BBC will consider responses to the consultation and make final recommendations for implementation in March/ April 2026. The next Parish Council elections will be held on 6 May 2027 which will be the effective date of any changes to parish/town boundaries and electoral arrangements.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ CM to respond to Local Community Governance consultation</li> </ul> | CM |
| <b>25/09-009</b> | <b>Neighbourhood Plan for Salfords and Sidlow</b>  |    |
|                  | <p>A meeting was held WC, KD, SR and CM with R&amp;BBC - A Benson, Ian Dunsford and Zoe Belton on 18/8/25 to start the engagement and process. It was an informative meeting giving info on what R&amp;BBC is working on and what we should be considering. R&amp;BBC had sent a timeline with actions we need to complete for all the stages of the NHP.</p> <p>Councillors noted that R&amp;BBC target for building for housing numbers over the next 15 years is to build 13 Westvale Parks in the Borough. R&amp;BBC are undertaking a Green Belt review for safeguarding land for housing as requested by central government. It is likely that Salfords and Sidlow will see housing development on a large scale within the parish in the future years. Councillors agreed this should be considered when undertaking the NHP.</p> <p>R&amp;BBC confirmed there are also strategic flood assessments/ SCC transport assessments underway. The DMP includes where growth areas for work are.</p> <p>R&amp;BBC advised we need to ensure we know what our vision is for Salfords and Sidlow, consider the design codes and which policies are required to</p>  |    |



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| F                | <p><b><u>Litter Pick - 4 October 2025</u></b></p> <p>Councillors noted and approved the litter pick for Saturday 4 October - 10am to 11.30am and that refreshments will be served. There will also be an opportunity for residents to engage with the Neighbourhood Plan consultation.</p>   |   |
| G                | <p><b><u>Daffodil planting</u></b></p> <p>Councillors agreed to plant daffodils at the suggested location on the verge by Miller and Carter. The date for the Salfords event will be 25/10/25 at 10am. Sidlow event will be on 9/11/.25 at 2pm. Councillors approved to purchase the daffodil bulbs to the value of £316 to plant in Salfords and Sidlow.</p>  |   |
| H                | <p><b><u>Diwali</u></b></p> <p>The event is scheduled for midday to 2pm. There will be displays of Indian dance, selection of food to try, craft making and a display prepared by Neha on history of Diwali, etc.</p>  |   |
| I                | <p><b><u>Fireworks</u></b></p> <p>Sidlow fireworks event will be on Saturday 1 November. Councillors agreed to fund a Tens license for £21, possible toilet hire, circa £250 and advertising circa £125</p>  |   |
| J                | <p><b><u>Christmas</u></b></p> <p>Councillors approved the hire and installation of: -<br/>Illuminated "Seasons Greetings" 2.4m x 1.6m to be fixed on the front wall of the Village Hall. £350.00<br/>Led lights in a tree on the front of the Church. £400.00</p> <p>The official light switch on will be Saturday 7 November, 3pm to 5pm with 4.30pm light switch on. We will have community stalls, live music and provide refreshments – mince pies, hot chocolate and mulled wine/ tea and coffee. Councillors approved costs required for the refreshments.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ CC/KD/CM to attend Emmanuel Church on 21/9/25 to provide refreshments</li> <li>▪ CC/CM to organise and run litter pick on 4/10/25</li> <li>▪ KD/CM to arrange daffodil planting on 25/10/25</li> <li>▪ BB/CM to arrange daffodil planting for Sidlow on 9/11/25</li> <li>▪ CC/CM to arrange Diwali event with N Boghani on 25/10/25</li> <li>▪ BB/CM to make final arrangements for Sidlow fireworks 1/11/25 and print flyers, etc</li> <li>▪ CC/CM to book installation of Christmas lights and organise event for 7/11/25</li> </ul> | <p>CC/KD/CM</p> <p>CC/CM</p> <p>KD/CM</p> <p>BB/CM</p> <p>CM/CC</p> <p>BB/CM</p> <p>CC/CM</p> |
| <b>25/09-011</b> | <b>Finance Matters – Parish Council and Village Hall</b>   |   |
| <b>A</b>         | Statements of Income and Expenditure for August 2025 for S&SPC (£89,388.90) and the Village Hall (2,4707.53) were noted and approved.  |   |
| <b>B</b>         | <p>List of cheques/DD for S&amp;SPC and the Village Hall for July and August 2025 were noted and approved: -</p> <p>July</p> <p>- S&amp;SPC - 2 DD and 4 online payments and 1 TV were issued for a total</p>  |   |

