



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Tel: 07557 344499
www.chiddingfold-pc.gov.uk

Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick CiLCA PSLCC
Deputy Clerk and RFO: Sue Frossard CiLCA PSLCC
clerk@chiddingfold-pc.gov.uk

TO MEMBERS OF THE COUNCIL

You are hereby summonsed to attend a meeting of Chiddingfold Parish Council on Thursday 09 January 2020 in the Charles Watts Room of the Village Hall at 7.45 pm, for the purpose of transacting the business below.

MEMBERS OF THE PUBLIC are encouraged and welcome to attend Parish Council meetings and are invited to put questions, relevant to items on the agenda, to the Council between 8.00 pm and 8.15 pm.

Signed: Lauren Blatherwick
Lauren Blatherwick, Clerk to the Parish Council

Date: 02 January 2020

AGENDA

1.00 APOLOGIES FOR ABSENCE

To receive and consider accepting apologies for absence.

2.00 DECLARATIONS OF INTEREST / DISPENSATIONS

Registrable interests must be disclosed, and if not yet registered, be declared and notified to the Monitoring Officer within 28 days. Non-registrable interests are to be disclosed in accordance with the council's Code of Conduct. Where a councillor has a disclosable pecuniary interest, they must not vote or speak on the item, unless a dispensation has been granted, or do anything to influence other Members in regard to that item. The requirements in relation to remaining present and for other interests are as set out in the Code of Conduct.

To receive declarations of pecuniary and other interests and to consider any requests for dispensations.

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12 DECEMBER 2019

To approve the minutes of the Meeting of the Parish Council on 12 December 2019 as a true record of decisions taken and the Chairman to sign the October and previously approved September minutes.

3.01 REVIEW OF ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

To review outstanding actions from previous Parish Council meetings (where not a specific agenda item and not addressed in the Clerk's Meeting Briefing):

OCT ACTION: Possible improvements to shop frontage on The Green – CT/PL. CT arranging a site visit with Caroline Price of Surrey Hills AONB.

NOV ACTION: Proposal for improved pedestrian route from Coopers Place to Witley Station. CPC to ask WBC to add this to their Infrastructure Development list. CT to forward wording to the Clerk for provision to WBC.

DEC ACTION: DH to write formally to The Surgery in recognition of their reopening and efforts in the interim period during the rebuild.

4.00 PLANNING

4.01 APPLICATIONS

Responses to planning applications are usually decided by the Planning Committee, but full Council may consider any planning applications, including where the response deadline falls between Planning Committee meetings.

To resolve to the response of the council to the following applications:

WA/2019/1924 02 Jan 20*	Erection of 5 dwellings with associated works following demolition of 2 existing dwellings and a block of garages.	57 & 59 Hartsgrove
WA/2019/1922 02 Jan 20*	Erection of 8 dwellings with associated works following demolition of 4 existing dwellings and garage block.	19-22 Queensmead

WA/2019/1925 02 Jan 20*	<i>Erection of 6 dwellings with associated works following demolition of 2 existing bungalows and garages together with provision of additional parking spaces to serve existing dwellings.</i>	16a and 16B Pathfield
WA/2019/1923 02 Jan 20*	<i>Erection of 5 dwellings with associated works following demolition of 2 existing bungalows together with provision of access road and parking to serve existing dwellings.</i>	15 and 16 Pathfield
WA/2019/1954 14 Jan 20	<i>Erection of extension and alterations.</i>	11 Foxwood Close

*The italicized dates in the first column are the response deadline dates given to this Council
(* these applications an extension of response time has been agreed with WBC).*

- 4.02 **MINUTES OF THE DECEMBER 2019 PLANNING COMMITTEE MEETING**
To note the minutes of the Planning Committee meeting held on 19 December 2019.
- 5.00 **NEIGHBOURHOOD PLAN**
To receive an update on NP matters not detailed elsewhere on this agenda.
- 6.00 **CLERK'S REPORT**
To receive and note report on matters since the previous meeting not detailed elsewhere on this agenda.
- 7.00 **PHONE BOX REMOVAL CONSULTATION**
To consider the briefing from the Clerk.
To resolve: 1) Whether to adopt one or both of the Chiddingfold phone boxes; and 2) Whether to publicly consult on potential uses for any adopted phone boxes.
- 8.00 **SCC PENSIONS CONSULTATION**
The Council is invited to respond to the Surrey Pension Fund Revised Pension Administration Strategy Consultation by 1 February 2020.
To resolve: 1) Whether to respond to the consultation and 2) the response.
- 9.00 **DRAFT RISK MANAGEMENT PLAN AND RISK ASSESSMENT**
The FCC approved a draft Risk Management Plan and Risk Assessment at its meeting on 11 December 2019 and recommends them to Council for adoption.
Proposed (FCC): To adopt the Risk Management Plan and Risk Assessment as approved by the FCC.
- 10.00 **EMERGENCY PLAN**
To consider the briefing from the Clerk.
Proposed (RU): A working group be formed to work with the clerk -
1) on updating the Parish Emergency Plan, and
2) on an information sharing project to support public preparedness and resilience locally.
- 11.00 **FINANCE AND COMPLIANCE**
11.01 **MINUTES OF THE DECEMBER 2019 FINANCE AND COMPLIANCE COMMITTEE (FCC) MEETING**
To note the minutes of the FCC meeting held on 11 December 2019.
- 11.02 **APPOINTMENT TO FCC**
The FCC now comprises three Members with two substitutes. The Terms of Reference require that it comprises four Members and two substitutes.
Proposed: Council reviews the membership of the FCC and appoints a further full member.
- 12.00 **LATE ITEMS**
For information and discussion only (lawful decisions can only be made on items specified on the agenda).
To note and discuss late items.
- 13.00 **DATE OF THE NEXT PARISH COUNCIL MEETING** [For information. Dates are set at the Annual Council Meeting.]
To note the next Parish Council Meeting will be held on Thursday 13 February 2020 in the CWR of the Village Hall commencing 19:45.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 January 2010

WORKING PAPER

ITEM 3.00



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[DRAFT] MINUTES

Minutes of the Parish Council Meeting held on Thursday 12 December 2019
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Christine Tebbot (CT) (Vice-Chairman) Ian McKie (IM)
Roger Underwood (RU) Peter Little (PL)
Tony Wiener (TW)

In attendance: Lauren Blatherwick (Clerk) Public: 0

1.00 APOLOGIES FOR ABSENCE

Apologies were accepted from: Daniel Hall (Chairman) Susie Forrest (SF) and Anthony Johnson (AJ) (Timothy Forrest having resigned as councillor his apologies were not required)

2.00 DECLARATIONS OF INTEREST

None.

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 14 NOVEMBER 2019

RESOLVED: To approve the minutes of 14 November 2019.

3.01 REVIEW OF ACTIONS FROM THE ABOVE MEETING MINUTES AND OUTSTANDING FROM PREVIOUS MEETINGS

Review outstanding actions from previous Parish Council meetings (where not a specific agenda item):

OCT ACTION: CT to explore with AONB the possibility of support to improve shop frontage on The Green. CT is arranging a site visit with Caroline Price of Surrey Hills AONB. PL has had some discussions with Forrest Stores who are open to the idea of visual improvements. **ONGOING**

NOV ACTION: Proposal for improved pedestrian route from Coopers Place to Witley Station. CPC to ask WBC to add this to their Infrastructure Development list. CT to forward wording to the Clerk for provision to WBC. **OUTSTANDING**

4.00 PLANNING

4.01 APPLICATIONS

Recommendations on planning applications are usually decided by the Parish Council Planning Committee, but full Council may consider any planning applications, including where the response deadline falls between Planning Committee meetings.

RESOLVED: To respond to the below applications as follows (unanimous in each case)

WA/2019/1830 17 Dec 19	<i>Erection of a link extension and alterations. Council responded the analogous listed building consent application under reference 40761 to indicate no objection. No Objection</i>	<i>Tugley Farm, Pickhurst Road.</i>
NMA/2019/0173 17 Dec 19	<i>Amendment to WA/2017/2343 for alterations to elevations; as well as internal alterations and addition of side door. WBC decision</i>	<i>Stanhope, Woodside Road</i>

<p>WA/2019/1744 19 Dec 19</p>	<p><i>Application under Section 73 to vary Condition 1 of WA/2018/1646 (approved plan numbers) to allow alterations to dormers, roof lights and layout (as amended by plans received 03/12/2019 - Design alterations to be more sympathetic with the conservation area).</i></p> <p><i>A previous objection was made under reference 40762 on 2 December.</i></p> <p><i>Tower – no objection to the previous dormer design, but the new proposal is unacceptable in design terms. The tower presents a great visual impact and is out of keeping both with the building and local architecture. Further lead roofs are not in common use in this area.</i></p> <p><i>Rear Dormer – Size is out of keeping with adjacent window and the height extends beyond the roof line. Window arrangement is not in keeping. The descending ratio of roof pitches from large to small across the rear of the building is visually clumsy and inappropriate. The application conflicts with the WBC Supplemental Design Guidance.</i></p> <p><i>Front Dormer – Improvement to the previous design and CPC approves this aspect.</i></p> <p><i>WBC are requested to look carefully at this application and the tower in particular, as the introduction of new architectural features within the Conservation Area has the potential to set a precedent risking further loss of the distinctive feel and aspect of the protected area.</i></p> <p><i>Object</i></p>	<p>Rose Cottage, Pockford Road</p>
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The italicized dates in the first column are the response deadline dates given to this Council.

Comment: CT raised that the WBC planning application for redevelopment of existing local authority housing at sites in Chiddingfold, to include provision of additional housing, is being considered by the Planning Committee on 19 December and that all councillors may wish to consider the plans and provide views to the committee for consideration at the meeting, or respond directly to WBC (by the deadline of 02 January 2020).

4.02 **MINUTES OF THE NOVEMBER 2019 PLANNING COMMITTEE MEETING**
The minutes of the Planning Committee meeting held on 28 November were NOTED.

