



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

Chairman: Councillor Daniel Hall  
Parish Clerk: Lauren Blatherwick CiLCA PSLCC  
Deputy Clerk and RFO: Sue Frossard CiLCA PSLCC  
[clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)  
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## TO MEMBERS OF THE COUNCIL

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, you are hereby summonsed to attend a meeting of Chiddingfold Parish Council on Thursday 9 July 2020 at 6.30pm, for the purpose of transacting the business below.

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

Date: 02 July 2020

## MEETING DETAILS

Zoom Meeting ID: 873 5058 2909  
Join the meeting at <https://us02web.zoom.us/j/87350582909>  
To join by phone: 0203 051 2874 / 0203 481 5237 / or 0203 481 5240  
(standard call charges apply).

MEMBERS OF THE PUBLIC are encouraged and welcome to attend Parish Council meetings and are invited to raise questions, relevant to items on the business of the Council, at the scheduled point in the proceedings. *Please read the [Remote Meetings Protocol](#) available from the Parish Council website under Documents >Policies and Procedures > Remote Meetings Protocol*

## AGENDA – 09 July 2020

### 1.00 APOLOGIES FOR ABSENCE

*To receive and consider accepting apologies for absence.*

### 2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)

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 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.*

## PUBLIC PARTICPATION SESSION

### 3.00 PREVIOUS MINUTES

*To approve the minutes of the Meeting of the Parish Council on 11 June 2020 as a true record of decisions taken. The minutes will be signed at the next 'in person' meeting of the Parish Council.*

4.00 DELEGATED DECISION MAKING

*To receive and note any decisions made under delegated powers since the last meeting of the Parish Council.*

5.00 CLERK'S REPORT

*To receive and note report and comment as appropriate.*

6.00 NEIGHBOURHOOD PLAN

*PROPOSED (DH): To approve the draft Neighbourhood Plan (post-Regulation 14 consultation) for submission to Waverley BC for Regulation 15 and 16 consultations.*

7.00 PROPOSED FINANCIAL REGULATIONS v.7.0

The RFO has reviewed version 6.0 of the Financial Regulations against the current NALC model and with input from the Clerk and passed this to the FCC for input. The FCC circulated the draft to all Councillors with an invitation to comment and comments were received from IM. The RFO further revised the draft, including many of the suggested changes, into draft version 7.0.

*PROPOSED (RFO): to approve and adopt version 7.0 of the Chiddingfold Parish Council Financial Regulations.*

8.00 DELEGATION OF ALLOTMENT DEPOSIT EMR VIREMENTS

Allotment tenants' deposits are held in Ear-Marked Reserve (EMR) 315. At the end of a tenancy deposits are either returned to the outgoing tenant or, if the vacated plot requires maintenance, retained by the Parish Council by virement to Allotment Plot Maintenance EMR 320. At present the Parish Council must approve all virements and this can cause significant delays in either refunding or funding reparative works.

*PROPOSED (RFO): EITHER a) to delegate to the RFO, in consultation with the Clerk (who has delegated responsibility for management of the allotments), the decision to effect: (i) virements from the allotment plot deposits EMR to the allotment maintenance EMR; and (ii) return of allotment monies to outgoing tenants.*

*OR, IF THE ABOVE DELEGATION IS NOT APPROVED b) to approve a virement of £100 from Allotment Plot Deposits (EMR 315) to Allotment Maintenance (EMR 320) in respect of retained deposit for Plot 10B.*

9.00 AMENDMENT – ACCOUNTING STATEMENTS

*To note: The RFO identified an error in the cash balance of the final accounts for 2019-2020 of £39.31 (credit). The error arose because bank savings account interest was credited to the account on 31 Mar 2020 but the quarterly statement was not received until mid-May. The difference was picked up on the June 2020 bank reconciliation. The 2019-2020 accounts have been corrected and revised balances brought forward into this year. The External Auditors agreed, on 02 July 2020, that Section 2 of the AGAR (the Accounting Statements) can be adjusted by the RFO and the changes initialled by the RFO and Clerk.*

10.00 PLANNING

10.01 MINUTES OF THE JUNE PLANNING COMMITTEE MEETING

*To note the minutes of the meeting of the Planning Committee on 22 June 2020.*

10.02 DELEGATED PLANNING RESPONSES

*To note the planning responses made under delegated powers between meetings. NONE*

### 10.03 PLANNING APPLICATIONS FOR RESPONSE

The Planning Committee usually decides responses to planning applications, but full Council may consider any planning application, including where the response deadline falls between Planning Committee meetings.