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|   | <p>amount of £4,840.88</p> <ul style="list-style-type: none"> <li>- Village Hall - 2 DD and 4 online payments and 1TV were issued for a total amount of £1,60.64</li> </ul> <p>August</p> <ul style="list-style-type: none"> <li>- S&amp;SPC - 2 DD, 1 SO, 4 online payments and 1 TV were issued for a total amount of £5,198.29</li> <li>- Village Hall - 2 DD and 4 online payments and 1 TV were issued for a total amount of £9,318.81</li> </ul>   |  |
| C | <p>Councillors noted bank reconciliation for July and August 2025 were signed off by CC.</p>   |  |
| D | <p><b>Insurance</b></p> <p>Councillors noted the insurance is due for renewal on 30 September. The broker, Clear Councils insurance, has changed Insurer from Aviva to Ecclesiastical. The 3-year deal dates have been carried over from our previous policy, so the long-term deal ends on 30/09/2026. As such the renewal premium quoted below contains the 3-year discount.</p> <p>Last year the total premium was £1,826.14. Councillors approved the insurance premium with Ecclesiastical for 2025/26 with a premium - £1,818.09 + Insurance Premium Tax (IPT) - £218.17 = Total Premium £2,036.26. This policy provides all the cover required including subsidence.</p>  |  |
| E | <p><b>Clerks' salary</b></p> <p>The National Joint Council (NJC) for Local Government Services has agreed pay rates applicable from 1 April 2025 to 31 March 2026. The new pay rates are each increased by 3.20% per annum. Council noted and approved the pay award had been implemented in the August payroll and allocated backdated pay and overtime.</p>  |  |
| F | <p><b>CIL</b></p> <p>Councillors noted we will be receiving £5,831.81 in CIL funding from 22/00902/F and 19/00807C planning applications</p>   |  |
| G | <p><b>Strategic CIL grant request</b></p> <p>Councillors noted we hope to get the response to the grant application to R&amp;BBC for strategic CIL for the following works: -</p> <ul style="list-style-type: none"> <li>▪ Side Roof and flat roof repairs - £6,375</li> <li>▪ Main Hall floor repairs - £8,609</li> <li>▪ Fascia and Soffit replacement and new guttering - £10,650</li> <li>▪ Disabled parking and dropped kerb - £22,820</li> </ul> <p>Councillors noted that if successful CM would need to carry out the following:</p> <ul style="list-style-type: none"> <li>- Book in roof repairs to be undertaken as these have already gone to tender</li> <li>- Obtain two further tenders for the fascia and soffits</li> <li>- Obtain two further tenders for the parking improvements. A full planning application would need to be made followed by an application to SCC for the dropped kerb. Councillors noted CtK Church/ Diocese as landowner must make the SCC application. CM had already started dialogue on this</li> </ul> <p>Councillors agreed for the forecourt spec to be laid to tarmac with the pathway to the main entrance and side entrance laid to brick or block.</p> |  |

