



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 12 March 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: 05 March 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 13 FEBRUARY 2020
To approve the minutes of the Meeting of the Parish Council on 13 February 2020 as a true record of decisions taken and the Chairman to sign the 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):
NOV ACTION: Proposal for improved pedestrian route from Coopers Place to Witley Station. CPC to ask WBC to add improvements to the existing footpath 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.
FEB ACTION: CT to speak to school about gritting the section of path immediately by the rear entrance.
- 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/2020/0211 20-March-20	Erection of extensions and alterations to create a two storey dwelling	April Cottage, Pickhurst Road
WA/2020/0232 24-March-20	Erection of an outbuilding following demolition of existing outbuildings.	Crosstrees, Pickhurst Road

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

- 4.02 MINUTES OF THE JANUARY PLANNING COMMITTEE MEETING
To note the minutes of the Planning Committee meeting held on 27 February 2020.
- 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 and comment as appropriate.
- 7.00 GRANTS AND DONATIONS POLICY
The FCC were asked to review the draft policy and make recommendations to Council. A revised draft has been prepared and is being reviewed by the FCC on 11 March and final recommendations will be made orally.
PROPOSED to resolve:
1) whether to adopt the proposed amended Grants and Donations Policy.
- 8.00 GRASS CUTTING
To consider the briefing from the Clerk and associated quotes.
PROPOSED to resolve:
1) Whether to accept one of the available quotes at this time; or
2) Whether to seek further information and / or additional quotes
- 9.00 COMMUNICATIONS STRATEGY WORKING GROUP
PROPOSED (TW): to resolve to establish a working group to explore and report back to Council on a strategy in respect of external communications, looking at what to provide, how frequently, distribution channels, who will produce it and costs associated.
- 10:00 APPLICATION FOR USE OF THE PAVILION / COXCOMBE REC ON 13 MARCH
To note that the Clerk gave consent to use of the Pavilion and Recreation Ground for a charity cycling rest stop on 13 March at the request of the Chiddingfold Football Club.
- 11:00 FINANCE AND COMPLIANCE
- 11.01 MINUTES OF THE FEBRUARY 2020 FINANCE AND COMPLIANCE COMMITTEE (FCC) MEETING
To note the February FCC meeting was postponed and there are no minutes to note.
- 11.02 BUSINESS PLAN
PROPOSED (TW): to resolve to
1) Approve the Business Plan prepared by the FCC
2) To establish working groups to investigate (a) changing room facilities at Combe Common and (b) playground improvements.
- 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 09 April 2020 in the CWR of the Village Hall commencing 19:45.
- 14.00 COMBE COMMON – DRAINAGE WORKS AND BOUNDARY CLARIFICATION (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))
- 14.01 PROPOSAL (Clerk): To resolve to exclude the press and public from consideration of items 16.02 on the basis that public discussion prejudicial to the public interest by reason of the confidential nature of business to be transacted and that information is subject to legal privilege.
- 14.02 COMBE COMMON – DRAINAGE WORKS AND BOUNDARY CLARIFICATION
To consider the briefing from the Clerk on the settlement of the boundary and protection of drainage works and associated legal documents and decide on actions arising.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 12 March 2020

WORKING PAPER

ITEM 3.00



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[DRAFT] MINUTES

Minutes of the Parish Council Meeting held on Thursday 13 February 2020
at 19.45 in the Charles Watts Room of the Village Hall.

CLLrs Present: Christine Tebbot (CT) Vice Chairman
Ilan McKie (IM)
Anthony Johnson (AJ)
Peter Little (PL) (arrived 19:49)

Roger Underwood (RU)
Tony Wiener (TW)
Susie Forrest

In attendance: Lauren Blatherwick (Clerk) Public: 1 – WBC Cllr Anna James

1.00 APOLOGIES FOR ABSENCE
Apologies were accepted from: Daniel Hall (DH) Chairman.

2.00 DECLARATIONS OF INTEREST
None.

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 09 JANUARY 2020
RESOLVED: To approve the minutes of 09 January 2020.

3.01 REVIEW OF ACTIONS FROM THE ABOVE MEETING MINUTES AND OUTSTANDING FROM PREVIOUS MEETINGS
Review outstanding actions from previous Council meetings (where not an agenda or Clerks's report item):
OCT / DEC ACTION: Visual improvements at Forrest Stores. The store has itself improved the frontage and a new log bin is also planned. CT stated that the meeting between PL and Surrey Hills would still take place looking at non-highways signage in the Parish. ACTIONED
NOV ACTION: Proposal for improved pedestrian route from Coopers Place to Witley Station. CPC to ask WBC to add improvements to the existing footpath to their Infrastructure Development list. CT to forward wording to the Clerk for provision to WBC. ONGOING
DEC ACTION: DH to write formally to The Surgery in recognition of their reopening. ONGOING
JAN ACTION: Potential community benefit projects as part of the WBC housing developer tender. No new proposals have been made to the Clerk. A meeting with WBC is being arranged. ACTIONED
JAN ACTION: DH attended Pavilion JMC meeting on 13 January 2020. JMS should provide minutes. ACTIONED.

4.00 PLANNING
RU: Update - WBC Southern Area Planning Committee meet on 25 February to consider the Waverley Housing applications for Hartsgrove and Pathfield, but Queensmead as an ecological report is outstanding.

4.01 APPLICATIONS
RESOLVED: To respond to the below applications as follows:

WA/2019/2105 14-Feb-20	Listed building consent for internal alterations to refurbish existing cafe	The Green Room, The Green
	No Objection	
The Council notes that the exterior works are not part of this planning application, however, the view of the Council is that a different colours scheme would benefit		

	<i>the building and the street scene. The dark paint proposed is not in keeping with the surrounding properties and further, the dark paint against the glazing will lack contrast and have the effect of losing the detail of the heritage features of building in the form of the narrow glazing bars, the fan light above the door and door surround.</i>	
WA/2019/2108 12/02/2020*	Construction of a dormer window and installation of a roof light (revision of WA/2019/1629) <i>Object</i> <i>Comment: The insertion a further rear dormer presents an increase in the scale and bulk of the roof form. It is noted that the property has already been extended through the addition of a single-story extension, a roof extension, porch extension, a conservatory and front and rear dormers, the cumulative effect of which is to increase the floor space by 60% over the original dwelling.</i>	<i>Tweenways Westway Close, Wormley</i>
WA/2019/2099 12/02/2020*	Erection of single storey extension following demolition of existing conservatory. <i>No Objection</i>	<i>Serendipity, Ballsdown</i>
WA/2019/2134 18-Feb-2002	Certificate of lawfulness under section 191 to confirm that works have commenced to implement planning permission WA/2017/0201 & WA/2018/1148 and listed building consents WA/2017/0202 & WA/2018/1149 <i>WBC Officers to determine</i>	<i>Barn at Stable Cottage, Combe Lane</i>
NMA/2020/0003	Amendment to WA/2016/1503 for amending the position of the barn on specific plans <i>Decided</i>	<i>Solars, Pockford Road</i>
NMA/2020/0008	Amendment to WA/2019/0186 for amended orangery design <i>WBC Officers to decide</i>	<i>Ramster Cottages, 2 Petworth Road</i>
NMA/2020/0006	Amendment to WA/2018/0043 to move sky light <i>Decided</i>	<i>Saxon Stables, West End Lane</i>

*The italicized dates in the first column are the response deadline dates given to this Council.
(* these applications have a response date of 14/2 on the weekly list, but an earlier date on the portal and WBC have been notified of an intention to respond on 14/2, in line with the weekly list).*

4.02 **MINUTES OF THE JANUARY 2020 PLANNING COMMITTEE MEETING**
The minutes of the Planning Committee meeting held on 23 January 2020 were NOTED.