4.03 **FOOTPATH APPLICATION – Alleged public footpath from Woodside Road (SU 958 358) to Footpath 211 (Chiddingfold) (SU 958 362)**
NOTED the hearing of the Surrey Waverley Local Committee on 13th December to which CT was to attend in support of the application for a Modification to the Definitive Map and Statement, has been postponed until 13 March 2020 at the request of adjacent landowners who wish to oppose the application. CT expressed concerns about the delay and action by adjacent owners to register a caution over the land and informed council that she has written to SCC (Debbie Jones and Cllr Victoria Young) with her concerns. RU raised whether the council should undertake to call for evidence from the community in relation to historic ownership and use of the site.

5.00 **NEIGHBOURHOOD PLAN**
CT - AECOM had confirmed that day the appointment of a consultant to undertake the Habitat Regulation Assessment. The consultant appointed is also undertaking the Elstead HRA and the commonality will hopefully save time and cost. It is hoped to be completed by end of January.
CT – at the recent T&P Meeting in December WBC indicated that LPP2 is forecast to complete in Spring 2021, therefore the NP will be checked to ensure that there is no gap in policy coverage pending LPP2.

6.00 **CLERK'S REPORT**
NOTED the Clerks report on matters since the previous meeting not detailed elsewhere on this agenda. No matters were raised for bringing forward onto the next agenda.

7.00 **WEBSITE ACCESSIBILITY STATEMENT**

Briefing and proposal accompanying the draft Web Accessibility Statement prepared by the RFO were NOTED. PL queried whether a date was missing from the last entry of 'fixes'. AGREED that the proposal could be considered notwithstanding clarification of this minor potential correction on the basis that the potential change did not materially impact the statement.

PROPOSED (RFO) / RESOLVED (unanimous): To resolve to approve the 29 Nov 2019 Website Accessibility Statement, relevant to the CPC current website, and to approve publication of the Statement and the supporting Test Plan. ACTION: Clerk / RFO

8.00 HIGHWAYS WORKS TO PICKHURST ROAD / THE GREEN - UNSUITABLE DIVERSION

The briefing from SF was considered. CT noted that the correct road number was C34 not C64. CT and the Clerk drove the route on 28 November and taken photographs and recordings. During that trip a car was found in a ditch, having been forced off the road by oncoming traffic. It was being towed out by a local farmer, who stated it was the 6th one that week he had assisted. The barrier at the Grade II listed bridge at White Beech has been damaged, having only been repaired earlier this year.

AMENDMENT PROPOSED (Clerk) / RESOLVED (unanimous): to add (4) To seek the reinstatement by SCC Highways of the damaged road surface and ditches as soon as possible

PROPOSED (SF) as amended by the motion above / RESOLVED (unanimous):

(1) Complain to SCC, including through Victoria Young SCC Cllr, about the lack of adequate information, signage and personnel stationed at the diversion points to make sure drivers were aware of the closures and alternate routes.

(2) To seek SCC rethink the diversions they put in place to ensure that they are suitable width and capacity for the use they will receive.

(3) To seek the support of WBC and SCC Cllrs in raising this situation with SCC Highways.

(4) To seek the reinstatement by SCC Highways of the damaged road surface and ditches as soon as possible

ACTION: Clerk

9.00 RESIDENT RAISED ITEMS

To note resident raised items since the last council meeting not separately itemised and decide any action.

9.00.01 Vote of thanks from the community to the Surgery Staff for their work in bringing forward the new building and provision of ongoing services during the period since the fire.

CT - DH as Chairman intends to write a formal letter to the surgery in recognition of their efforts. ACTION: DH

10.00 FINANCE AND COMPLIANCE

10.01 MINUTES OF THE NOVEMBER 2019 FINANCE AND COMPLIANCE COMMITTEE (FCC) MEETING

The minutes of the FCC meeting held on 13 November 2019 were NOTED.

10.02 PRECEPT 2020/21

10.02.01 NOTED that the Tax Base for 2020-2021 is confirmed at 1,397.1; the Compensatory Grant is confirmed at £2,470; and Council Tax Support is now discontinued. The RFO has amended the budget forecast accordingly and reports that no adjustments to proposed expenditure are required.

10.02.02 NOTED that, in accordance with the agreed budget, the RFO has sent a precept demand to WBC in the amount of £136,800.

Comment: CT – At the T&P meeting in December the Compensatory Grant was raised and it is clear that there will be no change in WBC policy.

11.00 LATE ITEMS

For information and discussion only (lawful decisions can only be made on items specified on the agenda).

11.01.01 CT – owners of property adjoining Coxcombe Pavilion have had a letter from the CPC loss adjuster regarding trees that have been identified for removal in relation to subsidence at the Pavilion. This was a shock to them as the first they had heard of the matter. Clerk – the insurance company had not indicated that this letter was being sent and the last information was that they were considering next steps. AGREED that this being the first contact to the landowners was not ideal. CT stated she and DH intend to speak with them. Clerk said this should be after a briefing from the Clerk to CT and DH. ACTION: Clerk to seek update from Insurers

11.01.02 TW – FCC at their December meeting agreed to consider proposing a less frequent meeting schedule. Any proposal will be brought forward on a future CPC agenda.

- 11.01.03 Clerk – The monitoring officer at WBC will be notified of the resignation today of Cllr Tim Forrest and advice on the processes for dealing with the resulting casual vacancy sought.
- 12.00 DATE OF THE NEXT PARISH COUNCIL MEETING [For information. Dates are set at the Annual Council Meeting.]
NOTED the next Parish Council Meeting will be held on Thursday 9 January 2020 in the CWR of the Village Hall commencing 19:45.
- 13.00 TO CONSIDER POTENTIAL LAND PURCHASE this item will be subject to an application to exclude the press and public pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960
- 13.00.1 PROPOSAL (Clerk)/ RESOLVED: To resolve to exclude the press and public from consideration of this item on the basis that the information is commercially sensitive.
- 13.00.2 The Clerk's update / summary was discussed along with new information from Waverley planning. Further instructions for the agent AGREED. ACTION: Clerk

DRAFT

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 January 2010

WORKING PAPER

ITEM 4.01

**These papers are available via the
Waverley Planning Portal**

<http://planning360.waverley.gov.uk/planning>

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 January 2010

WORKING PAPER

ITEM 4.02



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[DRAFT] PLANNING COMMITTEE MINUTES

Minutes of the Chiddingfold Parish Council Planning Committee meeting held on Thursday 19 December 2019 at 11 am in the Parish Office, The Banking House, The Green, Chiddingfold, GU8 4TU.

Cllrs Present: Cllr Roger Underwood Cllr Anthony Johnson
Cllr Tony Wiener Cllr Christine Tebbot

In attendance: Lauren Blatherwick (Clerk) Public: 1 (Cllr PL attending)

- 1.00 APOLOGIES FOR ABSENCE
Cllr Susie Forrest offered apologies, which were accepted.
- 2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)
None.
- 3.00 MINUTES OF THE LAST MEETING
The minutes of the Planning Committee meeting held on 28 November were approved and signed by the Chairman.
- 4.00 PLANNING APPLICATIONS
RU informed the committee of a discussion that morning with WBC officer, Patrick Arthurs, where it was agreed that the PC may have an extension of time until mid-January to respond on WA/2019/1922-25 (the greyed applications in the table below) to enable the matter to be considered by full council.
PROPOSAL (RU) / RESOLVED (unanimous): Applications WA/2019/1922-25 be referred to the meeting of full council on 9 January 2020 for decision.

4.01 The following applications were considered below:

WA/2019/1877 24/12	Erection of extensions and alterations. The drawings provided are not adequate. In particular the changes to the roof are not properly defined. The drawings of the existing roof do not appear to accurately reflect the current property. The height of the main roof appears to vary between drawings (see existing and revised South views), the status of the existing rooflight, and chimney within the proposed new roof are unclear. This council feels unable to properly assess this application on the basis of these drawings and objects on this basis. This council further notes that the unsymmetrical central gable (over the porch) proposed is a poor design feature visually and it is unclear how the resulting roof gully would be drained. Object	Thorngate, Ballsdown
WA/2019/1900 24/12	Erection of a dwelling following demolition of the existing dwelling and outbuildings; provision of new vehicular access and closing up of existing access. The officer's attention is drawn to the fact that the relationship between the 3 original estate properties is undermined by the relocation of the property at a further distance. The composition of 3 property estates, such as this, is typical	Hazelbridge Cottage, Pickhurst Road

	of the road. The officer is asked to ensure that the requirements of policy RD2A, in relation to location of the replacement building, are met. It is recognised that the existing building is undermined by a number of poorly planned previous works. No Objection	
<i>WA/2019/1914</i> <i>2/1</i>	Erection of a single storey extension. No Objection	1 Ash Vale Cottages, Ash Vale
<i>WA/2019/1924</i> <i>2/1</i>	Erection of 5 dwellings with associated works following demolition of 2 existing dwellings and a block of garages.	57 & 59 Hartsgrove
<i>WA/2019/1922</i> <i>2/1</i>	Erection of 8 dwellings with associated works following demolition of 4 existing dwellings and garage block.	19-22 Queensmead
<i>WA/2019/1925</i> <i>2/1</i>	Erection of 6 dwellings with associated works following demolition of 2 existing bungalows and garages together with provision of additional parking spaces to serve existing dwellings.	16a and 16B Pathfield
<i>WA/2019/1923</i> <i>2/1</i>	Erection of 5 dwellings with associated works following demolition of 2 existing bungalows together with provision of access road and parking to serve existing dwellings.	15 and 16 Pathfield

The italicized dates in the first column are the response deadline dates given to this Council.

5.00 PLANNING DECISIONS

NOTED: Waverley planning decisions taken since the last meeting (parish response in italics):

WA/2019/1574 - Erection of a porch and cladding to front and side elevations - Inverinan, Ash Vale - *No Objection* – FULL PERMISSION

WA/2019/1621 - Erection of extensions and alterations - Hoe Cottage, Peworth Road - *Object*- FULL PERMISSION

WA/2019/1708 - Erection of detached garage following demolition of existing detached garage - Hazelbridge Farm, Pickhurst Road – *Support* – FULL PERMISSION

WA/2019/1734 - Erection of an outbuilding - 25 Turners Mead – *Object* – FULL PERMISSION

Full details, including decision notices and conditions, for all applications are available on the Waverley Planning Portal at: http://www.waverley.gov.uk/info/485/planning_applications.

6.00 PLANNING ISSUES (for discussion)

None.