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| <p>H</p> <p>I</p>       | <p>Bollards should also be installed by the building to prevent cars hitting the hall.</p> <p>Councillors noted the second instalment of the precept for £24,498.60 has been received</p> <p>Councillors noted external audit had been signed off with no issues</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ CM to pay insurance premium</li> <li>▪ CM to pursue contract tenders if strategic CIL grant successful</li> </ul>   | <p>CM</p> <p>CM</p> |
| <p><b>25/09-012</b></p> | <p><b>Correspondence</b></p>   |                     |
|                         | <p>The Clerk advised of the correspondence received in July/ August/ September 2025: -</p> <p>10/07/25 – Community Rail News</p> <p>11/07/25 – GACC update</p> <p>14/07/25 – SALC newsletter</p> <p>18/07/25 – Resident request to not have speed humps on Lodge Lane</p> <p>24/07/25 – Horley TC newsletter</p> <p>24/07/25 - East Surrey Health and Wellbeing Neighbourhood July 2025 News</p> <p>25/07/25 – R&amp;BBC News from the Community Partnerships Team</p> <p>28/07/25 – CAGNE new runway update</p> <p>28/07/25 – August Charlwood Parish Pump</p> <p>28/07/25 – SALC Updates - LGR Consultation and Salary Agreement 2025-26</p> <p>29/07/25 – MVDC Adoption Notice: New Supplementary Planning Documents</p> <p>30/07/25 - Loveworks Monthly Update</p> <p>31/07/25 - SALC Training Update - August 2025</p> <p>31/07/25 – SALC notification of fee increase of 5% for 2026/27</p> <p>31/07/25 – SCC confirmation to carry out speed tests on Lodge Lane</p> <p>01/08/25 - Reigate &amp; Banstead August Business e-bulletin</p> <p>01/08/25 – Surrey Community Action newsletter</p> <p>04/08/25 - Have your say on Local Nature Recovery Strategy</p> <p>06/08/25 - Don't lose your vote – residents in Reigate &amp; Banstead urged to check voter registration details</p> <p>06/08/25 – Community Rail News</p> <p>06/08/25 – Copies of Horley TC and R&amp;BBC responses to LGR consultation</p> <p>11/08/25 - Airspace Modernisation Strategy Deployment Plan Update</p> <p>14/08/25 – R&amp;BBC Communications team</p> <p>14/08/25 - News, updates and all you need to know from VASE this week</p> <p>17/08/25 – Resident questioning flight paths from Gatwick due to more overflying of planes</p> <p>17/08/25 – Response from Tim Oliver, Leader SCC, re Crosswinds</p> <p>18/08/25 - Your invite to The Run – Public Premiere of Surrey's New Fostering Film</p> <p>18/08/25 - Croydon Road closed southbound by A25 Reigate Road, Reigate for 4 weeks from 26/8</p> <p>20/08/25 - Road closed - Dovers Green Road, Reigate - Carriageway resurfacing Works 27/8/25 for 5 nights</p> <p>20/08/25 – Surrey Community Action - Strengthening Partnerships Government Consultation for community building</p> <p>20/08/25 – Surrey Community Action - New series of Autumn Webinars from</p> |                     |

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|                  | <p>the Energy Learning Network<br/> 20/08/25 - Reminder: AEF 50th Anniversary Event 10/9/25<br/> 20/08/25 - Community Rail News<br/> 20/08/25 – Social Club request for another dog litter bin (separate from general waste)<br/> 21/08/25 – Thames Water update on Ironsbottom Sewage Treatment Works (STW)<br/> 21/08/25 - Road Closure - Woodhatch Road, Reigate - Surface Dressing from 1/9/25 10am-2.30pm<br/> 21/08/25 – Free Events for Land Managers 🌿 Surrey Nature Recovery<br/> 28/08/25 - East Surrey Health and Wellbeing Neighbourhood August 2025 News<br/> 01/09/25 – Lucy Raynor foundation monthly update<br/> Various – GATCOM updates<br/> Various – NALC updates</p> <p>Councillors reviewed other correspondence and agreed no further action was required.</p> |  |
| <b>25/09-013</b> | <b>Clerk Report</b>   |  |
| A                | <b>Salfords village hall</b>  |  |
| i                | <p><i>Floor</i><br/> Councillors noted the floor has been repaired including further repair works and costs required to seal the repair area with bitumen sheeting and paint - £340. There were also additional costs for grout - £200. Final costs were £9,149 – already paid £1,500 deposit = final balance of £7,649</p> <p>Councillors noted there was a lot of dampness under the floor which may cause a long-term issue and Council need to have long term plans for a complete overhaul of the floor. Contractor hopes the floor can last at least another 10 years.</p>  |  |
| ii               | <p><i>Main hall roof</i><br/> Councillors noted and approved emergency repair works to a leak in the main hall roof. Tresan Roofing carried out emergency repairs at a cost of £150 + VAT</p>   |  |
| iii              | <p><i>Window high level</i><br/> Councillors noted the catch to one of the high-level windows broke so the window was fully open. This was repaired by the window cleaner.<br/> Councillors agreed for CM to arrange for contractor to service all windows and repair as required.</p>  |  |
| iv               | <p><i>Re-decoration</i><br/> Councillors agreed for CM to arrange for costs for areas of the hall to be re-decorated to tidy up.</p>  |  |
| v                | <p><i>Training</i><br/> Councillors noted and approved CM has booked SLCC training on Water Compliance and Legionella Control for 28/10/25 for £50 + VAT to ensure SSPS is following due diligence for the hall</p>   |  |
| vi               | <p><i>Communication Access</i><br/> Councillors noted CC and CM have completed the training for</p>   |  |

