



NEWDIGATE PARISH COUNCIL

www.newdigateparishcouncil.gov.uk

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ANNUAL MEETING OF THE PARISH COUNCIL

Minutes dated 20TH May 2025

IN ATTENDANCE: Cllr Phill Crutcher (Chair) Cllr Bill Kear (Vice Chair) Cllr Ameeta Garga,
Cllr William Harmsworth, Cllr Sarah Macdonald, Cllr John McKenzie-Sage,
Cllr Richard Tyson-Davies

ALSO PRESENT: 15 members of the public and parish clerk Jackie Tyrrell

1	ELECTION OF CHAIRMAN FOR 2025/26 William Harmsworth welcomed all councillors and residents to the Annual Meeting of the Council. As the chair seat was up for re-election to anyone who expressed an interest, nominations were called and Phill Crutcher expressed an interest. Those present went to vote by show of hands and Phill Crutcher received the majority, therefore he was duly declared as Chairman for the coming year. The Declaration of Acceptance of Office was duly signed.
2.	ELECTION OF VICE CHAIR FOR 2025/26 All present voted by show of hands and Bill Kear was elected as Vice Chair for the coming year.
3.	APOLOGIES OF ABSENCE RECEIVED Peter Perdue District Councillor Kirstie Havard
4.	DECLARATIONS OF INTEREST Phill Crutcher – immediate neighbour to planning application MO/2024/1555/PLAH William Harmsworth – acting consultant to planning application MO/2025/0500/PLA Ameeta Garga – friends with applicant MO/2025/0500/PLA
5.	ACCEPTANCE OF LAST MINUTES All councillors approved the minutes of the Full Council meeting held on 14 th April 2025 and signed by the chairman.
6.	CODE OF MEMBERS' CONDUCT – DECLARATIONS OF INTEREST Bill Kear declared a change to his Declaration of Interests. Action – Updated Declaration of Interest Form to be forwarded to clerk.
7.	ALL COUNCILLORS REVIEWED AND APPROVED ADOPTION OF THE FOLLOWING GOVERNANCE DOCUMENTS: <ul style="list-style-type: none">• COMMITTEE TERMS OF REFERENCE• SCHEME OF DELEGATION• REGISTER OF ASSETS

<p>8.</p>	<p>COMMITTEE STRUCTURE AND MEMBERSHIP</p> <p>The following members were appointed to the following committees for 2025/26</p> <ul style="list-style-type: none"> • Planning Committee – JMS WH BK SM RTD • Finance Committee – PC WH BK JMS RTD • Staffing Committee – WH BK <p>(The chairman will be elected at the first meeting of the relevant committee)</p> <p>To agree areas of responsibility for 2024/25</p> <ul style="list-style-type: none"> • Traffic Calming/Speed Watch - PP • Brickworks/Surrey Wildlife Trust - BK • Allotments - AG • Website/Facebook - AG • Gatwick - PP • Rights of Way/Footpaths - RTD 																						
<p>9.</p>	<p>PUBLIC SESSION</p> <p>No questions raised by residents.</p>																						
<p>10.</p>	<p>PRESENTATION BY ANDREW FARQUHAR (Guildoak)</p> <p>Andrew Farquhar ‘Guildoak’ to present at Full Council meeting on 9th June– Horsielands</p>																						
<p>11.</p>	<p>COMMUNITY POLICE REPORT 14th April – 19th May 2025 (newest to oldest)</p> <table border="1" data-bbox="225 1039 1469 1666"> <tr> <td data-bbox="225 1039 416 1122">Newdigate /Parkgate</td> <td data-bbox="416 1039 683 1122">Church Lane</td> <td data-bbox="683 1039 1469 1122">Suspected drink driver. Attention drawn officers aware.</td> </tr> <tr> <td data-bbox="225 1122 416 1205">Newdigate Parkgate</td> <td data-bbox="416 1122 683 1205">Rusper Road</td> <td data-bbox="683 1122 1469 1205">Van found with driver who was under the influence of drugs.</td> </tr> <tr> <td data-bbox="225 1205 416 1288">Newdigate Parkgate</td> <td data-bbox="416 1205 683 1288">Hogspudding Lane</td> <td data-bbox="683 1205 1469 1288">Theft of motor car.</td> </tr> <tr> <td data-bbox="225 1288 416 1370">Newdigate Parkgate</td> <td data-bbox="416 1288 683 1370">Ewood Lane</td> <td data-bbox="683 1288 1469 1370">Report of person being dragged back into car. Person was drunk and driver was securing door.</td> </tr> <tr> <td data-bbox="225 1370 416 1453">Newdigate /Parkgate</td> <td data-bbox="416 1370 683 1453">Parkgate Road</td> <td data-bbox="683 1370 1469 1453">Person walking in road in front of traffic. Intoxicated man. Not intentionally trying to harm himself.</td> </tr> <tr> <td data-bbox="225 1453 416 1536">Newdigate Parkgate</td> <td data-bbox="416 1453 683 1536">Blanks Lane</td> <td data-bbox="683 1453 1469 1536">Neighbour dispute over cats. Officers have issued words of advice about parties contacting each other.</td> </tr> <tr> <td data-bbox="225 1536 416 1666">Newdigate /Parkgate</td> <td data-bbox="416 1536 683 1666">Kingsland</td> <td data-bbox="683 1536 1469 1666">Persons in vehicle believed to be a Land Rover going round local area gaining access to caravans on various rural sites. Officers aware.</td> </tr> </table>		Newdigate /Parkgate	Church Lane	Suspected drink driver. Attention drawn officers aware.	Newdigate Parkgate	Rusper Road	Van found with driver who was under the influence of drugs.	Newdigate Parkgate	Hogspudding Lane	Theft of motor car.	Newdigate Parkgate	Ewood Lane	Report of person being dragged back into car. Person was drunk and driver was securing door.	Newdigate /Parkgate	Parkgate Road	Person walking in road in front of traffic. Intoxicated man. Not intentionally trying to harm himself.	Newdigate Parkgate	Blanks Lane	Neighbour dispute over cats. Officers have issued words of advice about parties contacting each other.	Newdigate /Parkgate	Kingsland	Persons in vehicle believed to be a Land Rover going round local area gaining access to caravans on various rural sites. Officers aware.
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<p>12.</p>	<p>CLERKS REPORT</p> <ul style="list-style-type: none"> • Cllrs agreed to arrange a stall at the village day on 20th July – details to be discussed at the next Full Council meeting on 9th June 2025. <p>ACTION – Clerk to add as agenda item.</p> <ul style="list-style-type: none"> • It was noted that we have one resident on the waiting list for an allotment. • A letter of thanks has been received from KSS Ambulance for grant monies. • All noted that the Clerk CiLCA online training had commenced on 13th May 2025. 																						