5.00 **NEIGHBOURHOOD PLAN**

CT: Currently in midst of the HRA assessment by AECOM. It is intended to bring the final version of the draft policies and a Project List to March Council Meeting for approval. Projects are included as an aim of the NP. TW raised recent email from the Council's consultants re. progress and CT gave assurances that all issues are being addressed. NOTED: It is possible that new matters may come out of the HRA.

6.00 **CLERK'S REPORT**

The Clerk's Report for the February meeting was NOTED and updates and discussion had on some items:
(9) Gritting – Clerk fed back that the request to SCC for repairs to the Ash Combe grit bin have been turned down. Given the condition of the bin means water gets in rendering the salt unusable, the Council agreed that SCC should be asked to remove the bin. **ACTION: Clerk**

- (13) Combe Common Car Park – Agreed that the Clerk should get quotes for surface patching for Council to consider and should look at possibly widening of the entrance on the right side. **ACTION: Clerk**
- (14) Parish Survey, War Memorial – **ACTION: Clerk to seek quote for an updating report from the stone mason who previously inspected the memorial.**

7.00 THE GREEN – WORK TO SETTS

RESOLVED unanimous:

- 1) to instruct TJ HUNT to re-set the loose granite setts around The Green, cleaning and repairing as necessary and replacing any that are missing with new granite setts to match. RESOLVED unanimous
- 2) Any costs in relation to 1 above that exceed the allocated expenditure budget are to be funded from the General Reserve.

8.00 WINTER GRITTING

PROPOSED: To implement a Winter Gritting Policy in respect of areas of Parish Council responsibility. REJECTED unanimous NOTED: CT will speak to school about gritting the section of path immediately by the rear entrance. **ACTION: CT**

9.00 INSURANCE CLAIM – THE PAVILION

CT has now circulated emails / correspondence she has had with land owners re. Trees and the Pavilion insurance claim (copy to be resent to Clerk). CT reported the land owners claim ownership of the trees, they will agree to removal of the Elm, but not the Ash. They have spoke to WBC and are seeking a tree surgeon's opinion on reducing the crown of the Ash. They prefer that the pavilion be underpinned. In light of this information the proposal was varied by unanimous agreement.

RESOLVED unanimous: The Clerk to write to the owners of Coxcombe seeking an update on their own investigations / proposals into options for the Ash tree and requesting they respond to the Council's insurers **ACTION: Clerk**

10.00 ALLOTMENTS – NEW FENCE

RESOLVED unanimous:

- 1) To approve the installation of 32m of 6 foot high Deer Wire fencing at the Combe Common Allotments.
- 2) That the project above be funded as follows: firstly by use of grant funding from SCC Cllr Victoria Young's Members Allocation Fund; and secondly by use of ear-marked reserves to fund the remaining costs associated with the proposal above, being approximately £118, from the Trees and Hedges EMR. The Clerk to seek further approval should costs for the project increase by more than 15%.

11.00 DONATION TO VILLAGE FETE

PROPOSED (IM) seconded (SF) to resolve: To make a donation of a £100 cash Raffle Prize to the Chiddingfold Fete. RESOLVED unanimous

12.00 WBC STANDARDS COMMITTEE – ELECTION OF PARISH COUNCIL REPRESENTATIVES

To consider any change in the Council's previous vote in the light of the new information provided by WBC.

RESOLVED unanimous: To confirm the previous decision to vote for Stefan Reynolds and Ian McKie in the election of councillor representatives to the WBC standards board.

13:00 FINANCE AND COMPLIANCE

13.01 MINUTES OF THE JANUARY 2020 FINANCE AND COMPLIANCE COMMITTEE (FCC) MEETING

The minutes of the FCC meeting held on 8 January 2020 were NOTED.

TW raised a tension between the NP, from which priorities are arising, but which is not yet complete nor adopted, and setting up a Business Plan (BP) to define priorities for the work of the Council. FCC wanted to progress projects ahead of the NP completion and PL developed a BP which the FCC have finished with, and was to have been brought to Council. PL commented the current draft is for the short term and projects need to be looked at to ensure they are not in conflict with the NP. CT suggested the BP be brought to the March Meeting by TW as Chair of FCC and circulated to council in advance, with which TW agreed. TW noted that the FCC is progressing 2 items the IA raised as without authority from Council; changing room and shower block at Combe Common and playground project. Clerk advised that the correct process is that FCC should seek approval from Council for work that is outside its Terms of Reference. CT stated that normally Working Groups progress background research type work and suggested WGs be proposed at the March meeting for these two projects. RU noted there were previous quotes for work on a changing block at Combe Common.

- 13.02 **AMENDMENT TO FCC TERMS OF REFERENCE**
 The FCC proposed a change to reflect a reduced meeting schedule. The RFO and Clerk proposed 2 additional minor changes in the Responsibilities section to align with requirements of Financial Regulations. TW opposed the term Annual Meeting of the Committee as this is not defined in Standing Orders.
 PROPOSED (Clerk) amendment to the draft Terms: the two references to "each annual committee meeting" be changed to "*the first meeting of the Committee following the Annual Meeting of the Council*".
 RESOLVED unanimous: to resolve to adopt the revised Terms of Reference for the Finance and Compliance Committee.
- 13.03 **NATIONWIDE ACCOUNT CHANGES**
 Following changes to the accounts offered by Nationwide Building Society, the RFO has opened a Business Savings Account (BSA) and recommends the balance of funds and interest in the Community Business Investor Account (CBIA) be moved into the new BSA and the CBIA closed.
 PROPOSED (RFO): The Nationwide Community Business Investor account be closed after the closing balance, together with final interest, is transferred (by Nationwide) into the newly-opened Nationwide Business Savings Account. RESOLVED unanimous
- 13.04 **DELEGATED SPENDING**
 NOTED: £750 spent on emergency tree works at Coxcombe Recreation Ground (Item 5 on Clerk's Report) and funded from the Trees and Hedges EMR.
- 13.05 **INDEPENDENT INTERNAL REVIEW TO 31/12/19**
 The letter from the Internal Auditor reporting on the review of Council records and processes / procedures to 31 December 2019 was NOTED. [discussion in relation to this took place at 13.01 above]
- 14.00 **LATE ITEMS**
 For information and discussion only (lawful decisions can only be made on items specified on the agenda).
- 12.00.01 SF: Youth Group are proceeding with application for food licencing, but the Football Club are not. AJ: Football Club are no longer serving food. **ACTION: Clerk to seek update from Football Club.**
- 12.00.02 Clerk: WBC confirmed today a bye-election is not required. Council can proceed to co-opt to fill the vacancy.
- 12.00.03 Clerk: WBC have now invoiced for the May 2019 election costs, £424.
- 12.00.04 Clerk: A letter of thanks has been received from St. Mary's Church for the grant towards repair of the flag pole.
- 12.00.05 CT: The Village Litter Pick will take place on Saturday 28 March. CT will write article for Parish Magazine and Clerk will design the poster and see if the Lengthsman is available to assist on the day. **ACTION: CT and Clerk.**
- 13.00 **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 12 March 2020 in the CWR of the Village Hall commencing 19:45.
- 16.00 **COMBE COMMON – DRAINAGE WORKS AND BOUNDARY CLARIFICATION**
- 16.01 RESOLVED unanimous: To exclude the press and public pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960 from consideration of items 16.02 and 16.03 on the basis that the information is legally privileged.
- 16.02 **BOUNDARY**
 RESOLVED unanimous:
 1) To instruct ABM to undertake a boundary survey for the purposes of documenting and registering the boundary between the Coxcombe Recreation Ground and land under title number SY410606 on the North side of Woodside Road Chiddingfold.
 2) To approve the drafted boundary settlement for proposal to the owner of SY410606
 3) Clerk to seek agreement with the third-party landowner and, if agreed, to instruct solicitors to complete the registration of the agreement.
- 16.03 **DRAINAGE WORKS**
 RESOLVED unanimous:
 1) The Council's position on ownership of the drainage works and how the works will be maintained is in line with the recommendation in the Confidential Briefing by the Clerk.