*PROPOSED: To resolve the response of the council to the following applications (details available at <http://planning360.waverley.gov.uk/planning>)*

WA/2020/0259 - Land coordinate 492599 134278 track known as Muddy Lane, Prestwick Lane Use of land to provide a base for outdoor education and recreation together with the erection of 4 buildings; 5 moveable structures associated parking and ancillary works. As amended and amplified by plans and information received 29/05/2020, 08/06/2020, 17/06/2020 and 19/06/2020.

### 11.00 POLICY REVIEWS

The clerk has reviewed the council's Equality and Diversity Policy and does not recommend any changes, but has reformatted the document for improved accessibility.

*PROPOSED (Clerk): To approve the continuation of the Equality and Diversity policy without amendment.*

### 12.00 RECREATION FACILITIES – COVID-19

*To consider resident requests regarding re-opening of Coxcombe Lane Basketball and Netball facilities in light of latest Government covid-19 guidance.*

12.00.1 PROPOSED (Clerk): To resolve whether to return (i) basketball nets, and (ii) netball posts, to the tennis courts at Coxcombe Lane at this time. (separate votes required)

12.00.2 PROPOSED (Clerk): To resolve what additional risk management measures, if any, are necessary to facilitate the return of basketball and / or netball and to agree a budget for expenditure on such measures.

### 13.00 PUBLIC WASTE BINS

*To consider the issue of rubbish in public spaces following a number of resident complaints and a request to relocate a waste bin on The Green.*

13.00.1 PROPOSED (Clerk): To resolve whether any further action should be taken in respect of the public waste arrangements for public spaces.

13.00.2 PROPOSED (Clerk): To resolve a response to the request to relocate the bin currently to the West of Boots the Chemist on The Green.

### 14.00 REPAIRS – BOLLARDS ON THE GREEN

*PROPOSED (Clerk): To resolve to approve unbudgeted expenditure up to £125 to repair / replace the 2 damaged bollards on The Green.*

[15.00 PETWORTH ROAD RECREATION GROUND (this item may be subject to a motion to withdraw)

*PROPOSED (PL): To resolve to spend £750 on a market valuation for sale or lease of the Petworth Road site to inform future decision making regarding the site.]*

### 16.00 TO NOTE

*To note Air Ambulance Kent Surrey and Sussex correspondence thanking the Council for £500 grant funding.*

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

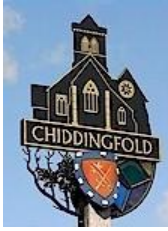
*To confirm the date of the next Parish Council Meeting is 10 September 2020.*

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

**WORKING PAPER**

**ITEM 3.00**



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## [DRAFT] MINUTES – 11 JUNE 2020

Minutes of the Parish Council Meeting held on Thursday 11 June 2020  
at 18:00 remotely as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of  
Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Cllrs Present: Daniel Hall (Chairman)  
Roger Underwood (RU)  
Ian McKie (IM) – late  
Anthony Johnson (AJ) – late

Tony Wiener (TW)  
Peter Little (PL)  
Susie Forrest (SF) – late

In attendance: Lauren Blatherwick (Clerk)

Members of the Public: 0  
Also Present: Sue Frossard (RFO)

1.00 APOLOGIES FOR ABSENCE  
None received.

2.00 DECLARATIONS OF INTEREST  
None.

3.00 PREVIOUS MINUTES  
Cllrs SF and IM arrived 18.02 and 18.03

3.01 MINUTES OF THE LAST MEETING  
PL proposed amendment to item 9.01 to show the decision would progress as a delegated decision.  
RESOLVED (unanimous): To approve the minutes of the Council Meeting of 23 April 2020 with the proposed amendment.  
The Chairman to sign the minutes at the next 'in-person' meeting of the Council.