<p>13.</p>	<p>INFORMATION UPDATES/ COMMUNICATIONS</p> <ul style="list-style-type: none"> • <u>Code of Conduct Training for Councillors</u> at Pippbrook Offices on either Wed 18th June, Mon 23rd June or Wed 25th June starting at 6.30pm. Dates selected – Monday 23rd June – PC JMS WH SM Monday 25th June - ACTION - BK RTD PP AG to advise which date is preferred • Resident raised concerns that the kissing gate installed beside the vets has no fencing or barrier on either side. Therefore, it is not doing the job it was intended for (safety) and looks unfinished. The kissing gate was paid for and installed by the wife of the late George Hiscocks in his memory. ACTION – Councillors agreed to cover cost of fitting a fence either side of the kissing Gate; PC to obtain quotes. • The footpath through the field (as above) needs to be usable by residents and resident is concerned that this will not be maintained by the landowner. Councillors discussed the footpath, which runs diagonally across the private field; this is clay and understandably gets muddy through the winter – no further action to be taken. • Defibrillator and First Aid Cllr/public session – BK informed that two options were available, either a paid session with certificate or a free session without. Max of 12 persons for each session. ACTION – BK to feedback to council dates available for training. Clerk to add as agenda item and mag for interested MOP for next meeting. • SCC Task Force Utilities Feedback – Email circulated from Helyn Clack 																		
<p>14.</p>	<p>FINANCE MATTERS</p> <p>a) All councillors present noted current bank a/c balance on 20th May 2025 of £35,662.55 b) All councillors present noted Brickworks a/c balance on 20th May 2025 of £2,260.00 c) Two councillors verified and signed accounting spreadsheets to NatWest statements. d) Councillors approved the following BACs payments:</p> <table border="1" data-bbox="296 1290 1437 1612"> <tr> <td>Zurich Insurance</td> <td>Annual renewal premium June 2025 (June 2024 £409.21)</td> <td>£469.41</td> </tr> <tr> <td>SES Business Water</td> <td>Period 30 Sep – 31 Mar (estimate)</td> <td>£46.55</td> </tr> <tr> <td>HMRC</td> <td>Clerk Tax & NI for May</td> <td>£221.33</td> </tr> <tr> <td>Arnold Baker</td> <td>13th Edition – Council Reference Book</td> <td>£136.00</td> </tr> <tr> <td>Mulberrys Ltd</td> <td>Internal Audit for 2024/25</td> <td>£156.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>e) All councillors noted and approved the Year End Internal Audit Report for 2024/25 and acknowledged recommendation for accessibility statement on website. f) All councillors reviewed and approved the accounts for the Annual Governance Statement Return (AGAR) (i) Annual Governance Statement for 2024/25. (ii) Accounting statements for 2024/25. g) To councillors noted the ‘Exercise of Public Rights’ will commence on 3rd June 2025 and end on 14th July 2025 and will be publicised on the noticeboards and website.</p>	Zurich Insurance	Annual renewal premium June 2025 (June 2024 £409.21)	£469.41	SES Business Water	Period 30 Sep – 31 Mar (estimate)	£46.55	HMRC	Clerk Tax & NI for May	£221.33	Arnold Baker	13 th Edition – Council Reference Book	£136.00	Mulberrys Ltd	Internal Audit for 2024/25	£156.00			
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15.	<p>PLANNING MATTERS</p> <p>a) Planning Committee minutes dated 6th May 2025 were approved by all present.</p> <p>b) Councillors discussed the planning applications received week ending 16th May 2025 see attached sheet. Appendix A.</p>
16.	<p>HIGHWAYS & TRAFFIC CALMING UPDATES</p> <ul style="list-style-type: none"> • Speed Watch Team –to receive at next Full Council in June • Traffic Calming Project – to receive at next Full Council in June
17.	<p>BRICKWORKS/SURREY WILDLIFE TRUST</p> <ul style="list-style-type: none"> • Bill Kear and Kirstie Havard met with Sarah Jane CEO of Surrey Wildlife Trust on 12th May 2025. A positive meeting with proposals agreed for improvements to the Brickworks. These include installing a footpath round the left hand side towards Springfield Farm and an additional boardwalk surface around the lake as the next long term projects. In addition, it was agreed that Bill Kear will be issued with a license so that any work can take place independently as required. The car park area has already been tided and vegetation cut back by Bill Kear.
18.	<p>PUBLIC COMMENTS</p> <ul style="list-style-type: none"> • A resident asked if any update from enforcement had been received regarding the man living in Glovers Wood. ACTION – Clerk to follow up man living in Glovers Wood with MVDC. • A resident raised the issue of the public footpath by Cidermill, which appears very narrow due to the installation of a new fence right up to the boundary and the uneven clay surface, which made walking difficult. ACTION – MVDC had visited the site and deemed the footpath not narrow however, the Clerk will report the poor surface on the MVDC portal.
19.	<p>URGENT MATTERS</p> <p>AG raised lack of enforcement at Springfield Farm – liase with JMS to submit letter to MVDC</p>