- 2) The Clerk should seek agreement from the third party land owner to the above position on ownership and maintenance, and if not possible, establish the issues for further consideration by Council.
- 3) If agreement is reached as above, the Clerk to instruct solicitors to draft a legal agreement to give effect to the intentions of the parties to be registered as necessary against the relevant land.

DRAFT

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 12 March 2020

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 12 March 2020

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 27 February 2020 at 11 am in the Parish Office, The Banking House, The Green, Chiddingfold, GU8 4TU.

Cllrs Present: Cllr Roger Underwood Cllr Christine Tebbot
Cllr Tony Wiener Cllr Susie Forrest

In attendance: Lauren Blatherwick (Clerk) Public: 0

1.00 APOLOGIES FOR ABSENCE
None.

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 23 January were approved and signed by the Chairman.

4.00 PLANNING APPLICATIONS

4.01 The following applications were considered below:

CA/2020/0010 exp 6/3/20	Trees in the Conservation Area (reduction 3 trees) The WBC tree officer has visited the site and has no objections. No Objection (unanimous)	Avola Farm, Coxcombe Lane.
WA/2020/0033 28-Feb-20	Erection of two storey extension and alterations. This is 1 of a small development of 10 houses that were constructed with a view to meet the demand for small central village properties suitable for older residents and downsizers. There remains a shortage of 2 bed properties in the village centre and the Council objects to the loss of a 2 bed property at this location. The Council is concerned by the design proposals as the size of the newly configured bedrooms would seem to be very small and to fall outside the Nationally Described Space Standards, compounded by the limited head / ceiling heights. Object (3:1 against)	1 The Oaks, Coxcombe Lane
WA/2020/0113 13-Mar-2020 10th March*	Erection of extensions and alterations and creation of new vehicular access. The proposal floor plan drawings do not show a staircase, but it is presumed that it will be located as per the current floorplan. It was felt that the scale of the chimneys was incorrect on the drawings.	2 New Cottages, Killinghurst Lane

	The parking proposal is felt to be an improvement. No Objection (unanimous)	
WA/2020/0136 <i>13-Mar-2020</i> 10th March*	Erection of a detached dwelling following demolition of existing barn and partial demolition of existing dwelling (as amplified by bat reports received 18/02/2020). The Council feels the design of the new building is not appropriate and is out of keeping with the surrounding area and other local significant buildings of historic interest e.g. at Watlands, Messylls, Redwood Place, Timbers Chase and Quince Cottage. Brookfield at Killinghurst Lane is given as an example of new building that is in keeping with local architecture. Object (unanimous)	Follies Farm, High Street Green.

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

** indicates the response date on the WBC Planning Portal*

In relation to WA/2020/0033, it was agreed that the application be raised with WBC Cllrs Anna James with a view to it being called the Local Area Committee for decision. **ACTION: Clerk.**

In relation to WA/2020/0136, it was felt that the advice of the Surrey Hills Planning Advisor should be sought on this development within the AGLV. **ACTION: CT to contact Surrey Hills.**

4.02 Applications responded to under delegated authority

NOTED: Clerk's response to the following applications under delegated authority

WA/2019/1774 20- Feb-20	Certificate of lawfulness under section 191 for the construction of the building and its use for storage (use class B8) (Amended description) No Objection	Unit 7 Fisher Lane Factory, Fisher Lane
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5.00 PLANNING DECISIONS

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

WA/2018/2032 - Hybrid application consisting of a full application for the erection of buildings and energy centre to provide approximately 6 400 sq. M. Of floor space for design and engineering use (mixed use within use class b) together with car parking landscaping - Dunsfold Park Land North Of The Runway Extension, Stovolds Hill, Surrey - *Support (conditional) with comments* – FULL PERMISSION

WA/2019/0189 - Erection of extensions and alterations to existing bungalow to form a two storey dwelling. - Tanglewood, Pickhurst Road - *Support* - FULL PERMISSION

WA/2019/2033 - Construction of a vehicle access including installation of electric charging point and associated works - 1 Northbridge Cottages – *Object* - REFUSED

WA/2019/2037 - Erection of extensions and alterations - Brooklands, Woodside Road - *Object* – FULL PERMISSION

WA/2019/2083 - Certificate of Lawfulness under Section 192 for use of existing studio to use as ancillary habitable accommodation - Wynchfield, Pickhurst Road - *No Objection with comments* – GRANTED

WA/2019/2067 - Erection of a single storey extension - 33 Ashcombe - *No Objection with comments* – GRANTED

WA/2019/2086 - Erection of extensions and alterations with associated works - Meadowside, Ridgley Road - *No Objection with comments* - GRANTED

WA/2019/2105 - Listed building consent for internal alterations to refurbish existing café - The Green Room, The Green - *No Objection, with comment on exterior treatment* – Granted

WA/2019/2108 - Construction of a dormer window and installation of a roof light (revision of WA/2019/1629) - Tweenways Westway Close, Wormley - *Objection with comments* – FULL PERMISSION

NMA/2020/0003 - Amendment to WA/2016/1503 for amending the position of the barn on specific plans - Solars, Pockford Road - ALLOWED

WA/2019/2099 - Erection of single storey extension following demolition of existing conservatory - Serendipity, Ballsdown - *No objection* – FULL PERMISSION

NMA/2020/0008 - Amendment to WA/2019/0186 for amended orangery design Ramster Cottages 2, Petworth Road - ALLOWED

NMA/2020/0006 - Amendment to WA/2018/0043 to move sky light - Saxon Stables, West End Lane - ALLOWED

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)

NOTED that WA/2019/2108 was decided ahead of the date on the Weekly List and despite this Council informing WBC of the an intention to respond within the listed timescale, which was different to the Portal date. A complaint has been made to WBC, as yet, no response has been received.