3.02 ACTIONS FROM PREVIOUS MEETINGS (where not a separate agenda item)  
None.

4.00 DELEGATED DECISION MAKING  
The record of decisions made under delegated powers since the last meeting of the Parish Council was received and Noted.  
- Re-opening of recreation facilities  
- Notice to Quit – allotment 10B  
- Repair to gate – Coxcombe Road Recreation Ground

5.00 PLANNING  
5.01 MINUTES OF THE MARCH PLANNING COMMITTEE MEETING  
The Minutes of the meeting of the Planning Committee on 28 May 2020 were Noted. RU commented that the application to designate a public right of way (footpath) from Woodside

Road was considered by the Waverley Local Committee in March and had been approved, but advertising the intended map modification order had been delayed by Covid-19.

5.02 DELEGATED PLANNING RESPONSES

None.

5.03 PLANNING APPLICATIONS FOR CONSIDERATION

RESOLVED: To respond to the below applications as follows:

WA/2020/0765 - Bushmans, Petworth Road

Certificate of lawfulness under section 192 for erection of two outbuildings.

WBC Officer to decide.

WA/2020/0486 - Oakdene, Ridgley Road

Part retention/part erection of extensions and retention of a detached garage (as amended by email and plans received 06/05/2020 and 28/05/2020).

No Objection (unanimous).

WA/2020/0611 - Langhurst House, Pook Hill

Erection of extension and alterations to elevations (as amended by plan received 02/06/2020 - added north elevation).

No Objection. The Council appreciates the particular factors of this location and is keen to stress that this should not signify any more general relaxation of planning policy regarding infill development and development in general outside of the defined settlement are within the Greenbelt, AONB and AGLV (unanimous).

WA/2020/0586 - Combe Lane Farm, Combe Lane

Erection of extension to dwelling and alterations to outbuilding to provide ancillary accommodation. 03/06/2020 (amended application to remove alterations to barn from the proposal)

No Objection (unanimous).

**ACTION: Clerk**

6.00 CLERK'S REPORT

The Clerk's report to the June meeting was Noted.

7.00 AUDIT

Changes in legislation in response to the Covid-19 virus permit remote meetings. However, there are no changes in the requirement for 'wet' signatures on the Annual Governance and Accountability Return (AGAR). The AGAR pages will be passed between the Chairman of this meeting and relevant Officers for signature in the correct order.

7.01 ANNUAL GOVERNANCE STATEMENT

The Chairman read out each assertion on the Annual Governance Statement for confirmation.

RESOLVED (unanimous): to agree the assertions on the Annual Governance Statement.

**ACTION: RFO / Chairman / Clerk**

7.02 ACCOUNTING STATEMENTS 2019-2020

RESOLVED (unanimous): to approve the unaudited accounting statements for the year to 31

March 2020 as proposed by the RFO. **ACTION: RFO / Chairman**

8.00 NEW BANK ACCOUNT

Cllr AJ arrived 18.34

RESOLVED (unanimous): To authorise the RFO to open a further Parish Council bank account (independent of Lloyds or Nationwide) for the purpose of ensuring that the public funds held can be split between bank accounts, to keep within the FSCS protection limit. ACTION: RFO

9.00 COMMUNITY INFRASTRUCTURE LEVY (CIL)

RESOLVED (unanimous): to approve the draft CIL Policy.

10.00 PERFORMANCE APPRAISAL AND MANAGEMENT POLICY

The Clerk proposed an amendment to para 3.1 changing the last word from Chairman to Council which was carried and the amended version voted upon.

10.00.1 RESOLVED (unanimous): To adopt the Performance Appraisal and Management Policy, version 1.0 dated 4th June 2020 as amended and to modify Standing Order 21(c) accordingly.

