



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Tel & Fax: 01428 683906
www.chiddingfold-pc.gov.uk
Chairman: Councillor Richard Hogsflesh
Parish Clerk: Sue Frossard CILCA MILCM
clerk@chiddingfold-pc.gov.uk

TO MEMBERS OF THE COUNCIL

You are hereby summonsed to attend the monthly meeting of Chiddingfold Parish Council on Thursday 09 February 2017 in the Charles Watts Room of the Village Hall at 7.45 pm, for the purpose of transacting the following business.

MEMBERS OF THE PUBLIC are encouraged and welcome to attend Parish Council meetings and are invited to put questions, relevant to the agenda, to the Council between 8.30 pm and 8.45 pm.

Signed: **Sue Frossard**
Sue Frossard CILCA MILCM, Clerk to the Parish Council

Date: **01 February 2017**

AGENDA

1.00 APOLOGIES FOR ABSENCE.

Recommendation: To receive and accept apologies for absence.

2.00 CO-OPTION OF SIMON MANUEL AS PARISH COUNCILLOR

Following an interview with the Chairman, Simon Manuel wishes to be co-opted on to the Parish Council. His eligibility to do so has been checked and confirmed and Simon has agreed that he will abide by the Code of Conduct and other obligations of a Councillor.

PROPOSAL: that Simon Manuel is co-opted to Chiddingfold Parish Council, with immediate effect and for a Term of Office up to the next Parish Council elections.

Recommendation: The Proposal shall be Secoded and appointment will be by a majority vote taken by secret ballot.

3.00 DECLARATIONS OF INTEREST.

If an interest has not yet been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days. Where a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

Recommendation: To receive declarations of pecuniary or other interests not previously notified to the WBC Monitoring Officer.

4.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12 JANUARY 2017.

Recommendation: To approve the minutes of the Parish Council meeting held on 12 Jan 2017 as a true record of decisions taken and the Chairman to sign the minutes.

4.01 REVIEW OF ACTIONS FROM THE ABOVE MEETING MINUTES.

Recommendation: To review outstanding actions from the Parish Council meeting minutes.

5.00 PLANNING APPLICATIONS.

Recommendations on planning applications are usually decided by the Parish Council Planning Committee which meets on the fourth Thursday of each month at 11am in the Parish Office. Planning Committee agendas are published on the parish main notice board and on the website three clear working days before a meeting. The full Council only considers planning applications where the response deadline falls between Planning Committee meetings.

Recommendation: To consider the following application:

WA/2017/0056 24-Feb 2017	Erection of single storey front, side and rear extensions; construction of rear dormer windows to provide a loft conversion and alterations.	Yewens View, Woodside Road.
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5.01 MINUTES OF THE PLANNING COMMITTEE MEETING.

Recommendation: To note the minutes Planning Committee meeting held on the 26 Jan 2017.