6.01 Alleged Public Footpath between Woodside Road and Public Footpath 211

NOTED The application in relation to the alleged Public Footpath between Woodside Road and Public Footpath 211 will be considered at the deferred meeting of the Surrey County Council Waverley Local Committee on Friday 13 March in the Waverley Borough Council Chamber, The Burys, Godalming, GU7 1HR at 10am. CT will attend the meeting to support the application as representative of the Parish Council.

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.

The SSALC Legal and Finance Day Networking Day takes place on 26 March, it is proposed that the date of the next meeting is moved to accommodate the Clerk attending this event.

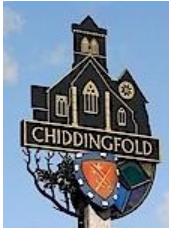
RESOLVED: The next Planning Committee meeting will take place on WEDNESDAY 25 March 2020 in the Parish Office at 11:00am.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 12 March 2020

WORKING PAPER

ITEM 6.00



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CLERK'S REPORT

PARISH COUNCIL MEETING 13.02.20

1. ACTIONS FROM PREVIOUS MEETINGS

FEB: Clerk to request removal of the broken Ash Combe grit bin that SCC will not repair. ACTIONED (request that at next inspection, if not replaced, it be removed as it serves no purpose while not water-tight).

FEB: Clerk should get quotes for surface patching Combe Common Car Park and look into possibilities for improvements to the right side of the entrance. UNDERWAY

FEB: Clerk to seek quote for an updating report from the stone mason who previously inspected the War Memorial. IN PROGRESS (clarification of the works in 2015 sought from the Stone Mason).

FEB: Clerk to write to the owners of Coxcombe seeking an update on their own investigations / proposals into options for the Ash tree and requesting they respond to the Council's insurers.

ACTIONED (response awaited).

FEB: Clerk to seek update from Football Club re. food licencing. ACTIONED (response forwarded).

FEB: Clerk to produce Litter Blitz poster and advertise. ACTIONED

2. CORRESPONDENCE

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

25.02.20 - Confirmation from the planning agent for The Green Room that the letter from the Council in relation to exterior decoration will be forwarded to the owner.

25.02.20 – Reside Developments informative re. tree work on land at rear of Woodside Road.

27.02.20 – WBC request for details of any films that have been filmed in Chiddingfold over the years for inclusion on WBC Film Map - replied to having consulted Cllrs and The Archive.

3. CONSULTATIONS

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

- Determination of Surrey's admission arrangements for community and voluntary controlled schools and coordinated schemes 2021 – objections by 15 May 2020
- Haslemere Town Council Pre-Submission Consultation (Regulation 14 of The Neighbourhood Planning (General) Regulations 2012) – 27 April 2020

4. HIGHWAYS

Thames Works A283 by Cherfold

The mains leak caused considerable traffic disruption and was not felt to be well managed by Thames, there were no closure signs in place on the approach from the South on the A283 on the Thursday morning and the sign at The Green heading South gave no details as to where the closure ahead was. The difficulty is that large vehicles from Witley were getting into Chiddingfold and then detouring on the smaller, unsuitable roads. Following up on concerns raised by residents I spoke with SCC Streetworks and was later informed that they had an officer on site seeking improvements to signage which was considered to be "very poor" when he arrived. Following up a resident's

suggestion I proposed that a matrix sign be used at Witley to state no through route on A283 at Chiddingfold. Someone was supposed to call me to discuss this, but I received no call and do not know if the matrix sign was put in place. It is hoped that some lessons are learned from this event.

Road Closure – A283 at Nothbridge– 28/2

Following notice of this closure I requested details of the diversion route and made the point again about vehicles using unofficial diversions on unsuitable smaller lanes. SCC agreed to look at additional signage and a plan was put in place for signs at the larger approaching junctions stating “Side Roads not suitable for large vehicles. Follow diversion”. Details of the closure and the official diversion (via Billingshurst) were circulated on social media. Unfortunately, the works did not take place on 28 Feb and the SCC roadworks website was not updated. I chased SCC and was told the rain prevented the works and they were now scheduled for 2 March (weather permitting). This update was shared on the website and social media.

Work was then found to be taking place on the 3 March, though not showing on the SCC roadworks map. I sought a further update from SCC and the response was circulated. I made the point to SCC that residents are understandably confused and annoyed when they are told about a 1 day closure on 28 Feb and in fact the road is closed on 2 and 3 March. I stressed the need for the SCC roadworks map to be kept up to date.

High Street Green Verge – Thames Works

SCC agreed that Thames had left the site in an unsuitable condition and would arrange for them to correct this. I was clear that no fine topsoil be used in view of the intention to create a wildflower verge there. Thames have agreed with SCC to carry out the necessary remedial works before 16 March and SCC are due to inspect on the 16th and feedback.

Coxcombe / Woodside Verge Damage

It is a long-standing problem that large vehicles mount the verge, cutting into it on this corner. The angle is tight in the first instance and made more so when cars are parked opposite. I have reported the matter to Highways.

Damage to the Green 27/2/20

A bus caused damage to The Green on 27 Feb. Cllrs have provided me with photographs and I will take the matter up with Stagecoach, the bus company.

Planned 15 day Closure at High Street Green – due to start 23/3

Details of the diversion route have been sought and I will circulate the information on social media.

5. TREES

The Winter Tree Inspection from Thursley Tree Care has been received, but I have had to send it back for corrections. I have received an apology and been told that the corrected report will be available by the 6 March. At first consideration there is not much work recommended at this time.

The Spring Mulch and replacement girdle for the ancient Hawthorn is still to take place and the Arboriculturist is meeting with the new Blacksmith, Mike Keogh, to discuss and a quote is meant to come directly to the PC for the ironwork.

The most significant work remains as identified in the previously to a large number (16+) roadside Ash trees at Combe Common that are showing Ash dieback and will need to be felled. It is unclear if all are PC trees. I will enter into discussions with SCC Highways about responsibility. The full job is estimated at 3 days work and will require traffic lights on the road.

6. DRAINAGE WORK AT COMBE COMMON

The land owner has been written to following the last Council Meeting in relation to confirming and registering the boundary and in relation to legally safeguarding the existence and maintenance of the drainage works. There has been a request to fund the other party's legal advice on these matters. This needs to be considered. Wider questions in relation to action to safeguard this Council asset is also required. A Confidential Item has been circulated (see separate Briefing).

7. WEBSITE

Added:

- Litter Blitz Poster
- PAGNE public meeting re Gatwick Airport
- WBC – New Car Parking Rates (from 1st April)
- Road Closure of A283 on 28/2 and updates
- Joint Public Health England and Surrey County Council statement on confirmed COVID-19 case in Surrey and link to the gov.uk page

8. ALLOTMENTS

SCC grant funds towards the new fence section SCC have been received and preparatory works undertaken by Johnstones. A date for the fence installation is awaited.