7.00 DATE OF THE NEXT 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 Clerk has delegated powers to respond when a response is not otherwise possible.

RESOLVED: The next Planning Committee meeting will take place on 23 January 2020 in the Parish Office at 11:00am.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 January 2010

WORKING PAPER

ITEM 6.00



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CLERK'S REPORT

PARISH COUNCIL MEETING 09.01.20

1. ACTIONS FROM PREVIOUS MEETINGS

JUNE ACTION: Clerk to arrange repairs to loose / missing setts around the edge of The Green. An updated quote from Gardners has been sought with an intention of bring a proposal to the February meeting. ONGOING

DEC ACTION: Clerk to write complaint to SCC re. recent unsuitable diversion route and seeking restoration of damage. ONGOING

DEC ACTION: Clerk to seek update from Insurers re. Pavilion subsidence claim. ACTIONED – response awaited.

2. CORRESPONDENCE

Summary of correspondence passed to Cllrs for consideration as received and not contained in a separate item:

10.12.19 Advice to St. Mary's on registering the Church street address.

12.12.19 Emailed Surrey Police and Crime Commissioners office to raise the distance of the public engagement event from the east side of the borough.

24.12.19 Invitation to parish councils from Leader and Deputy Leader of WBC to schedule an informal meeting to build understanding and inter-council relationships.

3. CONSULTATIONS

Details of the following consultations have been circulated to Cllrs who have the option to ask that they be brought onto the next agenda (response deadlines shown in brackets):

- BT Payphones (removal) – (23/01/20) – On Agenda

4. TREES

There was some delay on the completion of works due to the weather, however, the outstanding felling and deadwood removal was completed in December at Pickhurst Road, Coxcombe Rec and around the Pond and the only outstanding work from the July report is to the review of the girdle and Spring mulching of the Hawthorn on The Green.

During works an additional issue has been identified in a PC tree overhanging Glebe House and the owners have been written to.

The Winter Tree Inspection will take place in January.

A large number (16+) roadside Ash trees at Combe Common are showing Ash dieback and will need to be felled. It is unclear if all are PC trees. I have asked that they all be marked and then I will plot them and enter into discussions with SCC Highways about responsibility. The job is estimated at 3 days work and will require traffic lights on the road.

5. DRAINAGE WORK AT COMBE COMMON

I inspected the site on 09.12.19 and had some concerns. The excavation is far narrower than I was expecting and the exiting pipe is coming out very close to surface level, which would not support the flow of water and in fact appears to be in opposition to gravity. It does not reflect the plan agreed. The new pipe is also far narrower than the existing. I wrote to SSE with these concerns. I had an initial conversation with SSE and the engineer shared my views on the matter, but deferred to view of the ground works engineers, who have assured him that what has been done should serve the purpose. I requested that he respond in writing to my queries so that there is a clear record of what has been done, given that it is different to what was discussed.

The groundworks do appear to be successful in channelling water to the established drainage pipe from the allotments to the stream below, but the water is flowing under and not through the pipe. This has been reported back to SSE.

SSE are considering other, alternative, strategies for the longer term.

I have instructed solicitors re. entering a wayleave for the works and for registering the boundary and am still waiting for an update on next steps.

6. COXCOMBE PAVILION

The annual service and inspection of fire extinguishers took place in December. While there I noticed that the only food hygiene/safety certification on show was for the Coffee Group, which no longer meet there (I removed this). Having checked with WBC it does not seem that either licensee has registered a food business at the premises. It seems unlikely that the Youth Group would need to, but the Football Club almost certainly should. I have advised both groups to look at whether they should be registered and to advise the council accordingly of their decision.

The Youth Group has responded that it has applied for registration to WBC.

7. PAVILION SUBSIDENCE

WBC have not come back to me with a definitive stance on the tree ownership.

Cllr CT fed back that the Insurers have contacted the owners of the adjacent property, who may be the lawful tree owners seemingly asserting that they are their trees. This was not done with any notice to CPC. To date I have been clear to the insurers that CPC have to follow the position of WBC, which to date has been that the trees are likely to be third party trees.

I understand that CT and DH have spoken with the landowners directly now.

It is regrettable that the insurance company did not liaise with CPC about the decision to contact the landowner. The last update I had ahead of this was that the insurance company were reviewing the matter.

Have contacted the insurers for an update.

8. GRITTING

I have chased up SCC to see if there is any news on adding the proposed Chiddingfold footways to the list of gritted paths. I suspect that our routes would be classed 2 or 3 and so even if added, they may not be gritted depending on prioritisation and capacity (<https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/salting-and-gritting/pavement-and-footway-snow-clearing-routes-in-surrey>). I also suspect that the area of path outside the businesses on The Green may be rejected as it is not highways SCC land.

At the moment the PC does not undertake any gritting of the public areas it is responsible for. I am preparing a briefing on this intended for the February meeting.

9. COXCOMBE LANE WATER LEAK

Councillors were briefed on developments on 10.12.19. Thames have closed their involvement and there is no evidence currently that it is a waste water leak. I have fed back to SCC information regards the ownership of the eastern verge and the anecdotal history re. the 'lost' ditch. SCC are intending to excavate trial holes around February.

10. WILDFLOWERS

I chased SCC re. outstanding request for approval / views on wildflower management at Pickhurst, The Knipp and High Street Green and they have come back positively. There is a need for a 1m roadside cut margin and a strong suggestion that a 50cm margin be maintained for footpaths.

I have been trying to find a cut and collect service for Pickhurst, The Knipp and high Street Green. Fiona Haynes at Butterfly Conservation has passed my cutting maps onto a company and I am waiting to hear back from them.

I have responded to email from Residents' Group re. area at the pond and their plans for High Street Green.

11. COUNCILLOR VACANCY

The monitoring officer was informed of the vacancy arising from Cllr Tim Forrest's resignation on 13th December. There will need to be notification to the public following which the public (this requires 10 electors) may claim a public poll to fill the vacancy within 14 days (excluding Saturdays, Sundays, Christmas Eve and public holidays). If no poll is claimed then co-option is the route to fill the vacancy. Custom allows this notification to be delayed until after the funeral service. WBC have requested that we liaise closely over the arrangements as they are concerned about conflict with the PCC election on 7 May.

Separate briefings have been circulated in respect of the EMERGENCY PLAN and PHONE BOX CONSULTATION

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 January 2010

WORKING PAPER

ITEM 7.00



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CLERK'S BRIEFING

DATE: 31 December 2019

RE: PHONE BOX REMOVAL CONSULTATION

Documents:

Draft Response from WBC
BT Contract

As councillors are aware WBC have been consulting on BT proposals to remove 2 phone boxes in Chiddingfold (Woodside Road and Skinners Lane).

WBC have undertaken a short public consultation exercise, resulting the draft response attached. You will see that responses do not support the retention of the boxes for the purpose of phone boxes, but there was some interest in retaining the box at Woodside Road as an adopted box. WBC have not provided the number or content of responses and I have requested this.

There will now be a second (brief) consultation by WBC finishing 23/01/19.

Despite the wording of the initial email, it is not expected that any Ward Cllrs will adopt a phone box. Adoption would be by the PC.

Under the contract of adoption, the adoption doesn't grant any rights over the ground where the phone box is sited, so I queried this with WBC. The right of siting ends once the phone service is withdrawn, but there have been no known instances of the county council seeking removal of an adopted phone box, so presuming that the box in on SCC land its continued presence is assumed (though not guaranteed, so it would be sensible to confirm this with SCC if adoption is pursued).

I also asked about the reference in the contract to necessary planning permissions, but was told that this is not normally required, but this should be checked with WBC.

A number of residents responded on social media supporting the use of adoption of the Woodside Road box as a community facility (library / info point / garden produce swap point). A defibrillator point has also been suggested.

One response to WBC was copied to the PC re. Woodside Road:

I think it is so well placed on the main residential road as well as a very well used route to other parts of the village, that it would make a perfect community project - such as a lending library, a community information point or allotment produce 'glut' swapping place.

One resident contacted the council has offered to be involved in managing an adopted box another indicated they may be willing to be involved in their response to WBC.

Adoption costs £1.00, but the box having become the property of the PC would be thereafter be maintained at public expense.

Adoption would bring maintenance obligations (the Post Office flag that boxes may be painted with lead paint, which would bring extra requirements) and if electrical power is maintained then the appropriately qualified checks would be required at takeover and possibly an upgrade to the required waterproofing standard (see the contract), and thereafter on a regular (annual) basis.

I am not clear on the arrangements that would need to be in place for a power supply to be maintained, the BT site states *If there's a power connection to the box, you can keep that going for free or take it over yourself*, so it seems an option, but see section 5.5(i-iv) of the contract. Use for an AED device would require power for a heated storage unit, numerous phone boxes have been converted to house AEDs and so this is presumed possible. The costs for an AED and heated storage unit would be approx £2,500 plus the required electrical upgrades / installation costs.

I note that for an AED, there are some ongoing costs to replace used and out of date pads (approx £40 a set – lasting 2 years or one use) and the battery (£150 -£300 every 2-5 years as a guide). There would need to be weekly checks, minimum, on the device to ensure that it is ready and available for use, as is the case for the AED at the Banking House.

Costs for a community swap / info point, would be expected to be the initial outfitting cost and any maintenance.

The Council needs to consider whether to pursue adoption of one or both phone boxes. They could simply be retained as visual features, or put to new use.

Ideally, there would be a defined plan in place ahead of decision making, but the timings of the consultation do not allow this. If adopted, I suggest a public engagement exercise be undertaken to shape potential options for use, there appears to be interest from individuals is assisting with this and a working group could be established.

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 January 2010

WORKING PAPER

ITEM 8.00

Sent: 20/12/2019 14:58:39

Subject: Consultation Admin Strategy - feedback 1st February 2020

Sent on behalf of John Smith

Dear All,

Please find attached the draft Administration Strategy. The attached document sets out the consultation process which is currently underway, and the employers have until 1st February 2020 to feedback their comments.

We will be hosting an employer forum to discuss the Administration Strategy at County Hall for employers and hope that you are able to attend. The session is on:

Monday 20th January

10am - 12 noon

Please confirm your attendance by emailing adele.seex@surreycc.gov.uk <mailto:adele.seex@surreycc.gov.uk> or phoning on 01483 404697.