- 6.00 WBC - LOCAL PLAN PART 2 AND NEIGHBOURHOOD PLANNING.
An email from WBC had been forwarded to all Councillors, regarding their Local Plan Part 2 and Neighbourhood Planning. Councillors are asked to discuss this and to decide upon a response regarding CPC collaboration.
Recommendation: To discuss the WBC email and to agree a response.
- 7.00 POLICING IN THE PARISH.
Recommendation: To receive an update on crime, Neighbourhood Watch, Farm Watch and other Police matter.
- 8.00 WORKING AND ADVISORY GROUPS.
To review current Working Groups or special project Advisory Groups and to set up new groups if required.
Recommendation: To review current groups and to set up new groups if required.
- 8.01 UPDATES FROM WORKING GROUPS.
Recommendation: To receive an update on the work of each group:
- 8.01.01 Environment and Amenities Group (EAG) - RU
 - 8.01.02 Broadband Group (BBG) - TF
 - 8.01.03 Neighbourhood Plan Development Group (NDPG) - CT
During the NP consultation there were several requests for small workshops and display areas for use by the local community to create and/or display art and craft objects produced locally. At present there is nowhere suitable in the parish but The Villagers would be a suitable location for this kind of community activity.
Recommendation: To discuss this issue and, if thought appropriate, to write to WBC to emphasize the need to retain The Villagers for use as a community building, a condition of the original planning approval, and not agree to a Change of Use.
 - 8.01.04 Emergency Plan Group (EPG) - RU
 - 8.01.05 Road and Traffic Group (RTG) - TF
 - 8.01.06 Village Maintenance Group (VMG) - CT
 - 8.01.07 Recreation Ground Maintenance Group (RGMG) - RH
- 9.00 CORRESPONDENCE AND BUSINESS.
Recommendation: To note business and correspondence since the last council meeting, to decide any action required:
- 10.00 LATE ITEMS.
For information and discussion only. (Lawful decisions can only be made on items specified on the agenda where sufficient information has been provided for councillors to make an informed decision.
Recommendation: To note and discuss late items.
- 11.00 FINANCE AND COMPLIANCE GROUP (FCG).
Recommendation: To receive updates from FCG on any matters not itemized on the agenda.
- 11.01 FINANCIAL STATEMENT OF ACCOUNTS.
Recommendation: To review the budget and to resolve to make any necessary adjustments.
Recommendation: To approve the draft financial statements of accounts against budget for the year to 31 Mar 2017.
- 11.02 RECEIPTS AND PAYMENTS.
Recommendation: To note receipts and to approve payments as detailed on the Order to Pay form and to ratify any payments necessarily made since the last council meeting and in accordance with the 2016-2017 budget.
- 12.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]
Recommendation: To note the date of the next Parish Council Meeting is on Thursday 09 Mar 2017 in the CWR of the Village Hall commencing 19:45.



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4.00

09/02/2017

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Chairman: Councillor Richard Hogsflesh
Parish Clerk: Sue Frossard CiLCA MILCM
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MINUTES

Minutes of the Parish Council meeting held on Thursday 12 January 2017
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Richard Hogsflesh (RH), Chairman Cllr Anthony Johnson (AJ) (part) Cllr Susie Forrest (SF)
Cllr Roger Underwood (RU), Vice-Chair Cllr Christine Tebbot (CT) Cllr Tim Forrest (TF)
In attendance: Sue Frossard CiLCA MILCM (Clerk) Public: 0

1.00 APOLOGIES FOR ABSENCE.

Apologies were received from Cllr Neil Denyer (ND) and were accepted.

2.00 DECLARATIONS OF INTEREST.

If an interest has not yet been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days. Where a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

There were no Declarations of Interest.

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 08 DECEMBER 2016.

PROPOSED (RH): To approve the minutes of the Parish Council Meeting held on 08 December 2016 as a true record of decisions taken and the Chairman signed the minutes.

SECONDED (TF): RESOLVED (UNANIMOUS).

3.01 REVIEW OF ACTIONS FROM THE ABOVE MEETING MINUTES.

There was one outstanding action from the December minutes, noted at Item 6.01.06 below.

4.00 PLANNING APPLICATIONS.

Recommendations on planning applications are usually decided by the Parish Council Planning Committee which meets on the fourth Thursday of each month at 11am in the Parish Office. Planning Committee agendas are published on the parish main notice board and on the website three clear working days before a meeting. The full Council only considers planning applications where the response deadline falls between Planning Committee meetings. The following applications were considered and responses agreed:

Cllr Anthony Johnson arrived.

WA/2016/2411 19/01/2017	Erection of extensions and alterations to roof space to provide habitable accommodation following demolition of existing conservatory.	Holcot, Woodside Road.	Object, with comments.
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Cllr Anthony Johnson left the meeting.

WA/2016/2424 19/01/2017	Erection of a fence.	Dunsfold Ryse, High Street Green.	Object, with comments.
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Cllr Anthony Johnson returned to the meeting.

WA/2016/2451 03/02/2017	C of L 192 for the erection of an extension.	Middlecott, School Lane.	No objection, WBC Officers to decide.
WA/2016/2454 03/02/2017	Erection of a single storey extension following demolition of existing detached carport/store.	Rose Cottage, Ramsnest, Petworth Road.	No objection.

The Planning Authority's decisions on recent applications were circulated and noted.

ACTION: The Clerk was asked to write to Planning Enforcement acknowledging the decision to refuse WA/2016/2235 (boundary fence at 22 Pathfield - retrospective) and looking forward to seeing a new fence in-keeping with the street scene.

5.00 POLICING IN THE PARISH.

There was no update on policing this month.