10.00.2 RESOLVED (unanimous): In accordance with the adopted Performance Appraisal and Management Policy, The Chairman (DH) and Vice Chairman (CT) are nominated to conduct a performance appraisal for each of the Clerk and Deputy Clerk /RFO ACTION: DH / CT

11.00 GRASS CUTTING

11.01 THE POND

RESOLVED (unanimous): To adjust the grass-cutting contract to move to an annual cut and collect for the daffodil area around the pond. ACTION: Clerk

11.02 PETWORTH ROAD RECREATION GROUND – TOPPING

RESOLVED (unanimous): To approve unbudgeted expenditure of £300 for 2 top cuts. ACTION: Clerk

12.00 MEMORIAL BENCH REQUEST

*A request having been received from the Bonfire Association.*

RESOLVED (unanimous): to permit the Bonfire Committee to place and maintain a memorial bench on The Green as a memorial to Harold Mullard (subject to the consent of Waverley Borough Council). ACTION: Clerk

13.00 PUBLIC RECREATION AREAS

*Having considered the latest Government covid-19 guidance and its impact on Coxcombe Lane and Combe Common Recreation Grounds, it is*

13.00.1 RESOLVED: to extend use in line with the current government maximum number of users

13.00.2 RESOLVED: to agree unbudgeted expenditure of up to £30 for updated signs ACTION: Clerk

14.00 LATE ITEMS [For information and discussion only - lawful decisions can only be made on items specified on the agenda]

14.01 *Letter of thanks from Waverley CAB for the council's grant funding.*

14.02 *Potential to nominate local volunteer groups for a letter from the Lord Lieutenant's or High Sherriff's office in recognition for their work (suitable groups were discussed). ACTION: Clerk*

14.03 *TW raised that public waste bins have been overflowing and the Clerk offered to check the collection schedule with WBC. ACTION: Clerk*

14.04 *Covid-19 social distance signage for public spaces were discussed, but were not seen as necessary at this time.*

14.05 *PL stated that the Golf Club are still interested in a lease / purchase of Petworth Road Recreation Ground. The Clerk was asked to look in outline at the steps for disposal. ACTION: Clerk*

15.00 DATE OF THE NEXT PARISH COUNCIL MEETING [For information. Dates are set at the Annual Council Meeting.]  
The date of the next Parish Council Meeting was confirmed as 09 July 2020 at 6.30pm (expected to be a remote meeting).

DRAFT



CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

**WORKING PAPER**

**ITEM 4.00**



## Chiddingfold Parish Council

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### **RECORD OF DELEGATED DECISION MAKING For the July Meeting of the Parish Council**

In accordance with standing orders the Clerk may make decisions under a scheme of delegation approved by the Council and set-out in Standing Orders. The scheme of delegation was extended on 25 March 2020 at an Extraordinary Meeting of the Council in view of the Coronavirus / Covid-19 pandemic.

The following decisions were made and should be noted by Council at the next meeting of the Council

#### **1.00 LICENCE VARIATION APPLICATION – CHIDDINGFOLD GOLF COURSE.**

*Notification was received of an application for an amended licence by the Chiddingfold Golf Club (for addition of off-sales to the existing on premises licence). This falls outside of the schedule for consideration at Council or Planning Meetings, but was circulated to all councillors for comment so that the Clerk could consider whether to make a delegated response. Having considered the application and comments from councillors it was not considered that an objection was appropriate.*

*Decision – not to object to the application*

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

**WORKING PAPER**

**ITEM 5.00**



# Chiddingfold Parish Council

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## CLERK'S REPORT - FOR JUNE PCM

### 1. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

Clerk Items from previous Minutes:

JUNE: AGAR signatures – The Chairman and Clerk have signed the originals and these have been returned to the RFO. ACTIONED

JUNE: Updated instructions have been given to AEM re. the pond cuts. ACTIONED

JUNE: The approved additional topping of Petworth Road Rec has been arranged, but was delayed due an unauthorised camper van at the location (now gone). ACTIONED

JUNE: Updated guidance signs at Coxcombe Lane Rec. ACTIONED

JUNE: Mullard Memorial Bench Proposal (Bonfire Association) - WBC have confirmed that they have no objections. Proposed terms have been prepared and will be discussed with the Bonfire Association. ONGOING