If you have any further queries, please contact John Smith at john.smith@surreycc.gov.uk <mailto:john.smith@surreycc.gov.uk>.

Kind regards,

John

John Smith | Pension Governance and Employer Manager | Surrey Pension Fund Resources | Finance "Successful Together"

Telephone: 0208 213 2700 | Mobile No: [REDACTED]

Email: john.smith@surreycc.gov.uk <mailto:john.smith@surreycc.gov.uk>

Address: Room G59, County Hall, Penrhyn Road,
Kingston upon Thames KT1 2DN

Surrey Pension Fund

Revised Pension Administration Strategy

Consultation

“The Surrey Pension Fund will deliver a first-class service through strong partnerships with scheme members, employers, the Border to Coast Pool and the wider LGPS community. Environmental, Social and Governance factors are fundamental to our approach which is underpinned by risk management, the use of technology and the highest standards of corporate governance.”



Contents

1. The consultation process and how to respond
2. Setting the context
3. Proposals for consultation
4. Pension Administration Strategy



1. The consultation process and how to respond

Scope of the consultation

Topic of this consultation:	The launch of a Pension administration strategy by the pension fund of Surrey County Council (the Administering Authority).
Scope of this consultation	This consultation seeks responses from Scheme Employers in the Surrey County Council Pension Scheme (Surrey Pension Scheme) and other interested parties on the revision of written a statement of the Administering Authority's policies in relation to such matters mentioned in the Local Government Pension Scheme Regulations 2013, Regulation 59 (the "pension administration strategy")
Geographical scope	Surrey County Council

Basic information

To:	This consultation is aimed at Scheme Employers in the Surrey County Council Pension Scheme
Body responsible for the consultation:	Surrey County Council
Duration:	28 days
Interested parties	We are seeking views from the following parties and individuals, with an interest in the Local Government Pension Scheme (LGPS): Chief Officers, Head teachers/Principals, Finance and HR directors and other interested parties of scheme employers in the Surrey County Council pension fund.



How to respond

1. The consultation seeks comments and suggestions regarding the Pension Administration Strategy.
2. You should respond to the consultation by 01 February 2019.
3. You can respond by email to john.smith@surreycc.gov.uk

When responding, please ensure you enter the words “Pension administration strategy” as the subject of the e-mail.

Alternatively you can write to:

Pension administration strategy
John Smith
Pension Governance and Employer Manager
Surrey County Council
Room G59
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DW

4. When responding, please state whether you are responding as an individual or representing the views of an organisation. If responding on behalf of an organisation, please give a summary of the people and organisations it represents and, where relevant, who else you have consulted in reaching your conclusions.

Confidentiality and data protection

Surrey County Council will process your personal data in accordance with the Data Protection Act 1998 and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. Individual responses will not be acknowledged unless specifically requested.



2. Setting the context

1. Surrey County Council proposes to revise its pension administration strategy to enable the more effective administration of all Scheme Employers in the Surrey Pension Scheme. This consultation fulfils the statutory requirement to consult on this issue under the Local Government Pension Scheme Regulations 2013 (59).
2. The number of Scheme Employers in the Surrey Pension Scheme has experienced a large increase between the triennial actuarial valuation of 2016 and 2019 and since the publication of the original pension administration strategy in 2017. This increase has changed the way in which the Administering Authority manages the administration of the Surrey Pension Fund. This change has brought about the need to establish clear service standards for both the Administering Authority and Scheme Employers.
3. Inadequate administration standards from the Administration Authority and Scheme Employers pose a risk to the Scheme Employer sub-funds in the Surrey Pension Fund and the Surrey Pension Fund as a whole.
4. The Local Government Pension Scheme has undergone significant reforms and a review of administration practice in line with these reforms is appropriate.



3. Proposals for Consultation

1. The Administering Authority proposes a draft Pension Administration Strategy to be effective from 1 April 2020.
2. The aims of the Pension Administration Strategy are to:
 - Clearly define the roles and responsibilities of the Administering Authority and Scheme Employers under the LGPS Regulations;
 - Ensure that the Administering Authority and Scheme Employers comply with their statutory requirements;
 - To set clear service standards and service level agreements to enable the efficient administration of functions under the LGPS Regulations;
 - To recognise that best value and best service is better achieved by close cooperation between the Administering Authority and Scheme Employers.
3. The Pension Administration Strategy contains six sections to meet the aims of the Pension Administration Strategy. These are:
 - The regulatory context of the Pension Administration Strategy
 - Aims of the strategy
 - Service standards of the Surrey Pension Fund
 - Requirements for scheme employers
 - Outline of additional administration charges
 - Consultation and review



4. Pension Administration Strategy

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Pension administration strategy of the Surrey Pension Fund

1. Introduction

The Local Government Pension Scheme (LGPS) is one of the largest public sector pension schemes in the UK. The Surrey Pension Fund (SPF) is part of the LGPS and is the Administering Authority for almost 300 employers in the scheme.

The LGPS is a valuable element of the total remuneration package of employees working with employers in the scheme. Good quality administration and communication of the overall benefits of the LGPS aids in the confidence of membership towards the scheme and in their value of this employee benefit.

The LGPS Regulations 2013 enables the Administering Authority to prepare a written Pension Administration Strategy (the Strategy) of its policy in relation to communications between and levels of performance for both the SPF and employers within the scheme.

This Strategy replaces the current Pension Administration Strategy with effect from [] and applies to all existing employers in the Fund, and all new employers joining the Fund after the effective date of [].

The Strategy sets out the expected levels of administration performance of both the SPF and the employers within the Fund, as well as details on how performance levels will be monitored and the action that might be taken where persistent failure occurs.

The Strategy is broken in to nine sections:

1. Regulatory context of the Strategy
2. Aims of the Strategy
3. Service standards of the SPF
4. Requirements for scheme employers
5. Outline of additional administration charges
6. Additional fees that may be charged by the Orbis Pension Administration Team (Orbis)
7. Additional penalties for poor performance by employers
8. Penalties for poor performance by Orbis
9. Consultation and review



Surrey County Council has delegated responsibility for the management of the SPF to the SPF Committee (Committee), taking into consideration advice from the Surrey Local Pensions Board (Board). The Committee and Board will monitor the implementation of this Strategy. Any enquiries in relation to this Strategy should be addressed to:

John Smith (Pensions Governance and Employer Manager)
Surrey Pension Fund
Room G59
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DN
Tel: 020 8213 2700
Email: john.smith@surreycc.gov.uk



2. The Regulatory Context of the Strategy

In accordance with the Public Sector Pensions Act 2015, the LGPS is regulated by the Pensions Regulator (tPR). The SPF and scheme employers and employers are also required to comply with regulatory guidance or Code of Practice issued by tPR.

The Local Government Pension Scheme Regulations 2013 (**Regulation 59 (1)**) enables a LGPS Administering Authority to prepare a written statement of the Administering Authority's policies in relation to such matters mentioned in **Regulation 59 (2)** that it considers appropriate. This written statement shall be known as the "Pension Administration Strategy" and shall include the following:

- Procedures for liaison and communications between the Administering Authority and Scheme Employers ("its Scheme Employers);
- The establishment of levels of performance which the Administering Authority and its Scheme Employers are expected to achieve in carrying out their Scheme functions ("Service Level Agreements (SLA)"). These functions are:
 - (i) the setting of performance targets,
 - (ii) the making of agreements about levels of performance and associated matters, or
 - (iii) such other means as the administering authority considers appropriate
- Procedures which aim to secure that the Administering Authority and its Scheme Employers comply with statutory requirements in respect of those functions and with any agreement about levels of performance;
- Procedures for improving the communications by the Administering Authority and its Scheme Employers to each other of information relating to those functions;
- The circumstances in which the Administering Authority may consider giving written notice to any of its Scheme Employers under these regulations (additional costs arising from the Scheme Employer's level of performance) on account of that employer's unsatisfactory performance in carrying out its Scheme functions when measured against levels of performance established under the SLA;



- The publication by the Administering Authority of annual reports dealing with:
 - (i) the extent to which the Administering Authority and its Scheme Employers have achieved the level of performance established under the SLA;
 - (ii) such other matters arising from The Pension Administration Strategy as the Administering Authority considers appropriate.
- Such other matters as appear to the Administering Authority after consulting its Scheme Employers and such other persons as it considers appropriate, to be suitable for inclusion in The Pension Administration Strategy.

In addition **Regulations 59 (3 -7)** requires that:

- Where the Administering Authority produces a Pension Administration Strategy, it is kept under review and revised where appropriate;
- When reviewing or revising the Pension Administration Strategy the Administering Authority must consult with its Scheme Employers and such other persons it considers appropriate;
- Where the Administering Authority produces a Pension Administration Strategy or revises that strategy it must send a copy of it to each Scheme Employer and to the Secretary of State;
- The Administering Authority and Scheme employers must have regard to the Pension Administration Strategy when carrying out functions under the LGPS regulations.
- **Regulation 60** requires each employing authority to publish its discretion on;
 - funding additional pension [16(2)(e) and 16(4)9d),
 - flexible retirement [30(6)],
 - waiving actuarial reductions [30(8)],
 - the award of additional pension [31] and, in addition,
- **Regulation 14 of the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011** requires employers to publish and keep under review its policy on these regulations.
- There are also a number of discretionary discretions under the current regulations and some mandatory discretions under previous sets of regulations.
- The Pension Fund Team can provide template discretion policies upon request.



Regulation 70 of the Local Government Pension Scheme Regulations 2013 enables the Administering Authority to recover additional costs from a Scheme Employer when, in the opinion of the Administering Authority, it has incurred additional costs because of the poor performance of the Scheme Employer in relation to the Pension Administration Strategy SLA.

The Administering Authority may give written notice to the Scheme Employer stating:

- the Administering Authority's reasons for forming the opinion;
- the amount the Administering Authority has determined the Scheme Employer should pay under **Regulation 69 (1) (d)** in respect of those costs and the basis on which the specified amount is calculated;
- the provisions of the Pension Administration Strategy which are relevant to the decision to give the notice.