6.00 WORKING AND ADVISORY GROUPS.

It was AGREED that no new Working or Advisory Groups are required..

6.01 UPDATES FROM WORKING GROUPS.

6.01.01 Environment and Amenities Group (EAG) - RU. Nothing to report.

6.01.02 Broadband Group (BBG) - TF.

TF reported that he had received an update from one of the Residents' Groups to the effect that BT is now doing something on the schemes at Fisher Lane and Prestwick, rather more vigorously than they expected. BT are surveying and expect to go live at the end of August, four months' earlier than the Contract states. Residents of Vann Lane and Ramsnest are still working towards agreeing financially and logistically acceptable solutions.

6.01.03 Neighbourhood Plan Development Group (NDPG) - CT

CT reported that there had been a steering group meeting this morning to agree the boards for the consultation. The next two weeks will be spent finalizing the boards and then will concentrate on organizing the event and running it. CT is drafting boards for recreation and leisure and will circulate these prior to inclusion for the consultation. In the lead up, there will be a leaflet drop to all households and a sign (banner) on The Green. All parish Community Groups have been contacted by letter and the event has been publicized in the Parish Magazine. TF reported that he thought the consultants have done a lot of work and have produced a very detailed report.

6.01.04 Emergency Plan Group (EPG) - RU. Nothing to report.

6.01.05 Road and Traffic Group (RTG) - TF. TF reported that he had attended a meeting with the SCC Councillor for Highways and Transport, John Furey, to discuss the question of average speed cameras through the village. Surrey Highways have been saying that these could not be installed because SCC does not have a relevant Policy. John Furey reported at the meeting that there is a Policy and so average speed cameras can now be considered. They have been installed in another area in Surrey, although that is on a dual-carriageway leading to the M25. The group still has to put together a viable scheme, get the support of Waverley Borough Council and the support of Surrey Road Safety Group, who collect fines and send offenders on a course, etc. TF has suggested a simple scheme which has been well-received by the Community Group and has been sent to Siemens, providers of the equipment who seem to think it is a viable plan. It was agreed that a consultation on average speed cameras could be run alongside the Neighbourhood Plan Consultation at the end of January.

ACTION: TF to provide a form of words for the boards.

6.01.06 Village Maintenance Group (VMG) - CT

CT reported that work is now underway along the margins of Pickhurst Road, a great improvement.

ACTION: Clerk to apply for PIC money for 'Environmental Improvement'.

SF reported that dog waste is being dumped into one area of one ditch along Pickhurst Road; contractors have complained to the Parish Council as the quantity and regularity that this is happening constitutes a biological hazard for the men strimming the area. Also, building and garden rubble is being taken across and dumped into the ditch on the south side.

ACTION: The Clerk was asked to write a formal letter to residents along the north side of Pickhurst Road, requiring that these practices stop.

6.01.07 Recreation Ground Maintenance Group (RGMG) - RH. Nothing to report.

7.00 CORRESPONDENCE.

7.01 DONATION TO HOPPA - The Clerk reported that a letter of thanks had been received from Hoppa in respect of the donation given to them by the Parish Council.

8.00 LATE ITEMS.

For information and discussion only. Lawful decisions can only be made on items specified on the agenda and where sufficient information has been provided to make an informed decision.

8.01 FOOTWAY ALONGSIDE CORNISH MOUND, RIDGLEY ROAD

CT reported that a resident has requested the Parish Council to have the footway alongside Cornish Mound cleared of vegetation as this is obscuring sight-lines and forces pedestrians to walk in the road. The Clerk advised that letters have been sent in the past, but it is Surrey Highways who are the responsible Authority and who have powers of enforcement.

ACTION: The Clerk was asked to report the obscured sight-lines on the junction to Surrey Highways and request clearance.

9.00 VACANCY FOR COUNCILLOR

RH reported that there are two candidates, both have been given copies of the Job Description but one is not available at present so arrangements for interviews have been postponed.

ACTION: RH, RU and TF to interview candidates for co-option onto the council.

10.00 FINANCE AND COMPLIANCE GROUP (FCG)

There were no updates from FCG on items not on the agenda.