JUNE: Public Waste Bins – WBC confirmed that contractors has been emptying less (see separate Item). ACTIONED

JUNE: Lord Lieutenant's Office volunteer nominations – an email has been sent to the Deputy Clerk for the Surrey Lieutenancy suggesting local groups for thanks. ACTIONED

JUNE: Outline of land disposal considerations: ONGOING

Other Items from previous Minutes:

JUNE: (RFO) To open a further Parish Council bank account for the purpose of ensuring that the public funds held can be split between bank accounts, to keep within the FSCS protection limit – ONGOING.

### 2. CORRESPONDENCE

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

- 08.06.20 Resident complaint re longstanding highways issue at junction of Skinners Lane and Pockford Road / Vann Lane. I visited and there is a significant issue. I reported to SCC and emailed to Highways. The report generated a response that immediate work was not needed, the resident however received different response, that the matter had been reported to Thames Water and SCC would monitor. I have not had a reply to my email to named persons at SCC enquiring about this.
- 10.06.20 Resident reported concerns about a 'near miss' traffic accident with a pedestrian and seeking the support of the council in road safety improvements. This was circulated to councillors and a response sent back explain the PC has no direct power regards highway changes, but that road safety objectives were identified within the draft Neighbourhood Plan and that the PC would work with Highways in support of improvements.
- 12.06.20 Request for permission to undertake commercial drone licencing at Petworth Road Recs. Informed that this would need permission by the council and that this would need to be considered at a public meeting. Asked to make any request in writing (none received yet).

- 17.06.20 Resident reported concern about rubbish by the path beside the Winterton. Given advice on how to report ROW and Fly-tipping issues.
- 17.06.20 Update from Gatwick Airport re Covid-19. Circulated.
- WBC invitation to the current CIL Bidding Cycle 15.06.20. Circulated.
- 25.06.20 VASWS request for update on Covid-19 volunteer arrangements. Forwarded to CGNs.
- 27.06.20 Non-resident complaint to all local councils, re. noisy motorbikes on rural roads. Circulated.
- 27.06.20 Letter of thanks from Air Ambulance Kent Surrey and Sussex for grant received.
- 29.06.20 Resident offered use of striking photograph of St. Mary's Church at sunset to the PC. Replied with thanks and added photograph to files.
- 29.06.20 Village Hall user survey re. re-opening arrangements. Circulated and councillors commented. Fed back the VH that face-to-face meetings will not be taking place before October at the earliest.
- 30.06.2020 Resident enquiry re. Greenbelt. Answered.
- 02.07.2020 St. Mary's raise abandoned FP marker post in cemetery. Reported to SCC.
- 02.07.2020 Request for access to Coxcombe Lane Rec for purpose of treeworks. Consent given with conditions as to clear-up etc.
- 02.07.20 Resident enquiry about options for responding to land grab scenario. Given general advice on role of council in relation to third party land issues and suggestions of where to find more information on land ownership issues. Advised to write in with specifics if wanting more formal consideration / response.

### 3. HIGHWAYS

#### Tree / Veg reports:

- 11.06.20 Tree branch partially blocking A283 reported to SCC
- 16.06.20 Tree branch partially blocking Rodgate Lane reported to SCC
- 17.06.20 Footpath 238a clearance of a fallen tree

#### Coxcombe Lane Water Leak

Enquiries made of the outcome of works to Coxcombe Lane for water leak investigations. SCC responded that cause of leak remains unknown, but they took mitigation measures to connect a new gully to existing drain to remove water from the road surface. To date this appears to have been successful.

#### Roadworks

A number of SCC highways works were scheduled for end June / early July and these were circulated and shared on social media.

#### PROW

Various reports made arising from correspondence.

### 4. ALLOTMENTS

2 of the 3 plots to be tenanted have been re-let to new tenants, including the most overgrown plot. An arrangement has been agreed with the new tenant of 10B for use for the retained plot deposit in the works to bring the plot back into use. The vacant plot should be let within the next 2 weeks.