3. Aims of the strategy

The aims of the Strategy are to:

- set out the quality and performance standards expected of the Fund and scheme employers;
- to promote good working relationships and improve efficiency between the SPF and scheme employers;
- ensure scheme employers are aware of and understand their roles and responsibilities under the LGPS regulations;
- ensure the correct benefits are paid to, and the correct income collected from, the correct people at the correct time;
- maintain accurate records and ensure data is protected and has authorised use only;
- ensure that the administration costs attributable to scheme employers are charged proportionately .

The efficient delivery of the benefits of the scheme is reliant upon effective administrative procedures being in place between the SPF and scheme employers.

This Strategy sets out the expected levels of performance of the SPF and scheme employers and the action(s) that might be taken where standards are not met by employers and/or when non-compliance occurs. It also provides scheme employers with an outline of administration charges they may occur in addition to the administration allowance contained in the employer contribution rate.



4. Service standards of the SPF

Overriding legislation, including The Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013 (as amended), dictates minimum standards that pension schemes should meet in providing certain pieces of information to the various parties associated with the scheme. Further, the LGPS itself sets out a number of requirements for the Administering Authority or employers to provide information to each other, to scheme members and to prospective scheme members, dependants, other pension arrangements or other regulatory bodies. In addition to the legal requirements, SPF has performance standards which cover all aspects of the administration of the SPF.

The SPF service standards are reviewed by the Pensions Fund Committee, Local Pensions Board and are available for consideration by tPR. Regular reporting is undertaken, and performance is also shown in the SPF annual report and accounts. The following sets out the SPF key performance indicators.

Activity	Description	Service standards	Limits
New starter	When Orbis receives electronic/paper notification of the new starter. They will verify the information, set up a new record and send confirmation to the new member.	30 working days	No
Inter fund adjustment in estimate	Check previous service recorded on starter form and write to previous provider(s) if a transfer has been requested	20 working days	No
Inter fund adjustment in actual	Check correct payment has been received, update database and issue statutory notice.	20 working days	No
Transfer in estimate	Check previous service details and offer member the option to transfer and advise of timescales	20 working days	No
Transfer in actual	Check correct payment has been received, update database and issue statutory notice	20 working days	No
Additional Pension Contributions Actual	Update database and inform payroll of the additional pension contribution deduction to be made	20 working days	No



Activity	Description	Service standards	Limits
Additional Voluntary Contributions	Provide information on the Fund's AVC schemes	10 working days	No
Nomination Forms	Update database and send acknowledgement	20 working days	No
Member correspondence	Reply to member query	20 working days	No
Employer correspondence	Reply to employer query	20 working days	No
Employee Estimates	Estimate of deferred benefits and/or voluntary retirement for age 60 and over	30 working days	One estimate per member per annum (consider increasing –this is the bare minimum)
Employer estimate	Provide employer with estimate as requested ¹	10 working days	More than five estimates per employer will require additional time, to be agreed with the SPF.
Refunds (Frozen Refunds)	Calculate refund due and issue payment	20 working days	No
Opt outs	Provide a memo to payroll to cease contributions and inform the member accordingly	20 working days	No
Deferred	Calculate final pay for surrey members, deferred benefits and issue confirmation to all members	2 months	No
Inter Fund Adjustment Out Estimate	Provide service and pay details to new employer	20 working days	No

¹ Scheme employers are encouraged to utilise the on-line self-service estimate portal. This will provide instant estimate results.



Activity	Description	Service standards	Limits
Inter Fund Adjustment Out Actual	Issue payment	20 working days	No
Provide estimate of transfer value	Provide transfer details	40 working days	1 per member per year (consider increasing – this is the bare minimum)
Make payment of transfer value	Issue payment	20 working days	No
Death in service	Send condolence letter, request certificate and enclosed any claim forms	5 working days	No
Death in service final letter	Provide details of deceased salary for Surrey members, monies due to/from the estate, calculation of any spouse's and dependants benefits, send letter and make payment of any death grant	10 working days	No
Death of deferred member initial	Send condolence letter, request certificates and enclosed any claim forms	5 working days	No
Death of deferred member final	Provide details of any benefits due and make payment of death grant	10 working days	No
Deferred in to payment	Send initial letter and forms to member	10 working days	No
Retirement	Calculate final pay for Surrey members, retirement benefits and send initial letter and forms to all members	15 working days	No
Payment of retirement grant and initiate pension.	Issue payment of retirement grant and initiate payroll record	15 working days	No
Revised Payments including Guaranteed Minimum Pensions/Modifications	Inform the member of any adjustments to the pension in payment and update payroll entry	20 working days	No



Activity	Description	Service standards	Limits
Death on pension	Terminate payment, send condolence letter, request certificate and enclosed any claim forms	5 working days	No
Death on pension final letter	Provide details of deceased's pension, monies due to/from the estate and spouse's/dependants benefits	10 working days	No
Complaints		All complaints to be dealt with in line with the additional criteria	No
Employer forums seminars	Employer forum hosted by the SPF	Annually	Yes – limited to one per year. Further seminars will be chargeable.
Requests for legislative or regulatory advice	Employer email bulletins where appropriate	TBC	Advice outside of regular bulletins will be chargeable at the prevailing SPF officer rates. (Surely Orbis should provide basic advice and even relatively complex advice as standard. Otherwise, employers will simply go to the LGA instead).



Activity	Description	Service standards	Limits
Follow-up to all member queries not answered within SLA	Email / letter to update member	10 working days	
Pension payments	Monthly payment of regular pensions.	Paid on the final Thursday of each month	
Annual benefit statements	Provision of an annual benefit statement for all active and deferred pension members	By 31 August following the end of year	
Pension Saving Statements	Provision of an pension saving statement for active and deferred pension members who exceed the Annual Allowance limit	By 6 October each year	



5. Requirements for scheme employers

Overriding legislation dictates minimum standards that pension schemes should meet in providing certain pieces of information to the various parties associated with the LGPS. In addition, regulatory guidance sets out a number of requirements for the SPF and scheme employers to provide information.

Under this Strategy scheme employers will be responsible for the following activities in the manner and timescale set out below and the potential consequence of failing to meet these service standards.

Activity	Timescale	Potential consequence of breach
Dedicated employer contact	The Scheme Employer should notify the SPF of a dedicated pension liaison contact within 1 month of the adoption of the Pension Administration Strategy.	The SPF will regularly check that contacts are up to date. The failure to appoint a dedicated employer contact will make failure of performance SLAs more likely.
Discretions policy	The Scheme Employer should provide the SPF with a copy of their Discretions Policy by 1 st July 2014, or within 1 month of the date of the Scheme Employer's entry in the SPF.	The provision of a discretions policy is a legal requirement. The SPF will chase receipt of this policy and charge at the prevailing SPF officer rates.
Payment of monthly contributions	Correct payments should be made to the SPF by the 19 th (21 st for electronic payments) of the month following deductions of pension contributions by the scheme employer (monthly payroll run).	Late payments will incur a charge of £50 plus interest per day. Interest on late payments becomes due with effect from 1 month following the required payment date. Interest is calculated at 1% above the Bank of England base rate on a daily basis.
Payment of capital sums(* <i>include footnote</i>)	Correct capital sums should be made to the SPF within 30 days of being invoiced. These may relate to pension strain costs or fees for work in relation to the charges due to the SPF.	Late payments will incur a charge of £50 plus interest per day. Interest on late payments becomes due with effect from 1 month following the required payment date. Interest is calculated at 1% above the Bank of England base rate on a daily basis.



Activity	Timescale	Potential consequence of breach
Monthly contribution schedule	A monthly contribution schedule should be sent to the SPF before or at the same time as the monthly contribution. The schedule should be sent electronically and in the format requested by the SPF.	The provision of a monthly contribution schedule is essential to the correct calculation of member benefits. The SPF will chase receipt of the monthly contribution schedule and charge at the prevailing SPF officer rates.
End of year processing	An end of year data return should be sent to the SPF within 30 days of the end of the scheme year (31 March). The schedule should be in the format requested by the SPF and be 100% accurate.	The provision of an annual statement is essential to the correct calculation of member benefits. The SPF will chase receipt of the end of year returns. Any additional administration work incurred by the SPF as a result of late or inaccurate submissions will be charged at the prevailing SPF officer rates.
Correct admission of members in to the SPF	The Scheme Employer must ensure that members are correctly admitted to the SPF.	In cases where an employer has incorrectly admitted an employee into the SPF where they were not eligible to be in this Fund, the SPF will correct this error. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
Notification of new starters	The Scheme Employer should notify the SPF of a new starter within 30 days of their joining the pension scheme.	The provision of new starter information is essential to the correct calculation of member benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
Notification of leavers	The scheme Employer should notify the SPF of a new leaver within 30 days of their leaving the pension scheme.	The provision of leaver information is essential to the correct calculation of member benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
Notification of retirements	The Scheme Employer should notify the SPF of a retirement initially in advance of the retirement	The provision of retirement information is essential to the correct calculation of member



Activity	Timescale	Potential consequence of breach
	date and provide final confirmation within 10 days of their last day of service.	benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
Notification of relevant changes	The Scheme Employer should notify SPF of any relevant changes within 30 days of the change.	The provision of employment change information is essential to the correct calculation of member benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
Appoint an Independent Registered Medical Practitioner (IRMP) in order to consider all ill-health retirement applications	The Scheme Employer should appoint an IRMP. The appointment must be approved with the SPF.	The nomination of an IRMP is a legal requirement.
Appoint a “nominated adjudicator” as part of the stage 1 internal dispute resolution procedure (IDRP)(add footnote re AA offer)	The scheme Employer should appoint a “nominated adjudicator” as part of the stage 1 IDRP within 1 month of the date of the Scheme employer’s entry in the SPF. Or within 1 month of the resignation of an existing “nominated adjudicator”.	The nomination of a “nominated adjudicator” as part of the stage 1 IDRP is a legal requirement.
Comply with auto-enrolment legislation as required by the Pensions Regulator	From the Scheme Employer’s auto-enrolment staging date.	Compliance with auto-enrolment legislation is a legal requirement, with non-compliance punishable by the Pensions Regulator



6. Outline of additional administration charges

The following scheme functions are outside of the work covered by the administration allowance as part of the employer contribution rate (this can often be because the charges relate to employers who are yet to be admitted to the SPF). These fees will be payable by scheme employers and are generally related to actuarial, legal or administration costs.