The plot renewals will be going out on the 1st of April. Renewals this year will be on the basis of an 8 month period to run to the end of November, rather than the standard 12 months. This is in order to shift the renewal period to the Winter and allow time for reletting ahead of the new growing season, at the moment new tenancies are being dealt with in April / May and this is too late for a proper season. The special requirements on Notice to Quit continue to apply and the Council would still need to comply with these if it wished to end a tenancy for reasons other than those justifying re-entry or due to breach of the agreement by the tenant.

The Tenancy Agreement would be adjusted to take account of the change and then from 1st December 2020 it would revert back to being an annual tenancy.

The contract terms will be reviewed as part of the process and consideration given to include provision for a ban on the use of 'professional' products by plot-holders, and a requirement that products are used in such a way as to limit contact only with the plot being treated so as not to interfere with the plots of other allotment holders.

9. COUNCILLOR VACANCY

The vacancy has been advertised in line with the Council's co-option policy and responses sought by 31st March for a decision on at the April PCM.

10. PHONE BOX ADOPTION

Improvements to the Woodside Road box ahead of adoption were completed. There was some public concern that the box at Woodside was being removed (when repairs were taking place), but I updated the post on Facebook to explain what was happening.

I consulted WBC re. any need or planning approval, but they have confirmed that community use is covered under permitted development. Paperwork with BT is being progressed.

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

5 February 2020

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 12 March 2020

WORKING PAPER

ITEM 7.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

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

This policy was adopted by Chiddingfold Parish Council at its meeting held on xxxxxxx

GRANTS AND DONATIONS POLICY

Chiddingfold Parish Council ("the Council") is able to award a limited number of grants and/or donations to groups and organisations that provide or support activities that benefit the residents of Chiddingfold parish ("the Parish").

The Council may award:

1. Annual Revenue Grants
2. Small Grants
3. Donations

Applications for each type of grant must:

- State clearly the intended use of the grant
- Demonstrate a clear benefit to a significant number of residents of the Parish

Applications for either type of grant must not:

- Be for retrospective funding
- Be for funds which may contribute to a surplus for charitable distribution or increase the reserves of the group/organisation

Grants can only be made to groups/organisations which are able to demonstrate to the Council that they exercise sound financial management. This demonstration can normally be achieved by providing a copy of the previous year's audited accounts or, where these do not exist, a forecast budget of income and expenditure relating to the grant application. This information should accompany the application, or its absence must be explained.

If a group/organisation is able to reclaim VAT (whether or not it actually does so), the amount requested must NOT include the associated VAT amount.

ANNUAL REVENUE GRANTS

An annual revenue grant is intended to provide revenue support to a group or organisation providing a service that the Council recognises as providing a significant ongoing benefit to the residents of the Parish, whether that service is physically in the Parish or not. Any annual revenue grant will not normally exceed £2,000.

Applications for annual revenue grants (and the required supporting documents/ information as stated on the application form) must be received by the Parish Clerk by 31st August for applications for the next (April-March) financial year. An annual revenue grant can only be paid to a bank account in the name of the group/organisation applying.

Applications for annual revenue grants are considered by the Council as part of its annual budget setting process.

Each applicant will be notified in writing (by email) by the Parish Clerk of whether or not their application has been successful following approval of the Council's budget (normally in December).

Annual revenue grants are typically paid in August following confirmation being received by the Parish Clerk from the applicant of the payment account details. Applicants are responsible for updating the Parish Clerk of any changes to contact details and requesting the payment of any grant awarded.

Any annual revenue grant which is awarded but not paid within the financial year for which it is awarded will be voided.

SMALL GRANT AWARDS

The Council allocates a specific budget in each financial year to provide small grants. Once this has been allocated the Council will not normally consider any further applications and this will be notified on the Council's website.

A small grant is typically expected to be a contribution towards a project that the Council recognises as providing a significant benefit to the residents of the Parish. Any small grant will not normally exceed £500.

The Parish Clerk will assist the applicant to meet the application criteria. If the application criteria cannot be met the application will be rejected by the Clerk. Valid applications will proceed to consideration.

An application for a small grant may be made to the Parish Clerk at any time during the year (and must include the required supporting documents/information as stated on the application form). A small grant can only be paid to a bank account in the name of the group/organisation applying.

Applications for grants of up to £500 will be considered by the Council's Finance and Compliance Committee, over £500 they must be considered at a meeting of the Council.

Each small grant application will be considered in relation to:

- Viability of the proposal
- Any proven record of delivery of community benefit by the applicant
- Likely number of residents of the Parish to benefit
- Other funding obtained / or evidence of ongoing efforts to obtain other funding
- Previously awarded grants to the same group/organisation by the Council

It may take up to 12 weeks for an application for a small grant to be considered, but the Council aims to determine applications at the next available meeting where possible.

Each applicant will be notified in writing (by email) by the Parish Clerk of whether or not their application has been successful.

Where additional funding is required for the project, the award of a small grant is conditional upon the applicant providing to the Parish Clerk satisfactory written evidence of those monies also being available. The applicant is responsible for providing this evidence and requesting release of grant funds. Subject to this requirement, all small grant awards will be paid following confirmation being received of the payment account details. Applicants are responsible for updating the Parish Clerk of any changes to contact details and requesting the payment of any grant awarded.

Any small grant which is awarded but not paid within the financial year for which it is awarded will be voided.

CONDITIONS OF ALL GRANT AWARDS

Grants are paid from public funds, which are subject to scrutiny. Therefore, the Council must be able to demonstrate that all monies are awarded within the powers of the Council and that the monies are properly spent.

A grant may only be used for the purposes set out on the application form. If the funding cannot be used for the stated purpose or a project be completed by the stated Project End Date then the applicant must notify the Parish Clerk at the earliest opportunity. The applicant may propose an alternative use of the grant funds or alternative Project End Date for consideration by the Council, but the Council reserves the right to rescind the grant and require the return of the monies.

If, for any reason, grant monies are not fully used, then the surplus must be returned to the Council, unless otherwise agreed in writing by the Council.

The applicant must give written confirmation to the Parish Clerk by the 'Project End Date' as stated in the grant application form (or as otherwise agreed by the Council) that (i) the project has indeed been completed and (ii) the funding has only been used for the stated purpose.

If an application for a grant is approved, the Council's financial support must be acknowledged in any publicity relating to the project (for a small grant), and in the group's/organisation's annual report (for both an annual revenue grant and a small grant).

DONATIONS

The Council may make donations to registered charities/not for profit groups/organisations with a demonstrable connection to the Parish. Donations will not normally exceed £100. The Council will not normally contribute to national appeals other than the Royal British Legion Poppy Appeal.

Applications for donations must be made in writing to the Parish Clerk, setting out why the Council should support the stated cause. Applications will be considered by the Council's Finance and Compliance Committee.

Any donation will only be payable to a bank account in the name of the charity/not for profit organisation.

Grants and Donations Policy:

Version Number 2.0

Prepared By:

Lauren Blatherwick (Clerk)

Prepared:

March 2020

Adopted:

Review Due:

Reviewed:



Chiddingfold Parish Council

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clerk@chiddingfold-pc.gov.uk

Please read the Council's Grants and Donations Policy before completing this form and returning it to the Parish Clerk at the above address.