PART 2 (CONFIDENTIAL MATTERS - CLOSED TO MEMBERS OF THE PUBLIC)

- Clerk Appraisal and training.
ACTION – Date for Clerk’s appraisal to be agreed with staffing committee.

ITEMS TO BE ACTIONED

- Date for Clerk’s appraisal to be agreed with staffing committee.
- Clerk to follow up man living in Glovers Wood with MVDC.
- BK to feedback to council dates available for Defib & First Aid Session add agenda & mag invite.
- PC to obtain quotes for fencing to be installed either side of kissing gate.
- Code of Conduct Training preferred date and confirmation from councillors
- Clerk to add agenda item, stall for parish council on village day
- Updated Declaration of Interest Form for BK to be sent to clerk.
- AG to advise clerk of allotment water meter reading.
- AG & JMS to submit letter to enforcement regarding Springfield Farm.
- MO/2025/0469/PLA – NPC to agree response to planning application for clerk.

Signature of Chairman..... Dated.....

Newdigate Parish Council
Annual Meeting of the Council
20th May 2025

Appendix A

PLANNING ADDITIONS week ending 16th May 2025

1. MO/2025/0469/PLA [Link](#)

Land to the East of Home Farm, Dukes Road, Newdigate, Dorking, RH5 5BY

Proposal: Conversion of two barns into Use Class E (g)/B8 use for the storage of tree surgeons equipment, the maintenance, repair and open storage of associated woodchip, timber and green waste together with minor ancillary including staff parking, perimeter screen planting, relocation of bund to the south of the site and sewage treatment plant.

Case Officer: Sue Read

Registration Date: 28-Apr-2025

NPC – The applicant was present at the meeting and responded to residents questions and concerns. The main points raised were: increased traffic on Dukes Drive, surface not suitable for frequent business use, who will maintain Dukes Drive as it is a private road, increase of business traffic will force horse riders and walkers out onto the road, heavy traffic through village, how waste would be removed from site impacting current residents, amount of waste and proposed removal by tractor and trailer, site lines and pinch point when turning in of Rusper Road, originally Dukes Drive purpose was to keep horse riders and walkers of the main road to improve safety. The chairman urged residents to submit their comments via the MVDC portal.