Activity	Description	Indicative charge	Comments
New employer processing	Assessment of contribution rate of the new scheme employer	According to the prevailing rates of the SPF actuary	Costs will increase if there are delays in providing data or date requires recalculation
	Assessment of the bond value of the new scheme employer (if applicable)	According to the prevailing rates of the SPF actuary	Costs will increase if there are delays in providing data or date requires recalculation
	Assessment of the cost attributable to pension risk (if applicable)	According to the prevailing rates of the SPF actuary	Costs will increase if multiple calculations are required
	Drafting and executing of admission agreements (if applicable)	According the prevailing rates of the SPF legal advisers	Costs will increase according to the complexity of the negotiated drafting of the admissions agreement
	Admission administration costs	Charged at the prevailing SPF officer rates (estimated £1,000).	Costs will increase according to the complexity of the negotiated admission to the SPF. Costs will incurred irrespective of whether or not the applying Scheme Employer abandons the application.



Re-assessment of the bond value of the new scheme employer	The SPF will re-assess bond values in line with the conditions laid out in the admissions agreement.	According to the prevailing rates of the SPF actuary	
Reports for scheme employer FRS102/IAS19 returns	The SPF will complete a pension data report required for scheme employer FRS102/IAS19 accounting returns.	Administration charge of between £200 and £400 plus VAT. Any further charge would be in accordance with the prevailing rates of the Fund actuary	
General actuarial queries	Additional actuarial queries in relation to the scheme employer	According to the prevailing rates of the SPF actuary	
General legal queries	Additional legal queries in relation to the scheme employer	According to the prevailing rates of the SPF legal advisers	
Pension strain costs	A pension strain cost may be incurred by the scheme employer where a member retires early on the grounds of redundancy or business efficiency or where an active member or deferred member chooses to retire early and the scheme employer elects to waive the actuarial reduction to their pension.	The SPF will calculate the strain cost. Payment will be due as a lump-sum payment within 30 days of being invoiced in line with the PAS Service Level Agreement.	Costs are based on age, gender, service and pay of the member.
Valuation of unfunded liabilities	Calculation and invoicing of unfunded liabilities relating to additional pension benefits awarded to employees which do not form part of their entitlement under the LGPS Regulations.	Annual administration charge of £250.	
Costs of awarding additional pension	The scheme employer may elect to award additional pension to a member. This will incur a charge.	The SPF will calculate the cost. Payment will be due as a lump-sum payment within 30 days of being invoiced in line with the PAS Service Level Agreement.	



<p>Cessation costs</p> <p><i>These costs are in addition to any cessation deficit payment required in accordance with the Funding Strategy Statement</i></p>	<p>The Scheme Employer will incur a cost if they cease membership of the SPF.</p>	<p>Charged at the prevailing SPF actuary's rates (approximately £3,000 plus VAT)</p> <p>Further charge is according to the prevailing rates of the Fund actuary</p> <p>The SPF approach to Scheme Employer cessation is laid out in the Funding Strategy Statement.</p>	
<p>Provision of stage 1 Internal Dispute Resolution Procedure (IDRP) adjudication</p>	<p>The Scheme Employer will incur an administration fee if they nominate the SPF as their stage 1 IDRP adjudicator.</p>	<p>Charged at the prevailing SPF officer rates (not exceeding £500.00 except in the most complicated cases).</p>	<p>Costs will increase according to the complexity of the case.</p>
<p>Establishment of security for the Fund</p>	<p>The Scheme Employer will incur a cost of establishing a form of security required by the Fund; e.g. a legal charge, Bond or Escrow account.</p>	<p>Administration charge of £500.</p> <p>Further charge in according to the prevailing rates of the SPF actuary and legal advisers.</p>	
<p>Covenant assessment</p>	<p>The Scheme Employer will incur a cost of the Fund carrying out a covenant assessment of the Scheme Employer to establish risk assurance.</p>	<p>Administration charge of £500.</p> <p>Further charge is according to the prevailing rates of the SPF covenant advisers (approximately £10,000, depending on circumstances).</p>	



7. Additional fees that may be charged by the Orbis Pension Administration Team

Activity	Description	Indicative charge	Comments
Pension sharing on divorce pension in payment CEV (pensioners)	Charges may be levied for CEVs because they are not part of business as usual.	Charge of £117	
Pension sharing on divorce implementing a pension sharing order	Charges may be levied for CEVs because they are not part of business as usual.	Charge of £643	
Additional cash equivalent transfer values (CETVs)	Charges may be levied for additional CETVs because they are not part of business as usual.	1 free and then charge of £117 for any additional quotation	



8. Additional penalties for poor performance by employers

Activity	Description	Indicative charge	Comments
Failure to provide end of year returns in good time	This prevents the Pension Section from producing annual benefit statements, delays the processing of pension benefits and hinders the smooth administration of the pension scheme and runs the risk of incurring substantial fines from the Pensions Regulator.	A penalty of £5,000 will be payable if the end of year return is received later than 30 th June as it may be too late to produce an annual benefit statement (they must be sent out by 31 st August).	
Failure to provide monthly contribution returns in good time	This is dealt with in requirements for scheme employers (above).		
Failure to initiate an admission agreement or arrange alternative pension arrangements before a contract is let.	This leads to great uncertainty for the members being transferred and a considerable amount of additional work for the Pension Fund Team.	A penalty of up to £2,000 depending upon the severity of the delay.	
Failure to pay pension strain costs in good time.	This is dealt with in requirements for scheme employers (above).		
Pension recharges that are late for any reason.	As the payments are made from the pension fund the pension fund suffers if it is not reimbursed promptly.	Interest at 1% above base rate from the date the payment fell due. This provides modest protection for the pension fund without being too onerous for employers.	



9. Penalties for poor performance by the Orbis Pensions Administration Team

Activity	Description	Indicative charge	Comments
Failure to self-calculate a contribution rate within 10 working days.	This can lead to uncertainty for the employees being transferred and additional work for the Pension Fund Team.	A penalty of up to £500.00 depending the severity of the delay.	
Failure to provide membership data for new academies within 15 working days.	This can lead to uncertainty for employers and additional actuarial fees for the Pension Fund Team.	A penalty of up to £500.00 depending the severity of the delay.	
Failure to provide membership data for exiting employers 15 working days.	Failure to provide this information in good time can lead to a breach of the law, reputational damage for the pension fund and generate considerable additional work for the Pension Fund Team.	A penalty of up to £1,000.	
Failure to produce papers for the Local Pension Board, Local Firefighters Board and Pension Fund Committee within the deadlines.	This makes the board roles harder, leads to additional work for the Pension Fund Team and undermines effective scrutiny.	A penalty of up to £500 per paper.	
Failure to provide the pension strain costs flowing from early	The consolidated schedule for the quarter must be provided within ten working days of the end of the	A penalty of up to £1,000 in addition to any other penalties	



retirements to the Pension Fund Team.	quarter. Any delay can lead to a serious loss of investment returns.	payable, depending upon the severity of the delay.
Failure to recharge the Compensation / Crombie / Injury award costs flowing from the payment of compensation benefits.	The consolidated schedule for the month must be produced within ten working days of the end of the month. Any delay can lead to a serious loss of investment returns.	A penalty of up to £1,000 in addition to any other penalties payable, depending upon the severity of the delay.



10. Consultation and review

In preparing this administration strategy statement the SPF will consult with Scheme Employers. The consultation period will be from 23 December 2019 to 31 January 2020.

Thereafter, the Strategy will be reviewed as when required (at least in line with each triennial valuation).

All Scheme Employers will be consulted before any changes are made to the Strategy.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 January 2010

WORKING PAPER

ITEM 9.00

CHIDDINGFOLD PARISH COUNCIL (CPC) - RISK MANAGEMENT PLAN

1. Chiddingfold Parish Council's risk management approach is to identify possible risks to / from activities and services and to take proportionate steps to mitigate or avoid risk.
2. Failure to manage risk appropriately may endanger persons, impair the Council's provision of services, increase costs and cause reputational damage.
3. The primary approaches to risk management employed are:
 - Planning (practical arrangements implemented to reduce risks);
 - External Advice / Skills (purchasing of professional skills to advise and carry out tasks where required and the council does not have in-house resources);
 - Internal Controls (policies and procedures to ensure compliance with statutory regimes, monitoring of activities and ensuring that other strategies are correctly utilised); and
 - Insurance (protection against claims).
4. The Finance and Compliance Committee (FCC) will review the council's Risk Assessment annually and make recommendations to the full council that are considered appropriate in the light of that review.
5. The Council will consider the overall Risk Management Plan annually.
6. The Council will maintain an Asset Register for audit and insurance purposes and review this annually. Unless the Council has decided to exclude an asset from insurance, all assets should be insured and the adequacy of the insurance arrangements considered annually, or sooner should circumstances change.

Risk Management Plan: Version Number 1

Adopted: XXXXXXXXXX

Review Due: XXXXXXXXXX

RISK ASSESSMENT

Add any new activities and the risks arising.

Review the existing analysis in the light of any changes / events.

If the Adjusted Risk is not within thresholds, decide controls to be taken to lessen the risk to an 'acceptable' level and note.

Re-asses and note the mitigated risk levels.

Risk Scores are considered to fall within 3 levels; **Low (1-5)**, **Medium (6-10)** and **High (10+)**. Scores over 5 should be reviewed to see if risk can be further reduced. A high-scoring activity should immediately be reviewed and further mitigation put in place. If a High score remains after all mitigation is implemented the Council should consider ceasing the activity as risks may not be justifiable.