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| B                | <p>Communication Access and the village hall has received accreditation.</p> <p><b>Clerk email address</b><br/>Councillors agreed to change the Clerk email address to <a href="mailto:clerk@salfordsandsidlowpc.org.uk">clerk@salfordsandsidlowpc.org.uk</a></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>▪ CM to arrange for service of high-level windows</li> <li>▪ CM to obtain estimate for painting refreshment works to hall</li> <li>▪ CM to attend training on water compliance and Legionella control</li> <li>▪ CM to arrange change in Clerk email address</li> </ul> | <p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p> |
| <b>25/09-014</b> | <b>Urgent matters at discretion of Chairman</b>   |   |
|                  | As there being no further urgent matters, WC declared the meeting closed.   |   |

**APPENDIX A**  
**LIST OF PAYMENTS MADE IN JULY 2025**

**Payments made in July 2025: -**

| <b>List of Cheques/ DD's/ BACS Paid Out to 31 July 2025</b> |   |               |                  |
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| <b>Salfords and Sidlow Parish Council</b>                   |   |               |                  |
|   |   | <u>VAT</u>    | <u>Total</u>     |
| DD  | BT -Telephone and Broadband<br>Invoice No M030 QJ 28/6/25 £48.28 +£9.66 VAT = £57.94  | £9.66         | £57.94           |
| BACS 1316   | HMRC - NI and Tax contributions April to June 25  | £0.00         | £2,352.26        |
| BACS 1317   | Karen Dukes - Expenses for compost - £19.58 + £3.92 = £23.50  | £3.92         | £23.50           |
| BACS 1318   | Caroline Clarke- Expenses for coffee am - £27.80  | £0.00         | £27.80           |
| TV  | SVH - VAT Re-claim  | £0.00         | £564.98          |
| DD  | NEST - Clerks Pension scheme contribution July 2025<br>Employer £52.38 + Employee £69.84= £122.22                                   | £0.00         | £122.22          |
| BACS 1319   | Mrs. C. Minter - Salary July 2025 - £1,685.02 & June O/T £581.04=<br>£2,266.06 less tax £406.60 NI £97.44 and Pens £69.84= £1692.18 | £0.00         | £1,692.18        |
|   |   | <b>£13.58</b> | <b>£4,840.88</b> |
| <b>Salfords Village Hall</b>                                |   |               |                  |
|   |   | <u>VAT</u>    | <u>Total</u>     |
| BACS 672  | ASF Cleaning - 28/06 25 61600 - £288.87+ £57.77 VAT = £346.64   | £57.77        | £346.64          |
| BACS 673  | Caroline Clarke-Expenses washing liquid/ batteries-£5.92+£1.18VAT = £7.10   | £1.18         | £7.10            |
| BACS 674  | Hall Hirer refund - £175  | £0.00         | £175.00          |
| BACS 675  | Amazon - new hall clock £10.82 + £2.17 VAT = £12.99   | £2.17         | £12.99           |
| DD  | Engie - Electric Bill -11/07/25 - £205.56 + £10.28= £215.84   | £10.28        | £215.84          |
| DD  | SES Water   | £0.00         | £16.00           |
| TV  | Clerks % salary - 1/3   | £0.00         | £847.07          |
|   |   | <b>£71.40</b> | <b>£1,620.64</b> |