#

5. COMBE COMMON

Car Park

The improvements to the car park and path were completed. There were some queries regarding the temporary nature of the works, but when the rationale was fed back this was accepted. The car park remains unsealed and so will deteriorate again, but it is in a very significantly better state at this

time and longer-term decisions are intended to flow from the project decisions to be made post Neighbourhood Plan.

Land Movement

I am awaiting a response on the request for legal advice under the insurance policy in relation to the boundary issue.

6. COXCOMBE LANE RECREATION GROUND

New guidance re. re-opening of play areas from 4 July has been produced by government and circulated to Councillors. The PC is not responsible for the playground and at this time is not clear how WBC will respond to the lifting of restrictions. There is a need for a risk assessment that addresses the Covid-19 risk, but implementation of the suggested measures does not seem achievable in relation to an un-manned site and with the resources available. WBC's response is awaited.

Permission was given to adjacent landowner for access to undertake tree works on 3,4 and 6 July. The works were notified to the Football Club.

Separate Agenda item re. basketball / netball.

7. WBC WATER PROCUREMENT PROCESS

Requested information was provided to WBC on 11.06.20 to enable them to include CPC water supply in their procurement process. There is no commitment at this stage.

8. WAR MEMORIAL

The initial report regarding lean was received 17.06.2020. This was positive and will be compared against further readings in 6 months.

9. MAINTENANCE – THE GREEN

CIr SF reported damage to two wooden bollards on The Green on 02.07.20. The council's maintenance contractor is reviewing this and will advise on repairs.

10. INSURANCE

This year's policy expires 30 September 2020 and so new quotations will be obtained in timetable for a decision by Council in at the September meeting. The impact of one ongoing claim and one potential claim may impact the willingness of other providers to quote (as was the case last year).

## 11. WEBSITE / SOCIAL MEDIA

The website has continued to be updated with News items, links to helpful information and new documents.

- reintroduction of parking charges in WBC car parks
- WBC business support grants information and info on templates
- Various road closures / works
- Littering and how to report full bins
- Hot weather advice
- Local coronavirus testing sessions
- Fraud / Scam advice

*Lauren*

Lauren Blatherwick  
Clerk to Chiddingfold Parish Council

02 July 2020

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

## **WORKING PAPER**

# **ITEM 6.00**

The draft plan and supporting and evidence documents are too large for inclusion, but can be accessed from the Neighbourhood Plan section of the Parish Council website

[www.chiddingfold-pc.gov.uk](http://www.chiddingfold-pc.gov.uk)



Dear Councillors,

Please find the Submission Draft Chiddingfold Neighbourhood Plan ('CNP'), along with supporting and evidence base documents at the following link:

[https://1drv.ms/u/s!AqFewH\\_YZmuTj0a0ggfVE\\_3UXMpl?e=RxHigg](https://1drv.ms/u/s!AqFewH_YZmuTj0a0ggfVE_3UXMpl?e=RxHigg).

The aims and aspirations of the CNP have been informed by a series of public consultation events carried out over a number of years, direct discussions with Waverley Borough Council, and decisions made by the CNP Steering Group (endorsed by the Parish Council).

A Regulation 14 draft of the CNP was approved by the Parish Council in June 2019, and underwent a formal six-week consultation during July and August of that year. Since the conclusion of this consultation we have worked closely with the CNP Steering Group before it was disbanded, and subsequently with the Deputy Clerk, to prepare an updated draft that has regard to comments made during the Regulation 14 consultation (taking on-board those that were relevant and did not compromise the community's aims and aspirations) as well as simplifying the CNP where reasonable to do so. There has been some minor re-shuffling, however the fundamental objectives of the Regulation 14 draft remain unchanged (other than a recent update to provide greater flexibility for the use of the Petworth Road Recreational Ground – Policy I5 - which has been informed by updated circumstances that I was made aware of).

The CNP is accompanied by a range of evidence base documents that justify the CNP Policies, and have been prepared in accordance with the Neighbourhood Planning Regulations. There are also supporting documents which should be read alongside the CNP where relevant. To be clear, whilst I am listed as authorising the Strategic Environmental Assessment (evidence based Document F) prepared by AECOM, this is a technical matter linked with the Locality funding process. Therefore, although I agree with the methodology and findings of this report, I cannot take responsibility for its production or its conclusions.