Score	Likelihood	Score	Severity of Harm
1	Improbable, very unlikely.	1	Negligible
2	Unlikely but possible.	2	Minor loss or damage / injury
3	Occasional occurrence.	3	Moderate loss or damage / injury
4	Frequent occurrence.	4	Severe loss or damage / injury or permanent disability
5	Often and expected to occur.	5	Very serious loss or damage / fatal injury

ITEM	RISK	CONTROLS IN PLACE	PREVIOUS RISK SCORE (likelihood 1-5 x severity 1-5)	REVIEW – (2019) Note any issues / changes (to move into the 'Controls In Place' column for the next review)	ADJUSTED RISK SCORE (likelihood 1-5 x severity 1-5)
ASSETS / PROPERTY					
Buildings - Pavilion	Non-Structural Loss / Damage	Appropriate insurance in place, reviewed annually informed by an annual review inspection. Full repairing licence in place. Annual inspection of assets and review of the asset register.	3 x 1 3	Annual inspection with report to Licencees to be instituted. Currently no insurance in place. CPC should require this of the Lessees.	3 x 1 3
	Structural Damage	CPC has insurance in place for the structure of the building and to be reviewed on the occasion of material changes.		Subsidence event – occurred 2018 Underinsurance identified - Buildings reinstatement costs assessment valuation to be obtained every 5 years or upon significant changes to the building.	2 x 4 8
Buildings - Pavilion	Fire	Annual Fire Risk Assessment (arranged by licencees as building in long term licenced use).	3 x 1 3	JMC asked to provide confirmation of assessment.	2 x 4 8

		Kitchen fire blanket in place and fire extinguishers that are serviced annually.			
Fixed Assets (bus shelter, benches, railings, fences etc)	Loss / Damage	Maintenance scheduled and budgeted. Twice yearly inspections.	3 x 1 3		3 x 2 6
FINANCE					
	Banks and Investment - bank could fail.	Funds and investments spread over a number of banks. Investments to be approved by council.	2 x 1 2	Noted that funds are not fully covered by FCSC £85,000 guarantee for approx. 2 weeks in April and November when the precept is received and before budgeted expenditure is paid.	1 x 2 2
	Consequential loss from destruction of base office	Portable computing and telecoms to enable easy use of temporary base. Regular, tested data backups stored off-site. Insurance to cover costs of re-locating and restoring data to continue operating.	2 x 1 2	Not all data is stored electronically, but all essential documents are. Recommended to review historic documents and arrange scanning if required and send originals to the SHC.	1 x 2 2
	Loss through theft or dishonesty	Staff references taken up. Adherence to Governance & Accountability and Financial Regulations. All expenditure presented to council. Limited and secure access to bank accounts. Regular financial reviews and quarterly bank reconciliations. Internal Audit at least annually. Appropriate insurance against fidelity and subsequent financial loss in place.	1 x 1 1		1 x 4 4
	Budget control	RFO, Clerk and FCC to draft budgets for recommendation to CPC (and forming the basis of the CPC's precept demand).	1 x 1 1	FCC formed and delegated to undertake the monthly I&E against budget.	1 x 1 1

		I & E against budget presented and reviewed at each monthly council meeting.		
	Precept and other income entitlements (eg wayleaves) not received.	Expected receipts are included in the budget and reviewed monthly. (Presumption that the Borough Council carries out its statutory duty to collect and pay over the CPC precept.)	1 x 1 1	1 x 1 1
	Unforeseen expenditure	Adequate provision for contingency is included in the budget. Keep informed of and follow HMRC and HMCE statutory requirements and guidance. Keep informed of legal obligations. Insurance to cover the financial impact of claims such as Public Liability, loss of property, theft and consequential loss.	1 x 1 1	2 x 2 4
PUBLIC LIABILITY				
	Physical Injury to third parties / damage to third party property.	Tree inspection and maintenance regime by appropriately qualified professionals. Regular water access and enclosure inspections. All land, properties and furniture that is the responsibility of the CPC is inspected at least twice yearly and necessary maintenance implemented. Site and event-specific risk assessments undertaken for council events (in consultation with CPC insurers). Third-parties planning events on land for which CPC is responsible must request permission of the CPC and provide an event-specific risk assessment and proof of public liability insurance. Contractors are required to have appropriate certification and their own insurance in place.	2 x 2 4	2 x 5 10

		Insurance in place to a minimum of £10m.			
	Non-physical Injury to third parties including defamation.	Code of Conduct and Health and Safety Policies in place and regularly reviewed. Policies for Data Protection and Media Use. Insurance in place for liable, defamation and slander, hacking of data.			1 x 3 3
EMPLOYER LIABILITY					
	Legal claims for breach of employment law	Membership of Associations providing employment legal updates. Ensure compliance with the Health & Safety at Work Act and all other current employment legislation. Complaints and Grievance Policy. Employer Liability insurance in place to provide financial cover.	1 x 1 1		2 x 3 6
	Harm / Injury to staff	Implementation of a Health and Safety Policy, specific to the workplace. Employers' liability Insurance in place.	2 x 2 4		2 x 2 4
REPUTATION					
	Harm to Council's reputation	Implementation and review of Standing Orders, Financial Regulations and Policies. Code of Conduct is strictly adhered to. Councillor's interests are recorded.			2 x 2 4

		Policies are in place for Data Protection and Media.			
IT					
	Failure of IT systems and loss of data.	<p>Staff and Councillors are provided with 2 encrypted data storage devices and should adhere to the CPC policy on data handling, backup and storage.</p> <p>Staff and councillors' data back-ups are stored separately from the working data.</p> <p>No council services are provided online.</p> <p>The online banking facility can be accessed from any computer.</p> <p>Use of a UPS at the Parish Office affords automatic continuance of power for IT and comms in the event of mains power failure.</p> <p>The Clerk and RFO have full IT and comms capacity to work securely at any site, independent of the parish office.</p>			1 x 1 2

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 January 2010

WORKING PAPER

ITEM 10.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

CLERK'S BRIEFING

DATE: 11.12.19

RE: PARISH EMERGENCY PLAN

On 21 October 2019, Tinaz Erenhler (TE), Emergency Planning, Resilience and Safety Officer at Waverley Borough Council met with Cllr Underwood (RU), Resident Mike Danson (MD) (designated Chiddingfold Emergency Team Leader in the draft Community Emergency Plan) and myself to discuss the future role of a Parish Emergency Plan in the light of many of the responsibilities and functions being held by WBC and SCC.

A parish-based plan has been in existence in draft format and incomplete for several years and during its evolution the requirements have shifted and it was not clear what, if any planning should be done at parish level. WBC had had several changes of officer in this role and it was hoped to clarify the role of the PC going forwards.

TE was impressed by the work that had gone into the plan, and stated that many areas do not have any plan, however, it may be trying to do too much and not be deliverable. TE shared the Surrey Prepared Guide to Resilience Planning.

Any plan by the PC needs to recognise that we have limited resources and should not try to do too much. In an emergency situation the emergency services and / or lead agencies will be responsible and the role of the PC is to support those services and the community, but it is unlikely to take any lead role. Most of the items on the risk assessment section are not suitable for a PC response.

WBC are themselves limited in terms of resources.

There are 3 core elements to emergency planning:

- 1) Preparedness
- 2) Responsiveness
- 3) Recovery

PREPAREDNESS

It is not expected that the PC acquire stockpiles of resources or sandbags etc. The responsibility for such things where the risk is to private premises, lies with the individual (although WBC *may* be able to assist with sandbags).

The PC can identify potential issues in relation to infrastructure matters e.g. flooding and seek to address these with partnership authorities.

The PC can signpost residents to potential problems and information on how households and businesses can be prepared / more resilient and take preventative action.

Encouraging the notification of vulnerable persons to lead agencies (need to consider this from a Data Protection perspective – follow up with TE)

Maintenance of a local resources database (need to have permission to hold and use personal data, including passing on to others)

RESPONSIVENESS

The role of the PC is likely to be limited to the immediate event as it is the most local authority and may be in a position to assist in local communications directly and also in being able to assist WBC / SCC with communications. The local aspect is particularly vital if phone connection / internet is not available.

The local database of resources can be shared as needed with partnership agencies.

The PC could look to have a plan for offering or coordinating a short-term immediate refuge. The responsibility for this would shift quickly up to borough or county.

RECOVERY

There is less of a role here for the PC. Potentially a monetary donation could be made if it were to the benefit of the community (and not an individual / private concern).

The PC can assist in providing information to the community about resources available etc.

SURREY / WAVERLEY PLANS

The Surrey Local Resilience Forum Response Plan can be found here:

https://www.surreycc.gov.uk/_data/assets/pdf_file/0007/87253/SLRF-Emergency-Response-Plan-V13.5.pdf

The SCC Community Risk Register can be found here:

https://www.surreycc.gov.uk/_data/assets/pdf_file/0008/71729/Surrey-LRF-Community-Risk-Register-2019.pdf

The WBC Community Risk Register can be found here:

https://www.waverley.gov.uk/site/scripts/download_info.php?downloadID=465&fileID=858 the specific issues where Chiddingfold is identified relate to flooding history.

CLERK'S PROPOSALS

I feel that the current plan is too detailed and that the focus should be on sign-posting a clear reporting and communication structure, encouraging residents to think ahead and improve their own resilience, and maintaining a register of core skills / equipment locally that is kept up to date.

The plan should focus on Preparedness and Responsiveness and in respect of the later be focussed on the short term as other agencies would be expected to take over going forward.

The main risks in my opinion to cover are:

- Bad weather
- Flooding
- Loss of Road Access (could be from the above or due to RTA or Fire etc)

The key elements to include in the plan are:

Preparedness

Identify an incident structure / reporting network

Contact details for the partner services (some may not be included on the public version of the plan) and making sure they know who to contact at the PC.

Update the data base of local resources (with a focus on medical skills and equipment like 4x4s, chainsaws etc).

Residents should be encouraged to consider maintaining a stockpile of long-life food, blankets, torches, batteries, radio etc. In flood risk areas, additional advice to consider sand bags, barriers etc.

PC may wish to invest in some expandable type barrier bags (expand when wet), for use at the banking house.

Plan for immediate shelter option if required e.g. the pavilion (need to establish access to Key in an emergency – currently with Cllr RU, but new key needs to be cut).

Flood risk - TE has made available the WBC surface water flooding susceptibility maps for the area (attached with this briefing) with a view to these be shared with the community along with links to resources and information as a start point to encourage individuals to consider their own strategies. (A section on the website can be used for this purpose and the link spread on Social Media, notices in the notice boards and perhaps an article on flood and bad weather preparedness in the Parish Magazine.)

Responsiveness (when an event occurs)

Information dissemination to the community and signposting to resources

Providing information on the resources database to partner agencies as required.

Encourage residents to checking on elderly or vulnerable neighbours.

Providing immediate shelter if required.

A version of the plan document should be published on the website.