GRANT APPLICATION FORM

APPLICANT DETAILS

Group/Organisation Name:

Contact Name:

Position in Group/Organisation:

Contact Address:

.....

Contact Telephone No:

Registered Charity: YES / NO If YES, Charity No:

Bank account details for where any payment will be made:

Account Name:

Account Number: Sort Code:

DETAILS OF FUNDING REQUEST

Amount Requested: £..... Date funds required: / /

Type of Application: Annual Revenue Grant / Small Grant / Donation (delete as appropriate)

What are you seeking funding for?

.....

.....

Continue on separate sheet if required

Who (and how many) Parish residents will benefit

.....

.....

Continue on separate sheet if required

Total annual revenue expenditure (*for Annual Revenue Grants only*):

£.....

- For applications for small grants for capital projects, please attach quotes/prices received (or provide a written explanation of why these cannot be provided)
- For all other grant applications, please attach detailed budget revenue/expenditure forecast (or provide a written explanation of why this cannot be provided)
- Information not required for applications for donations

Other funding sources (information not required for applications for donations):

Agreed funding £ Source:

Agreed funding £ Source:

Agreed funding £ Source:
Continue on separate sheet if required

Applied for funding £ Source:

Applied for funding £ Source:

Applied for funding £ Source:
Continue on separate sheet if required

Any other funding source: YES / NO Details:

.....

What is the group's/organisation's contribution to the funding? £.....

Project End Date: / / (only applicable for small grants)

Has the Council previously granted funds to your group/organisation and/or for this project? YES / NO

If YES, give details:

.....

Continue on separate sheet if required

Previous year's audited accounts attached? YES / NO (not required for donations)

If NO, explain why not:

.....

Continue on separate sheet if required

Declaration

In submitting this application on behalf of the stated group/organisation, I hereby certify that:

- all statements made and information enclosed are true;
- I have read the Council's Grants and Donations Policy and agree to the conditions therein; and
- I understand and agree that this application and any supporting information may be made public.

Signed: Date:

Position in Organisation:

Data Protection: The information provided in this application form will only be used by the Council in the administration of its grants and donations process and for no other reason. The information will be processed in accordance with the Council's data retention policy.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 12 March 2020

WORKING PAPER

ITEM 8.00

Report to Follow

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 12 March 2020

WORKING PAPER

ITEM 9.00

COMMUNICATIONS STRATEGY:

There is a view that our formal communications with residents is poor. There is a lot going on and residents have a right to know how their money is being spent.

It is very common for all councils to produce and distribute a newsletter. Whilst we have a policy on communications, attached, it deals more with the legal and procedural aspects about who can provide external communications.

In fact, the policy states "Chiddingfold Parish Council is committed to provision of timely, accurate information about its governance, decisions and activities." which I don't believe we fully fulfill.

I therefore propose that we should form a working group to explore:

1. Do we need to improve our external communications
2. What communications should we provide
3. Frequency of communications
4. Distribution channels
5. Who will produce it
6. Costs of production and distribution

Cllr Tony Wiener



Chiddingfold Parish Council

MEDIA AND COMMUNICATIONS POLICY

1. Introduction

1.1 Chiddingfold Parish Council is committed to provision of timely, accurate information about its governance, decisions and activities.

2. Legal Framework and Restrictions

2.1 The Council recognises its obligations under the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000 and the Data Protection Act 2018. This policy takes account of the Code of Recommended Practice on Local Authority Publicity, issued by the Department for Communities and Local Government.

2.2 This policy is subject to the requirements of the Council's Standing Orders, Financial Regulations, Data Protection Policy and Code of Conduct.

3. Principles of communication

3.1 The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the council will ensure any publicity:

- Is lawful
- Is cost effective
- Is objective
- Is even-handed
- Is appropriate
- Has regard to equality and diversity
- Is issued with care during periods of heightened sensitivity

4. Official council press releases

4.1 Council press releases are on behalf of the council as a whole. In certain circumstances, it may be appropriate for a councillor to draft the press release, but the Clerk (or other nominated officer) will be responsible for checking and subsequently issuing any official council press release.

4.2 Press releases will accurately reflect the corporate view of the council, contain relevant facts and may include an approved quotation from an appropriate councillor. Releases will not promote the views of specific political groups, unduly publicise the activities of individual councillors, identify a councillor's political party or persuade the general public to hold a particular view.

4.3 Any press releases issued will be made available on the council's website. An edited version may be available via the council's social media platforms, with a link to the full story.

5. Requests for interview

5.1 The Council will nominate a named Media Contact at the annual meeting of the Council to represent the council in any media interviews.

5.2 Any request for an interview with a councillor or officer should be through the Clerk in the first instance. Should the Council's named Media Contact not be able to respond, the Clerk, in liaison with the Chairman, will determine whether another councillor or officer should be put forward.

5.3 Where a councillor is authorised to speak on behalf of the council, it is their responsibility to ensure they are clear on the corporate position of the council, and that their responses to questions accurately reflect this.

5.4 Where an officer is authorised to speak on behalf of the council, they must not give their opinion; their role is to provide information on and in support of the council's agreed policies.

5.5 If a councillor has not been authorised by the council to speak to the media on a particular issue, but provides a statement / interview they should be clear that they are giving a personal statement and that it should be clearly reported as such.

6. Publicity during elections

6.1 In the period between the notice of an election and the election itself (purdah), the Council will refrain from publishing information on controversial matters and in relation to individuals standing for election. All council publicity shall be managed by the Clerk.

7. Social media

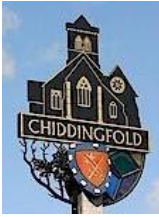
7.1 The council recognises social media platforms are a valuable communication tool. The council will endeavour to use those which are most widely used in the local area, and regularly review the type and number of social media sites used.

7.2 In order to provide a consistent message across, all social media releases by the Council will be managed by the Clerk via the Council's official accounts / profiles. Social media posting on behalf of the Council, or as an officer of the Council, should avoid comment and be politically neutral.

7.3 Any use of social media on behalf of the Council must respect copyright, data protection, freedom of information and other laws. Officers must not use insulting or offensive language, or engage in any conduct that would not be acceptable in the workplace or elsewhere.

Media and Communications Policy:
Prepared By:
Adopted:
Review Due:

Version Number 1
Lauren Blatherwick (Clerk) May 2018
16 May 2019 under Item 14.01
November 2020



Chiddingfold Parish Council

STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

This First Revision of its original Statement of Community Engagement was adopted by Chiddingfold Parish Council under Item 9.04.02 at the Parish Council Meeting held on:

14 April 2016

Chiddingfold Parish Council's aims and objectives for seeking community engagement and the outcomes it hopes to achieve are:

Aims

- Y to work more closely with residents, businesses and community groups;
- Y to use a range of available media to capture and analyse views, listen to concerns, learn opinions and to use this information as the basis for decision-making.
- Y to encourage residents' participation in strategic planning, decision-making and monitoring and assessing services;
- Y to provide opportunities for residents' to work effectively and constructively with the Council.