**Payments made in August 2025: -**

| <b>List of Cheques/ DD's/ BACS Paid Out to 31 August 2025</b> |   |                |                  |
|---|---|----------------|------------------|
| <b>Salfords and Sidlow Parish Council</b>                     |   |                |                  |
|   |   | <u>VAT</u>     | <u>Total</u>     |
| DD  | BT -Telephone and Broadband<br>Invoice No M031 U5 28/7/25 £48.28 +£9.66 VAT = £57.94  | £9.66          | £57.94           |
| SO  | Christ the King Church - ground rent  | £0.00          | £750.00          |
| BACS 1320   | PKF Littlejohn - External Audit fees<br>29/7/25 - SU0064 - £420 + £84 VAT = £504  | £84.00         | £504.00          |
| BACS 1321   | Amazon - expenses for paper, ink and diary<br>06/08/25 - £69.03 + £10.48 VAT = £79.51   | £10.48         | £79.51           |
| TV  | Salfords village hall - internal transfer   | £0.00          | £2,000.00        |
| BACS 1322   | Canva Pro Solo - Software for preparing marketing/ newsletter<br>26/8/25 - 04620 31257232-1 - £83.33 + £16.67 VAT = £100  | £16.67         | £100.00          |
| DD  | NEST - Clerks Pension scheme contribution August 2025<br>Employer £48.08 + Employee £64.11= £112.19   | £0.00          | £112.19          |
| BACS 1323   | Mrs. C. Minter - Salary August 2025 - £1,738.26 & July O/T £99.90 +<br>backdated pay £208.08 and backdated overtime £76.50 = £2122.74<br>less tax £378 NI £85.98 and Pens £64.11= £1,594.65 | £0.00          | £1,594.65        |
|   |   | <b>£120.81</b> | <b>£5,198.29</b> |
| <b>Salfords Village Hall</b>                                  |   |                |                  |
|   |   | <u>VAT</u>     | <u>Total</u>     |
| BACS 677  | ASF Cleaning - 31/07/25 - 62107- £288.87+ £57.77 VAT = £346.64  | £57.77         | £346.64          |
| BACS 678  | Hall hirer deposit refund   | £0.00          | £100.00          |
| BACS 679  | Tresan Roofing Ltd - Emergency repair to main hall roof leak<br>14/08/25 - 0217 - £150 + £30 VAT = £180   | £30.00         | £180.00          |
| BACS 680  | R Birchmore Dempsey Floor Refurbishment Co - hall floor repair and re-seal<br>17/8/25 - SSPC009 - £7,109, extra grout £200, extra screed and DM and<br>barrier sheeting £340 = £7,649.00    | £0.00          | £7,649.00        |
| DD  | Engie - Electric Bill -13/08/25 - £208.86 + £10.44= £219.30   | £10.44         | £219.30          |
| DD  | SES Water   | £0.00          | £31.00           |
| TV  | Clerks % salary - 1/3   | £0.00          | £792.87          |
|   |   | <b>£98.21</b>  | <b>£9,318.81</b> |

## APPENDIX B- PLANNING APPLICATIONS IN JULY/ AUGUST 2025 – SCHEME OF DELEGATION

| Ref             | Date           | R&BBC Officer | Address  | Proposal   | Parish Council Decision  |
|-----------------|----------------|---------------|--|--|--|
| 25/01230 /LBC   | 17th July 2025 |               | Crutchfield Cottage<br>Crutchfield Lane<br>Hookwood RH6 0HT              | Fixing a slimline mesh membrane and replastering.  | Support subject to the conservation officer approval.<br>See below |
| 25/01207 /S73   | 23rd July 2025 |               | Salfords Village<br>Store 21 Brighton<br>Road Salfords<br>Surrey RH1 5BT | Demolition of existing convenience store building and redevelopment involving the erection of a convenience store (Class E) with associated parking and landscaping. Variation of condition 11 and 12 of permission 21/02438/F revision of wording. Variation of conditions 1, 3 and 10 of permission 24/02340/S73. Design amendments to improve appearance and buildability of food store | See below  |
| 25/01342 /HHOLD | 28th July 2025 |               | 24 Llaemos Reigate<br>Road Hookwood,<br>Surrey RH6 0HJ                   | Erection of single storey orangery style rear extension. 1No ground floor window added to the north elevation. 1 No first-floor window added to the south elevation. First floor windows changed to French doors on the west elevation.  | No observation   |

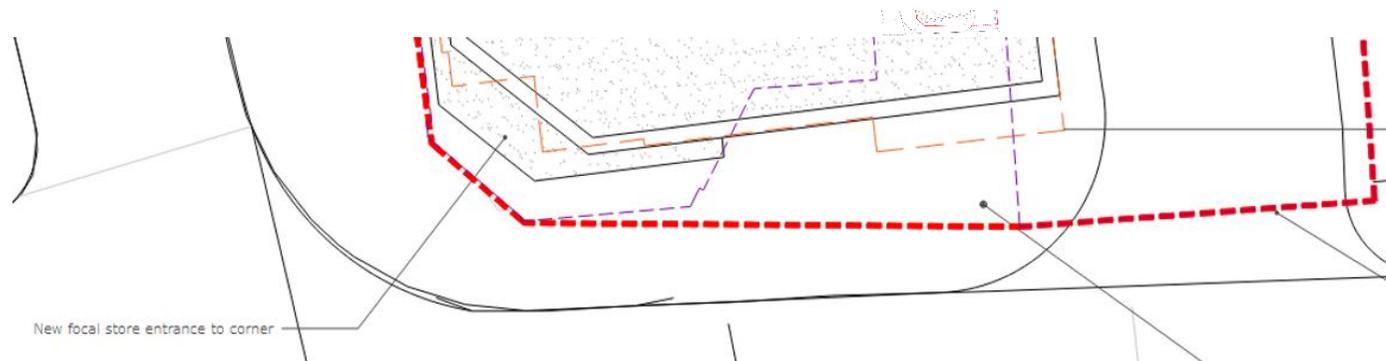
25/01230/LBC - We decided the work is necessary to preserve this listed building and should be supported.