Lauren

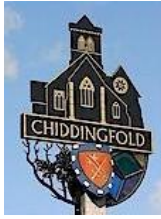
Lauren Blatherwick
Clerk to Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 January 2010

WORKING PAPER

ITEM 11.01



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Tel: 07557 344499
www.chiddingfold-pc.gov.uk
Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick
Deputy Clerk & RFO: Sue Frossard CiLCA PSLCC
clerk@chiddingfold-pc.gov.uk

Minutes of a meeting of the Chiddingfold Parish Council Finance and Compliance Committee held on **Wednesday 11 December 2019** at 7.00pm in The Charles Watts Room of the Village Hall

Cllrs Present: Cllr Daniel Hall (DH) Cllr Peter Little (PL)
Cllr Tony Wiener (TW)
In Attendance: Sue Frossard (RFO) **Public:** 0

DRAFT MINUTES

1.00 APOLOGIES FOR ABSENCE

Apologies had been received from the Chairman of the FCC, Cllr Tim Forrest. These were accepted and duly noted.

ELECTION OF A MEETING CHAIRMAN

Cllr Dan Hall proposed he chair this meeting and this was unanimously agreed.

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 FCC HELD ON 13 NOVEMBER 2019

RESOLVED: to approve the minutes of the FCC meeting, held on 13 November 2019, as a true record of decisions taken and the Chairman signed the minutes.

3.01 REVIEW OF OUTSTANDING ACTIONS FROM PREVIOUS FCC MEETING(S)

(TW) **Children's Playground.** TW will prepare a report and recommendation for a future FCC meeting to consider. A discussion paper had been circulated and, pending further investigation the following points were debated and agreed as follows:

1. Do we recommend refreshing the playground? **AGREED** Yes.
2. Do we recommend expanding the playground size (and/or finding an additional/alternative site) expanding and expanding the range of equipment in recognition of the increased village population (and to suit a greater age range)? **AGREED** Yes.
3. Are we prepared to fund the total cost – say £100k and, if not, how much can we budget for? **AGREED** that funding be further investigated with WBC, SCC, the local school and nursery and other organizations.
4. Do we want to engage in an appeal? See (6) below.
5. Do we expect Waverley Borough Council to contribute and, if not, what percentage? **AGREED** Yes, WBC should contribute.
6. WBC want evidence of local support. Councillor Tebbot has a view that parishioners are tired of questionnaires and has recommended no further consultations. The emerging local plan has some limited data supporting a playground refresh. WBC are unlikely to provide any funds without firm evidence from the community. Do we use the emerging local plan data or engage on another consultation? **AGREED** that a further, specific consultation will be necessary as evidence to accompany applications for funding.

Minutes of the 11 December 2019 meeting of the Chiddingfold Parish Council Finance and Compliance Committee

Signed by Chairman: Date:

2019-12-11 / 13

7. In many ways it would be desirable to take ownership of the playground and ground lease so we have total control over it. The major negatives are that we would be responsible for maintaining the equipment, its safety and area cleaning. Should we explore taking over the playground lease? AGREED, capital and ongoing expenditure costs should be investigated for both options: to fund and organize replacing the playground, WBC retain ownership and all responsibility; or to take a Lease on the land, take over funding and ongoing responsibility for the equipment and its use. TW to progress this, to liaise with Witley PC, who own their playground.

ONGOING – to be put on main agenda.

- (TF/PL) Business Plan. FCC to meet to develop this and bring a new draft for consideration at a future FCC meeting. ONGOING – to be put on the main agenda.
- (TF) To circulate the 2004 and 2009 (review) of the Parish Plan, to inform the new Business Plan. COMPLETED.
- (RFO) To book the CWR from 12noon to 2pm on Wednesday 20 November for a meeting of FCC to develop the Plan. COMPLETED.
- (DH) Toilet facility at Combe Common. DH to obtain at least three quotations for drawing up plans for this facility and prepare cost estimates to bring to the next FCC meeting for consideration before making a recommendation to full council. No progress yet. ONGOING – to be put on the main agenda.
- (RFO) Risk Assessment: the RFO will review the risk assessment and produce an amended version for consideration by the FCC at the December meeting. (See Item 5.01 below). COMPLETED.
- (DH) Parish Council Insurance: following the update of the asset register, DH will meet with the insurance brokers to discuss the parish council's actual requirement and will report back to the FCC. ONGOING.
- (TF) CIL: TF to ask the Planning Committee to monitor planning decisions and pass details of those expected to attract CIL or S.106 monies to the RFO. TW reported that this had been discussed at the Planning Committee meeting. TW will discuss with that committee how best to direct possible pending CIL to the RFO.
- (RFO) To add a column in the CIL spreadsheet headed 'PENDING' to record CIL and S.106 funds that might be expected to appear on Exacom as advised by the Planning Committee. COMPLETED.
- (RFO) To check Exacom monthly to ensure that the funds expected are received and to query any that do not. COMPLETED. (This appears on each FCC Agenda).
- (RFO) PR and Advertising budget: to draft provision in the next budget (2021-2022) for more funds for PR and Advertising. COMPLETED.
- (RFO) To post the PC's contribution towards the Remembrance Day lunch to the 'PR and Advertising' nominal account (and not to the Chairman's Allowance). COMPLETED.

4.00 FINANCE

NOTED: the RFO's briefing on the year's accounts to end of November, circulated with the agenda pack.

4.01 FINANCIAL STATEMENT OF ACCOUNTS

RESOLVED: To approve the balance sheet and the actual income and expenditure against the budget, which was as expected at this point in the year.

RESOLVED: No EMR virements need to be recommended to full council.

4.02 RECEIPTS AND PAYMENTS

Receipts, future-dated payments, payments necessarily made since the last meeting and transfers of funds between accounts listed on the Order to Pay form were reviewed and were in accordance with the 2019-2020 budget.

RESOLVED: to note receipts and transfers and the payments made between meetings; to authorize the RFO to make the future-dated payments.

4.03 BANK RECONCILIATIONS

The reconciliations between bank statements and the cash book on the current and 30-day savings accounts were presented to the FCC for review.

RESOLVED: That bank reconciliations to 30 November 2019 agree to the cash book.

4.04 CIL

NOTED: that the balance of potential, local CIL currently stands at £36,880.49 and that no CIL has yet been confirmed as due, collected or allocated.

4.05 PRECEPT, TAX BASE, COMPENSATORY GRANT AND COUNCIL TAX SUPPORT GRANT

NOTED: that the RFO has made a precept demand to WBC and this has been confirmed as received.

NOTED: that WBC have confirmed that, for the year 2020-2021 the following applies:

the tax base for Chiddingfold has risen by 11.3 to 1,397.1;

the Compensatory Grant will be £2,470; and

the Council Tax Support Grant is zero and there will be no further support in future years.

RESOLVED: that the actual figures make no significant change to the agreed budget or precept demand, which had been calculated on estimated figures and had been agreed by full council. No action required.

5.00 COMPLIANCE

5.01 PARISH COUNCIL RISK ASSESSMENT METHODOLOGY AND RISK MANAGEMENT PLAN

The RFO had reviewed the parish risk assessment format and methodology and had amended the schedule of risks.

RESOLVED: that the revised Risk Assessment is approved by the FCC for recommendation to the full council to approve and adopt.

5.02 PARISH COUNCIL GRANT AWARDING AND DONATIONS POLICY AND PROCESS

The Parish Council had not approved the draft policy and had delegated to the FCC the task of reviewing the draft policy and process. A revised draft to be recommended to the full council with a proposal for adoption.

RESOLVED: that, as no specific issues had been raised at the full council meeting, the FCC will invite all councillors to respond formally with details of their concerns with the draft policy and process (by a given date). The FCC will then produce a briefing, including all the comments received on the existing draft, and a revised draft to submit to full council together with their recommendations.

6.00 CORRESPONDENCE AND GENERAL BUSINESS

6.01 CORRESPONDENCE RECEIVED

The RFO advised receipt (today) of a letter from Nationwide advising the closure of all Community gross savings accounts during 2020. This matter will be brought to a future FCC meeting after the RFO has investigated this fully.

7.00 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).

7.01 TIMING AND FREQUENCY OF FCC MEETINGS

The RFO raised a question as to whether it is necessary to hold FCC meetings every month. A number of projects take some time to research fully before bringing to the FCC for a resolution and the consequence is that few resolutions (other than on standard items which could be done less frequently) are brought to each meeting. Meeting time is used for preliminary discussion which could be done outside of a formal meeting. The RFO also suggested that cutting down meetings to, for example, alternate months would lower the admin cost of room hire and staff costs, which had for some time been cause for concern.

AGREED: that the FCC members will discuss and decide if reduced frequency is desirable and/or if the timing of meetings should be changed to better facilitate the process of recommendation to the full council and avoid loss of a month in order to comply with the statutory deadlines for advising and holding meetings.

8.00 DATE OF THE NEXT FCC MEETING

[For information. Dates are set at the Annual Meeting of the FCC.]

NOTED: the next FCC Meeting will be held on Wed 08 January 2020 in The Charles Watts Room of the Village Hall, commencing at 7pm.

ACTIONS SUMMARY

- TW Children's Playground. TW to progress investigations in line with the AGREED direction given above, including to liaise with Witley PC, who own their playground.
- (FCC) Business Plan. FCC to meet to develop this and bring a new draft for consideration at a future FCC meeting.
- (DH) Toilet facility at Combe Common. (Carried forward). DH to obtain at least three quotations for drawing up plans for this facility and prepare cost estimates to bring to the next FCC meeting for consideration before making a recommendation to full council.
- (DH) Parish Council Insurance: (Carried forward). following the update of the asset register (Clerk and RFO to carry this out), DH will meet with the insurance brokers to discuss the parish council's actual requirement and will report back to the FCC.
- TW CIL. TW will discuss with the Planning Committee how best to alert possible pending CIL to the RFO.
- (RFO) Risk Assessment. To be passed to the Clerk for inclusion on the full council January meeting agenda for approval and adoption.

(PL & FCC) Parish Council grant awarding and donations policy and process. to invite all councillors to respond formally with details of their concerns with the draft policy and process (by a given date) and to produce a briefing, listing all comments received, and a revised draft for approval by the FCC prior to submission to full council together with a recommendation.

(FCC) Meeting frequency and timings. To discuss whether meeting frequency and timings should be changed and to bring a decision on this to a future FCC meeting.