Objectives

This strategy is part of the council's commitment to create and maintain effective working relationships with all sectors of the community, based on trust, openness and transparency. Outcomes of the strategy will include:

- Y improved communication through the establishment of new channels of engagement.
- Y better understanding by residents of the role of Councillors and how to best use Council services.
- Y improved engagement with local communities, with more people feeling that they are involved in decision-making and a higher percentage of people involved in volunteering.
- Y more input into shaping public services, bringing greater satisfaction.

Defining the Community

Chiddingfold is a rural village and civil parish set in the heart of The Weald in Surrey, approximately 3 miles south of the centre of its principal authority Waverley Borough Council. It lies on the A283 between Milford and Petworth. Chiddingfold Forest is a Site of Special Scientific Interest (SSSI) lying nearby.

The community consists of a little over 1200 residential properties accommodating a wide demographic cross-section of around 2900 people. Post-war development has seen the village grow with a number of small-scale housing projects and numerous house replacements that gives the village its current diverse stock of housing.

Farming has been, and remains, a major industry in the area. Many residents commute to other areas, including London, for employment. The community may be defined as consisting of:

- Residents of the Village,
- Users of Parish Council Services,
- Village Hall Management Committee and Village Hall users,
- Head Teachers and Governors of St Mary's School,
- Young people who live and/or go to school in the Village,
- Retail and other and Businesses in the community,
- Interest groups – clubs and societies e.g. Chiddingfold Horticultural Society,
- Voluntary organisations eg. Good Neighbours, Car-Go! Transport Scheme,
- Church Groups, from the three churches in the parish,
- Farming Community,
- Groups of people defined by a common factor such as age, disability, faith. Other groups, such as Councillors, Council Staff, Neighbourhood Police and Countryside Officers.

Role of Council Members and Officers

The Parish Council is non-political with 9 elected Councillors identified in the community, via newsletters and the parish website, for their roles and responsibilities, which are also detailed and published in the Council's Model Publication Scheme, List of Services. Council members communicate with the public via attendance at meetings and/or as part of their work with relevant committees. Councillors each have a number of different roles that embrace a range of activities including: Planning and Development; Finance and Compliance; Recreation Ground Management; Highways Liaison; Police Liaison; Care for the Elderly; Housing; Liaison with other Parish Councils; Village Hall Management; liaison with principal authorities. These roles inevitably bring opportunities to discuss the work of the Council with residents and peers and encourages participation and feedback.

There is one officer of the Council, The Parish Clerk, who carries out all aspects of council work. The Clerk is based in an office located within The Archive in the centre of the village. The Parish Office is open from 9am to 4pm on Mondays and Thursdays. Outside of these times the Clerk is frequently at meetings or engaged on parish business but is generally contactable by email, telephone or by mail. The current Clerk is Sue Frossard and she is also the Council's Responsible Financial Officer, responsible for the parish finances.

The Parish Council does not directly employ ground maintenance staff but uses local contractors who have direct contact with members of the public and who are able to answer many questions concerning grounds maintenance matters. Their ability to do this effectively and courteously is as important as any other element of the Councils work in the community and provides good feedback on the views of people on the services offered by the Council.

Provision of Information to the Community

The Parish Office is open to the public Mondays and Thursdays from 9am to 4pm. Calls can be made or messages left at any time. The Council email address is - clerk@chiddingfold-pc.gov.uk. The parish office telephone (01428 683906) has an answerphone which is regularly monitored. Phone numbers and addresses for the Chairman, Vice-Chairman and other councillors are also published.

Members of the community may wish to engage with the Council at different levels - from the odd email or letter with a suggestion on how a service could be improved, to regular attendance at Council meetings. The Parish Council website address is widely published and the site contains current events and news, published policies, minutes, agendas, annual reports, financial statements and has directory contact listings for councillors, local businesses and community groups.

The Council obtained funding for a Council computer and, with the growing reliance on the Internet to provide information generally, this is available to residents, during parish office opening hours, to look up information on Government, County, Borough or Parish Council websites.

The Council produces a monthly report which is published in the parish magazine and this outlines current business and projects being undertaken by the Council. This report and other statutory notices are published on the main notice board (on the wall of Forrest Stores). General notices and information are published on four other parish notice boards: at either end of Coxcombe Lane recreation ground, outside the main entrance to the doctors' surgery and on the walkway to the Village Hall.

The local, non-denominational Good Neighbours Scheme uses a 'pyramid' of volunteers to ensure that every resident in the parish has a Good Neighbour. Interaction is two-way, the Good Neighbours are able to provide residents with information on local services and community groups, and are able to direct residents' issues to the correct agency.

Opportunities for Community Involvement

Residents are invited to attend parish council meetings and are made very welcome. During the meeting, the public may ask questions relevant to the agenda.

The Parish Council has one formal Committee dealing with matters related to local Planning. This Committee is governed by statutory regulation and operates exactly as if it were a council; meeting in public, making decisions and publishing agendas and minutes.

In addition there are permanent Working Groups. These include a group for Finance and Compliance. Most of the day-to-day business of the Council falls to one of these groups. These groups have no authority to make decisions and are not regulated. Any research, ideas and proposals from these groups must be brought to a full council meeting in order for a resolution to be made.

Additional, temporary Working Groups are formed as required, usually for one-off projects or to address a specific concern. Examples would be the Community Building Group, or the Bus Review Group. Residents are invited to join these groups and, through these, have an opportunity to shape their community.

Public consultations are held for business of significant importance to the community. Examples would be where a large amount of public money is to be used such as for a community building, or if the Council is required to respond to a consultation, then it seeks to learn the opinions of the community that it represents, this Council values opinions and suggestions from all residents.

The Council conducts a quarterly 'estates walkabout' with the Borough Council Housing Department. This provides the opportunity for tenants to raise issues regarding their housing and for the parish council to monitor issues and suggest solutions.

A number of annual, community events take place in the parish. These include the summer festival, bonfire night celebrations, carol service, litter-blitz day, annual pond clearance. Feedback is sought at all times and Councillors attend such events, not just to participate, but to be accessible for discussions and to listen to residents.

Contact details for local societies and services are collated in a Village Booklet, distributed by the Good Neighbours to all new residents and available from local shops and the Post Office.

The Council is always open to suggestions of practical ways of engaging with people and community groups. Longer term projects include the development of a Neighbourhood Plan and tackling speeding and low level crime reduction.

Statement of Intent as to Community Engagement:

Version No: 1.0
Prepared By: Sue Frossard AILCM (Clerk)
Prepared Date: 20 February 2012
Date Adopted: 08 March 2012
Review Due: March 2013

Statement of Intent as to Community Engagement:

Version No: 2.0
Prepared By: Sue Frossard CiLCA MILCM (Clerk)
Prepared Date: April 2016
Date Adopted: 14 April 2016
Next Review Due: March 2018

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CHIDDINGFOLD PARISH COUNCIL

MEETING ON 12 March 2020

WORKING PAPER

ITEM 11.02

BUSINESS PLAN:

Please find attached a business plan for approval at the next Parish Council meeting.