The contractors say system specified is the one they we would apply to a Listed Building; it is a demountable and ventilated membrane and is the only guaranteed system that they can offer. The Conservation Officer may accept this system but, in some cases, may not.

25/01207/S73

Comment on Condition 3 Raising the finished floor level 300mm above the modelled flood level must avoid any water run-off from getting onto the highway and neighbouring properties.

Comment on Condition 10 Object The revised design is out of keeping with the original building and other buildings in the vicinity. The approved building is brick with arched windows and roofs; the proposed building has much reduced brickwork and a flat roof. The Proposed visual - UA-DD-XX-VS-A-150 Rev P01 is misleading, it shows a 'post-modern' neighbouring structure to the east which does not represent the real buildings. The existing pedestrian fencing on the corner of Honeycrook Lane and the A23 is not shown but must be retained.



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**PLANNING APPLICATIONS IN AUGUST/ SEPTEMBER 2025**

| Ref                              | Date     | R&BBC Officer   | Address   | Proposal   | Parish Council Decision                          |
|----------------------------------|----------|-----------------|---|--|--|
| 25/01356/H<br>HOLD               | 05/08/25 | Helen Love      | 53 Copsleigh Avenue Salfords<br>Surrey RH1 5BQ                            | Erection of two storey side extension  | No observation                                   |
| 25/01041/H<br>HOLD               | 08/08/25 | Matthew Roberts | 14 Nutley Dean Mews Smalls Hill<br>Road Horley Surrey RH6 0HR             | Proposed single storey rear extension and alterations.   | No observation                                   |
| 25/01342/H<br>HOLD As<br>amended | 15/08/25 |                 | 24 Llaemdos Reigate Road<br>Hookwood, Surrey RH6 0HJ                      | Erection of single storey orangery style rear extension.<br>1No ground floor window added to the north elevation.<br>1 No first-floor window added to the south elevation.<br>First floor windows changed to French doors on the west elevation. | No observation                                   |
| 25/01335/F                       | 18/8/25  | Jake Hardman    | Premier Inn At Mill House<br>Brighton Road Salfords Surrey                | Extension to existing hotel to provide additional bedrooms, together with alterations to the car park and all associated works.  | No observation                                   |
| 25/001354/P<br>IP                | 21/8/25  | Michael Parker  | Land Parcel Formerly Fairthorn<br>Nursery Lonesome Lane Reigate<br>Surrey | Demolition of two existing barns, erection of 3 new build dwellings retention and enhancement of locally Listed barn together with setting back front boundary hedge to enhance visibility.  | Object – see below                               |
| 25/01451/H<br>HOLD               | 26/08/25 | Matthew Roberts | 2 Bagley Cottages Ironsbottom<br>Sidlow Surrey RH2 8PT                    | Partial demolition of existing rear extension and construction of a single-storey rear extension with a flat roof and roof lantern   | No observation subject to neighbours             |
| OK2064914R                       |          |                 | Honeycrock Farm   | Increase at existing operating centre licence to 2 vehicles  | Echo conditions for existing licence – see below |

**25/01354/PIP – Land Formerly Fairthorn**

The Parish Council believes the reasons for refusing application 25/00533/PIP have not been overcome and therefore still apply.

Reason 1 says: *'The proposal, by reason of the proposed land use and amount and spread of development across the site, does not meet any of the exceptions set out within the National Planning Policy Framework (NPPF) and constitutes inappropriate development in the Metropolitan Green Belt. No very special circumstances have been demonstrated to clearly outweigh the harm caused by reason of inappropriateness and the other identified harm. such, the proposal is contrary to Policy CS3 of the Reigate and Banstead Core Strategy, Policy NHE5 of the Reigate and Banstead Development Management Plan and the provisions of the NPPF.'*

The Design Statement says *'There is no longer any ambiguity that the proposed development would be appropriate development in the Green Belt. The proposal complies with NPPF para 154 g etc'*

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The officer report for 25/00533/PIP says *'In terms of g) the land and buildings were last occupied for agricultural purposes and in any case the proposed site area and proposed dwellings extend beyond the established curtilage of the farmyard complex and existing buildings on the site by extending both to the north-west and south-east of the buildings and previously established farmyard area into the neighbouring fields. Therefore, the development site is excluded from the definition of previously developed land under the NPPF. Therefore, the proposal does not meet any of the exceptions under paragraph 154 of the NPPF.'*

The officer report for 25/00533 says *'The applicant makes a claim for the site to be grey belt. The site has never been used for anything other than agricultural purposes. It is not and has never been Grey belt. There has been zero industrial lawful development on this site.'*

Despite several references to Grey belt in the Design Statement there is nothing in it to say the site is Grey belt.