The councillors agreed to take on board residents concerns and be consistent with any Comment previously submitted to MVDC.

2. MO/2025/0331/PLAH [Link](#)

The Old Post Office, Village Street, Newdigate, Dorking, Surrey, RH5 5DH

Proposal: Erection of single storey side and rear extension following demolition of rear extension side porch and rear garage.

Case Officer - Sue James

Registration Date: 28-Mar-2025

NPC – No comment

3. MO/2025/0500/PLA [Link](#)

Lodgefield, Mill Lane, Newdigate, Dorking, Surrey, RH5 5AL

Proposal: Change of use for an outbuilding within the curtilage of the main Property from a separate dwelling to an annex allied with and incidental to the main dwelling.

Case Officer: Donna Bulbeck

Registration Date: 06-May-2025

NPC – No comment

4. MO/2025/0619/PLAH [Link](#)

4, Becket Wood, Newdigate, Dorking, Surrey, RH5 5AQ

Proposal: Single storey rear extension.

Case Officer: Hannah Suchy

Registration Date: 02-May-2025

NPC – No comment

5. MO/2025/0688/PLA [Link](#)

Garlands, Broad Lane, Newdigate, Dorking, Surrey, RH5 5AT

Proposal: Demolition of existing outbuildings and erection of 2 No. detached dwellings

Case Officer: Donna Bulbeck

Registration Date: 16-Apr-2025

NPC – No comment

6. MO/2022/0812/1/NMA [Link](#)

20, Mulberry Place, Newdigate, Dorking, Surrey, RH5 5DN

Proposal: Non-material amendment to allow a reduction in the width of the proposed extension and removal of the parapet wall.

Case Officer: Sue James

Registration Date: 17-Apr-2025

NPC – No comment

7. MO/2024/1555/PLAH [Link](#)

Woodlands Farm, Rusper Road, Newdigate, Dorking, Surrey, RH5 5BX

Proposal: Retrospective application to reduce the footprint of an art studio.

Case Officer: Chris Yeoell

Registration Date: 13-May-2025

NPC – No comment

DECISIONS

1. MO/2024/1801/PLA [Link](#)

Land opposite Brocus, Kingsland, Newdigate, Dorking RH5 5DA

Proposal: Creation of vehicular crossover.

Decision: REFUSED

Decision Date: 02-May-2025

2. MO/2025/0348/PLAH [Link](#)

Hazel Cottage, Ewood Lane, Newdigate, Dorking, Surrey, RH5 5AR

Proposal: Conversion of existing workshop into residential accommodation
And erection of link to house. Erection of front porch.

Decision: APPROVED WITH CONDITIONS

Decision Date: 07-May-2025

3. MO/2025/0426/AC [Link](#)

Location: Land South of Cidermill Hatch, Partridge Lane, Newdigate
Proposal: Discharge of condition 8 of planning permission
MO/2024/0514/PLA and Appeal/C3620/W/24/3346512 for the
proposed two pitch settled gypsy accommodation site, including
widening of existing access.
Decision: CONDITIONS REFUSED
Decision Date: 08-May-2025

4. MO/2022/0812/1/NMA [Link](#)

Location: 20, Mulberry Place, Newdigate, Dorking, Surrey, RH5 5DN
Proposal: Non-material amendment to allow a reduction in the width of the
proposed extension and removal of the parapet wall.
Decision: REFUSED
Decision Date: 15-May-2025

5. MO/2024/1535/PLA [Link](#)

Location: Pinewood Park, Capel Road, Rusper, Horsham, Surrey, RH12 4PZ
Proposal: Change of use of land to 12 gypsy/traveller pitches and associated
works including retention of vehicle access, wildflower meadow
and tree planting.
Decision: DEEMED REFUSED
Decision Date: 09-May-2025
NPC – Clerk to confirm meaning of Deemed Refused

6. MO/2025/0057/PLA [Link](#)

Location: Cudworth Lodge, Partridge Lane, Newdigate, Dorking, RH5 5EE
Proposal: Erection of a new barn within existing residential curtilage.
Decision: REFUSED
Decision Date: 09-May-2025

7. MO/2025/0359/PLAH [Link](#)

Location: Pear Tree Barn, Henfold Lane, Newdigate, Dorking, Surrey, RH5 5AF
Proposal: Retention of a detached double garage.
Decision: APPROVED WITH CONDITIONS
Decision Date: 14-May-2025

END