It is intended to provide a short overview of the tasks the PC intends to do outside of the normal business as usual activities. This will allow projects to get underway to allow costings and timings to proceed and the finance committee to consider budget for them. There is no point going into great detail on the business plan as it will be the role of the feasibility teams to do it.

Following on from comments received, I have altered the timescale of the plan to cover the mandate period of this council to be from 2020 - 2023.

Cllr Tony Wiener



Chiddingfold Parish Council

Business Plan 2020



Peter Little

1. WHAT IS THE PARISH COUNCIL BUSINESS PLAN?

It is a statement of the Parish Council's vision for the parish - its purpose, its objectives and key priorities.

It is a document that sets out what Chiddingfold Parish Council aims to achieve, either directly or by influencing and supporting the activities of other bodies both statutory, such as the Borough or County Council, and voluntary bodies that support and enhance our community.

The purpose of having an agreed business plan for the Parish Council is to provide a consistent and co-ordinated framework from which any resident of the Parish can see what the Parish Council is trying to achieve and what its spending priorities are. It also helps the Parish Council forecast its budgets and calculate its income requirement for future years.

The plan helps the local community to have a better understanding of what the Parish Council does and also to clarify what it doesn't do. It is an evolving document which will be updated annually and the Council, through its regular meetings, will track and monitor its progress against the key priorities identified in the plan. In developing the plan the Parish Councillors rely on their knowledge of local issues to formulate the priorities. However, every member of the community is invited to comment on the strategy so that, where possible, the Parish Council can make sure it remains relevant and alert to local community issues.

2. THE COUNCIL'S VISION

The Parish Council aims to improve the local environment and the quality of life for the residents of the parish by ensuring that it is a desirable, clean, happy and sustainable place in which to live. It does this in a number of ways: -

- It provides an active, representational voice for the community;
- Where the parish provides services directly, it aims to do so to a high standard, in an effective and responsive way and at an affordable cost;
- Where services are provided by others, the Parish Council endeavours to influence how effectively these are delivered in accordance with the wishes of the community;
- It works with the aim of strengthening local partnerships, promoting communication in order to enable a safe, healthy, prosperous and sustainable community.

3. OUR LONG-TERM OBJECTIVES

- To ensure we have an attractive community that is desirable to live in.
- Ensure the assets of the parish are maintained or improved to a high standard
- To listen and respond to changing community demands and choices.
- To ensure we have a voice with other tiers of local government.

4. KEY ACTIVITIES (December 2019 – December 2023)

1. Neighbourhood Plan
2. Recreation Activities Support
3. Investigation into the creation of a Village Car Park
4. Traffic Calming
5. Investigation into the provision of a Natural Burial Ground
6. Improvement to the Natural Environment
7. Village Maintenance

✓ Neighbourhood Plan.

It is priority for the council to complete the Neighbourhood Plan.

✓ Recreation Activities Support

Ø Enhancement to Combe Common Recreation Ground

Ø Investigation into the provision of a Skate Park

The council will explore the feasibility of the creation of a skate park.

Ø Improvement to Children's play area

✓ Investigation into the creation of a Village Car Park

Parking facilities have long been a problem in the village centre. The council will investigate the possibility of acquiring a piece of land in order to create a village car park.

✓ Traffic Calming

The council will continue to work with Surrey County Council to reduce the speed of the traffic through the parish.

✓ Investigation of Natural Burial Ground provision

The Neighbourhood Plan describes the possibility of the creation of a Natural Burial Ground on the council owned land on the Petworth Road. An initial investigation will be carried out to establish the viability of a such a proposal.

✓ Improvement to the Natural Environment

The council will continue to review the maintenance arrangements for the land for which it is responsible and make such changes to support a more environmentally sensitive approach. This will include restricting the use of chemicals.

✓ Village Maintenance

5. OVERVIEW OF THE PARISH COUNCIL

There are three tiers of local government that provide services and affect the lives of residents in Chiddingfold: -

1. Surrey County Council is the main responsible authority for transportation and highways maintenance, educational services, public health and social services, waste disposal, public rights of way and libraries.
2. Waverley Borough Council is the second tier and is responsible for services including new development planning, environmental health, countryside and parks, trees, housing provision, waste collection and recycling, street cleaning and some leisure services.
3. Chiddingfold Parish Council is the tier of local government closest to the community. It has an important role to play in developing and promoting parish facilities such as local sports pitches, children's play facilities, allotments. The Parish Council also provides an advocacy role on behalf of local residents in making representations to the borough and county councils.

Chiddingfold Parish has a population of approximately 2,960. (Census 2011)

Chiddingfold Parish Council currently has 9 elected Councillors who form an elected corporate body with powers to raise taxes from and make decisions and act on behalf of residents. The Chair and Vice-Chair of the Council are elected annually at the Annual Council Meeting. Councillors are unpaid volunteers who commit their time to improving the parish and maintaining it as an attractive place in which to live and do business.

The Parish Council meets on the 2nd Thursday of every month in the Village Hall. All meetings are open to the public with a defined period set aside for members of the public to ask questions of the Council.

In 2019 the Parish Council formed a Finance and Compliance Committee which operates under its own Terms of Reference (available on the Parish Council website) and reports to the Parish Council each month.

Minutes of all meetings and monthly financial reports are published on the council website. Occasionally, working groups of councillors are formed to deal with specific issues which may need more detailed consideration outside of formal council meetings. These working groups are usually time limited and may include non-councillors.

6. ACCOUNTABILITY AND MANAGEMENT

The Parish Council operates under The Local Government Act 1972 upon which it bases its Standing Orders and Financial Regulations which lay down the rules by which the council operates and conducts its business. In addition, the council has a number of adopted policies which ensure compliance with current legislation. All of these are available on the Parish Council website and are reviewed and updated regularly.

In 2019 the council has two appointed Officers, a full time Clerk, the Proper Officer, and a part-time Deputy Clerk and Responsible Financial Officer (RFO). The Parish Clerk implements the policy decisions of the Council and advises and guides it on matters of procedure. The Clerk is also responsible for seeing that the business of the Council runs smoothly and efficiently and is conducted in accordance with the law. The RFO determines the form and content of the council's accounts and supporting records in compliance with the Accounts and Audit Regulations 2015 and in accordance with proper practices as set out in Governance & Accountability 2019.

7. SOURCES OF FINANCE

The Parish Council's main source of income is through the parish precept. The parish precept is collected from the residents of Chiddingfold by Waverley Borough Council as part of their Council Taxes. The annual tax demand itemises the contribution level for each property type towards the Parish Council's activities.

The Parish Council also receives:

- Rental from the Combe Common Cellnet site;
- Rental from the Combe Common allotment gardens;
- Three small wayleaves from SSE;
- Ad-hoc grants from SCC; and
- Income from s106

And will in the future receive:

- 15% share of the CIL (Community Infrastructure Levy).
- A share of Waverley's strategic CIL (and will seek to influence WBC in their decisions on spending the WBC share within the borough).

The Finance & Compliance Committee publishes the details of all income and expenditure and these reports are available on the Parish Council website.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 12 March 2020

WORKING PAPER

ITEM 14.02

Confidential Briefing