### **The Parish Council believe Reason 1 has not been overcome and therefore still applies**

Reason 2 says. *'The proposed development, by reason of the amount of residential development and its location, which goes beyond the existing established curtilage of the farm yard buildings on the site and in to the neighbouring fields, the proposal would result in an unsympathetic development which fails to promote and reinforce local distinctiveness or respect the rural and agricultural character of the site and surrounding area and would therefore fail to comply with Policy DES1 of the Development Management Plan 2019 and guidance within the Council's Local Character and Distinctiveness Design Guide SPD 2021 and the NPPF.'*

The Design Statement says *'The spread of development has been consolidated and redesigned in accordance with the Council's Local Distinctiveness SPD 2021 where countryside redevelopments are required to follow a farmyard typology and avoid suburban subdivision of plot and the Council's Barns and Farm Conversions SPD 2020. The revised proposal now remains within the existing established curtilage of the farmyard buildings on the site'*

The Parish Council notes the area of the revised site boundary, given on page 10 of the Design Statement, is 0.24Ha, is less than the 0.39Ha in the previous application. However, the northern boundary of the revised site is north of the curtilage of the farmyard buildings, it is clearly further away from barns A and B which are very close to the established boundary. The revised proposal goes beyond the existing established curtilage of the farmyard buildings on the site.

The proposed footprint of the buildings is now shown to be 448m<sup>2</sup> which is an increase of 49% over 300m<sup>2</sup> in the previous application.

### **The Parish Council believe Reason 2 has not been overcome and therefore still applies.**

Reason 3. says *'The proposed development is in a location that has no street lighting, no footways, and no public transport within 400 metres of the site along roads with street lighting and footways meaning users of the site would be reliant on private motorised transport for movement contrary to the National Planning Policy Framework 2024 and Policy TAP1 Parking, access, and Servicing of the Reigate and Banstead Local Plan Development Management Plan September 2019 and Reigate and Banstead Core Strategy 2014 Policy CS17 (Travel Options and Accessibility).'*

The Design Statement references developments at Land to the Rear Of 63 & 65 Lonesome Lane Reigate Surrey RH2 7QT and Wrays Farm, Horse Hill, Horley, Surrey RH6 0HN. The Parish Council believes each location must be assessed on its own merits. The above sites are not directly comparable and cannot be judged to overcome this reason for refusal.

### **The Parish Council believe Reason 3 has not been overcome and therefore still applies**

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**If the planning department is minded approving this application the following conditions should be applied.**

1. The developed area must not extend outside the boundary of the Reduced compressed site of 0.24Ha shown on page 10 of the Design Statement
2. The land between Lonesome Lane and the area outlined on page 10 of the Design Statement must continue to be green belt, must be kept as open grass land and must be kept free of any building, hardstanding and other development.
3. There must be no intrusive lighting. Any lighting must be within the 0.24Ha area shown on page 10 of the Design Statement, directed downwards and away from Lonesome Lane. Any lighting must be designed and directed in a manner which does not disturb the well-established bats which are registered to be in the vicinity.

**OK2064914R**

The vehicular access to Axes Lane shall be provided with visibility zones of 2.4 metres by the maximum achievable in each direction, all to be permanently maintained and the visibility zones shall be kept permanently clear of any obstruction. Attached to Operating Centre: HONEYCROCK LANE, AXES LANE, REDHILL, RH1 5QL New Undertaking: The authorised vehicle will exit the operating centre by turning right into Axes Lane and enter the site by turning left from Axes Lane Attached to Operating Centre: HONEYCROCK FARM, AXES LANE, REDHILL, RH1 5QL.