10.01 FINANCIAL STATEMENT OF ACCOUNTS.

TF reported that allotment rents were below budget, due to a few of them being empty for part of the year and the subsequent rentals being pro-rata. The financial statement of account was reviewed against the 2016-2017 budget.

RESOLVED: Council unanimously approved the financial statement of accounts against budget for the year to 31 Mar 2017.

10.02 RECEIPTS AND PAYMENTS.

The Chairman read out the Order to Pay form which listed payments, receipts and payments to ratify.

PROPOSED (TF): To approve payments as detailed on the Order to Pay form and ratified the payments necessarily made since the last council meeting and in accordance with the 2016-2017 budget.

SECONDED (RH). RESOLVED (UNANIMOUS).

10.03 REVISED CODE OF CONDUCT

Following a revision of the Borough's Code of Conduct a revised Parish Council Code of Conduct, reflecting changes of policy and regulation within the Borough, is appropriate. A draft is attached for Council's approval.

RESOLVED: Council unanimously approved and adopted the revised Code of Conduct.

11.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]

The next Parish Council Meeting is on Thursday 09 February 2017 in the CWR of the Village Hall commencing 19:45.



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5.01

12/01/2017

PLANNING COMMITTEE MINUTES

Minutes of the Chiddingfold Parish Council Planning Committee meeting held on Thursday 26 January 2017 at 11 am in the Parish Office, The Banking House, The Green, Chiddingfold.

Cllrs Present: Cllr Roger Underwood Chairman (RU) Cllr Richard Hogsflesh (RH) Cllr Tim Forrest

In attendance: Sue Frossard CiLCA MILCM (Parish Clerk). Public: 0

1.00 APOLOGIES FOR ABSENCE.

Apologies had been received from Cllrs Christine Tebbot, Susie Forrest and Anthony Johnson.

2.00 DECLARATIONS OF PECUNIARY INTEREST (DPI).

There were no Declarations of Interest.

3.00 MINUTES OF THE LAST MEETING.

The minutes of the Planning Committee meeting held on the 15 December 2016 were approved and were signed by the Chairman.

4.00 PLANNING APPLICATIONS.

The following applications were considered and recommendations to WBC were agreed, as below (40588):

WA/2016/1878 Not yet on list	[POSSIBLE REVISION] - Erection of a single storey outbuilding containing garage, studio and store.	Hazeldene, Pockford Road.	No further comments.
NMA/2017/0004 10 Feb 2017	Amendment to WA/2016/1883 for alterations to relocation of garage; alterations to elevations and fenestration.	Middlecott, School Lane.	40588 - No objection.
NMA/2017/0007 17 Feb 2017	Amendment to WA/2016/1820 for re-positioning of sand school.	Brookfield, Killinghurst Lane.	40588 - No objection.
WA/2016/2501 17 Feb 2017	Erection of dwelling following demolition of existing dwelling and garage.	Verney Cottage, Killinghurst Lane, Haslemere.	40588 - No objection, with a comment.

5.00 PLANNING DECISIONS.

Full details, including decision notices and conditions, for all applications are available on the Waverley Planning Portal at: <http://waverweb.waverley.gov.uk/live/wbc/pwl.nsf/webdisplaypubliclist?openform>.

6.00 PLANNING ISSUES.

There were no planning issues.

7.00 DATE OF THE NEXT PLANNING COMMITTEE MEETING.

The Planning Committee usually meets the fourth Thursday of each month. The agenda is posted on the parish main notice board and website. If no planning issues arise, no meeting is held. If planning applications require a response between Planning Committee meetings these are discussed at a Parish Council meeting and appear on that agenda. The next Planning Committee meeting will be on 23 February 2017 at 11am in the Parish Office.

From: Gayle Wootton [<mailto:Gayle.Wootton@waverley.gov.uk>]
Sent: 27 January, 2017 12:34
To: Gayle Wootton
Cc: Graham Parrott
Subject: Waverley Local Plan Part 2 and Neighbourhood Planning

Dear Clerk,

As you will be aware, Waverley Borough Council submitted its Local Plan Part 1 in December 2016. Its submission to the Government triggers the start of the examination that is expected to last for much of 2017.

We have now started work on Local Plan Part 2 and it is for this reason that I am writing. There are some detailed matters that could either be covered by Local Plan Part 2 or by Neighbourhood Plans. These matters include allocating sites for housing or other forms of development and the detail of reviewed settlement boundaries.