**APPENDIX C - TO DO LIST**

| Ref      | Date     | Action   | Who             | Update   | Complete |
|----------|----------|--|-----------------|--|----------|
| 25/07-06 | 14/07/25 | Clerk to respond to 7 planning applications  | CM              | Responded  | Closed   |
| 25/07-06 | 14/07/25 | JB to prepare response for comment for appeal 25/00035/E_EN for 24/02328/RET   | JB              | Not submitted                                    | Closed   |
| 25/07-06 | 14/07/25 | CM to request court date for Crosswinds  | CM              | Court date 21/7/25 – High court injunction       | Closed   |
| 25/07-06 | 14/07/25 | CM to ascertain latest update for New House Lane enforcement   | CM              | Land to be reinstated when ground is not so hard | Closed   |
| 25/07-07 | 14/07/25 | CM/ML/PE and SR to assist in finding best solution to hold hybrid meetings   | CM/ML/<br>PE/SR | SALC agenda item for conference                  | Ongoing  |
| 25/07-07 | 14/07/25 | All to agree which Cllrs to attends SALC AGM   | ALL             | JB/ SR registered to attend                      | Closed   |
| 25/07-07 | 14/07/25 | CM to arrange an online meeting with Councillors to review options and agree synergy to agree next steps, make comment and representation on CGR             | CM              | Meeting held – agenda items                      | Closed   |
| 25/07-08 | 14/07/25 | CM to appoint Steve Tilbury as consultant to assist with NHP as required.  | CM              | Confirming if required as progresses             | Closed   |
| 25/07-08 | 14/07/25 | All to review various completed NHP and share to take the best parts.  | ALL             | Info shared and meeting held – agenda item       | Closed   |
| 25/07-08 | 14/07/25 | All to meet to start the process and agree timeline for NHP  | ALL             | Meeting held – agenda item                       | Closed   |
| 25/07-08 | 14/07/25 | CM to advise R&BBC that SSPC are embarking on creating an NHP requesting their support and to obtain appropriate data and maps required to develop the plan. | CM              | Confirmed and meeting held with R&BBC            | Closed   |
| 25/07-09 | 14/07/25 | All to look up East Horsley Big Day out and consider for 2026.   | ALL             | CM contacted Clerk to confirm how arranged       | Closed   |
| 25/07-09 | 14/07/25 | CM to speak with East Horsley Clerk to understand work involved for running Big Day Out  | CM              | CM contacted Clerk to confirm how arranged       | Closed   |
| 25/07-09 | 14/07/25 | CM/CC to prepare for Diwali event on 25/10/25 working with Asian Social Group  | CC/CM           | Ongoing  | Closed   |

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|           |          |   |              |   |        |
|-----------|----------|---|--------------|---|--------|
| 25/07-09  | 14/07/25 | CM to request A Lynch to submit request for speed humps on Lodge Lane.  | CM           | Requested. Confirmed not progressing but will carry out speed check | Closed |
| 25/07-09  | 14/07/25 | CM to request A Lynch to send complaint about poor verge cutting in Sidlow.   | CM           | Email sent – Requested for cut in Nov                               | Closed |
| 25/07-09  | 14/07/25 | KD to provide BB with poppy seeds for Sidlow  | KD           | Processed   | Closed |
| 25/07-11  | 14/07/25 | CM to respond to Diversion Order FP 392 Horley, Surrey.   | CM           | Response submitted  | Closed |
| 25/07-11  | 14/07/25 | CM to respond to Future of Local Government in Surrey.  | CM           | Response submitted  | Closed |
| 25/07-11  | 14/07/25 | All to sign the e-petition to support the A217 road crossing.   | ALL          |   | Closed |
| 25/07-11  | 14/07/25 | CM to write to SCC to support the e-petition for A217 crossing /copy Chris Coghlan MP   | CM           | Response submitted  | Closed |
| 25/07-12  | 14/07/25 | CM to upload IT policy onto the website   | CM           | Uploaded  | Closed |
| 25/07-13  | 14/07/25 | Daffodil planting, Christmas lights and Redhill Aerodrome to be on September meeting agenda                                     | CM           | On agenda item  | Closed |
| 25/06-006 | 09/06/25 | CM/KD/JB to liaise with Cllr Chester and prepare response to consultation on Reforming local authority planning decision-making | CM/KD/<br>JB | Not completed   | Closed |
| 25/06-007 | 09/06/25 | CM to review Martyn's Law and identify appropriate risk assessments   | CM           |   |        |
| 25/04-007 | 14/04/25 | CC and CM to undertake training to enable village hall to be communication accessible   | CC/CM        | Training complete and accreditation applied                         | Closed |
| 25/04-007 | 14/04/25 | CM to speak with SCC and R&BBC to understand processes for waste management monitoring  | CM           | Email sent to SCC 23/4/25 – wait response                           |        |
| 24/03/011 | 11/03/24 | PE to explore options for improving acoustic sounds in rear hall  | PE           |   |        |

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