In order for us to progress Local Plan Part 2, we need to understand your aspirations and the timescales for your Neighbourhood Plan. For example, should you choose to allocate sites for housing in your Neighbourhood Plan, we may not need to consider allocating such sites in Local Plan Part 2. Similarly, should you choose to revise the settlement boundaries, our officers could work with you on your plan, rather than doing a similar task in Local Plan Part 2. I should add that where this involves changes to the Green Belt boundary then this has to be dealt with through the Local Plan. If you are not intending to allocate sites in your Neighbourhood Plan, we would still want to start a process of dialogue and collaboration, to ensure that you are engaged in the process.

For this reason, we would like to invite you to meet with our planning policy team to discuss your Neighbourhood Plan and how it will relate to Local Plan Part 2. We propose that these meetings involve the lead officer who has been supporting your plan to date and a member of the planning policy team who is focussed on the requirements for Local Plan Part 2. That way, we can discuss progress to date, our shared evidence base and decide which elements of planning policy would be covered best by which plan. Our timescale means that we need written confirmation of which elements of the work will be undertaken as part of the Neighbourhood Plan by mid-March in order to inform our 'call for sites' process.

We would therefore be grateful if you could contact me with a view to arranging an initial meeting in the next couple of weeks. We would be happy to host the meetings here or travel to you.

I look forward to hearing from you,
Gayle

Gayle Wootton
Principal Planning Officer
Waverley Borough Council
Tel: 01483 523417
www.waverley.gov.uk

31st March 2016

31 January 2017

31st March 2016		31 January 2017	
Current Assets			
4,194	Debtors	0	
1,227	VAT Control A/c	1,062	
19,853	Lloyds Current Bank A/c	3,075	
5,070	Lloyds 30 Day Deposit A/c	135,108	
420	Nationwide Business Investor	421	
70,000	Lloyds Fixed-Term Deposit A/c	0	
<u>100,763</u>			<u>139,666</u>
100,763	Total Assets		139,666
Current Liabilities			
2,341	Creditors	0	
480	Accruals	0	
350	Receipts in Advance	300	
<u>3,171</u>			<u>300</u>
97,592	Total Assets Less Current Liabilities		139,366
Represented By			
18,449	General Reserves		56,973
53,360	EMR - Recreation Dev Fund		23,360
2,875	EMR - Election Expenses		3,625
0	EMR - Tennis Courts		2,500
5,000	EMR - Emergency Relief		5,000
5,000	EMR - Playground Replacement		5,000
4,500	EMR - CC & CL Hedge Cutting		4,500
8,000	EMR - Neighbourhood Plan		38,000
408	EMR - Butchers Paving		408
<u>97,592</u>			<u>139,366</u>

The above statement represents fairly the financial position of the authority as at 31 January 2017 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

Summary Income & Expenditure by Budget Heading 31-01-2017

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	136,592	131,998	(4,594)			103.5%
	Income						
	less Transfer to EMR	3,250					
	Movement to/(from) Gen Reserve	<u>133,342</u>					
101	Administration	9,819	9,780	(39)		(39)	100.4%
102	Staff Costs	44,536	55,362	10,826		10,826	80.4%
103	Cllrs Costs	554	750	196		196	73.9%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(554)</u>					
201	Common Land	2,766	9,500	6,735		6,735	29.1%
301	Highways	4,880	6,400	1,520		1,520	76.3%
401	Recreation Facilities	19,981	24,651	4,670		4,670	81.1%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(19,981)</u>					
501	Community Support	6,025	5,000	(1,025)		(1,025)	120.5%
601	General Power of Competence	2,435	3,320	885		885	73.3%
701	Capital Projects	3,824	38,000	34,176		34,176	10.1%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(3,824)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
	Grand Totals:- Income	136,592	131,998	(4,594)			103.5%
	Expenditure	94,819	152,763	57,944	0	57,944	62.1%
	Net Grand Totals:- Income over Expenditure	<u>41,773</u>	<u>(20,765)</u>	<u>(62,538)</u>			
	plus Transfer from EMR	0					
	less Transfer to EMR	3,250					
	Movement to/(from) Gen Reserve	<u>38,523</u>					