The documentation in the above link forms a comprehensive package that is ready to be submitted to Waverley Borough Council, should it receive Parish Council approval, where it will undertake a further round of consultation before it is finalised by the Council in conjunction with the Parish Council and submitted to the Secretary of State for independent examination by an appointed Inspector.

I am hopeful that you will support the submission of the CNP as drafted to Waverley Borough Council at the meeting on the 9<sup>th</sup> July 2020. If you have any questions I would be most grateful if you could email these over to me by Monday 6<sup>th</sup> July at the latest so that I have the opportunity to clarify any outstanding matters for you ahead of the meeting (which I hope will help the meeting run smoothly and efficiently). If there are some minor typos (I hope not, but there is a significant amount of documentation) I am of course happy to pick these up in advance of the meeting, however I would discourage changes for the sake of changes given the advanced stage that we are at. Moreover, as mentioned earlier, the CNP has been informed by a vast amount of inputs from various sources (notably the local community) over a number of years, and any material changes will also necessitate the updating of the various evidence base documentation, and will therefore result in delays in finalising the CNP for submission to Waverley Borough Council.

Kind Regards

Hywel  
**Hywel James**  
Principal Planner



Nexus Planning is thrilled to have been awarded **RTPI Planning Consultancy of the Year 2020**

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

**WORKING PAPER**

**ITEM 7.00**



Version 7.0 of Financial Regulations was adopted by Chiddingfold Parish Council under Item **????** at the Parish Council meeting held on **??????????**.

## 1. DEFINITIONS

In these Financial Regulations, references to the Accounts and Audit Regulations or *'the regulations'* shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term *'proper practice'* or *'proper practices'* shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

In relation to internal audit the terms *'independent'* and *'independence'* shall have the same meaning as is described in proper practices.

Wording from the NALC Model Financial Regulations is in bold text.

## 2. GENERAL

- 2.1. **These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders and any specific financial provisions relating to contracts to which the Council is a party.**
- 2.2. **The Council is responsible in law for ensuring that its accounting and risk management is adequate and effective and that the Council has a sound system of internal controls which facilitate the effective exercise of the Council's functions, including arrangements for the management of risk, all of which shall be in accordance with proper practice.**
- 2.3. **The Council's accounting control systems must include measures:**
  - **for the timely production of accounts;**
  - **that provide for the secure and efficient safeguarding of public money;**
  - **to prevent and detect inaccuracy and fraud; and**
  - **to identify the duties of officers.**
- 2.4. **These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.**
- 2.5. **At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.**
- 2.6. **Deliberate or wilful breach of these Financial Regulations by an employee may give rise to disciplinary proceedings.**
- 2.7. **Members of council are expected to follow the instructions within these Financial Regulations and not to entice employees to breach them. Failure to follow instructions within these Financial Regulations brings the office of councillor into disrepute.**

- 2.8. **The Responsible Financial Officer (RFO) holds a statutory office and shall be appointed by the Council.**
- 2.9. **The RFO:**
- acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 2.10. **The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure accounts and statements of balances, records of receipts and payments and additional, associated information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.**
- 2.11. **The accounting records determined by the RFO shall in particular contain:**
- Details of Council income and expenditure and the matters to which it relates;
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 2.12. **The accounting control systems determined by the RFO shall include:**
- procedures to ensure that the financial transactions of the Council are promptly and accurately recorded;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - procedures to ensure that uncollectable amounts, including any bad debts, are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 2.13. **The Council is not empowered by these Financial Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding the following:**
- setting the final budget or the precept (council tax requirement);
  - approving the Council's Annual Governance Statement;
  - approving the Council's Annual Accounting Statements;
  - approval of banking arrangements and the bank mandate;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors.

- 2.14. **In addition, the Council shall:**
- **determine and keep under regular review the bank mandate for all Council bank accounts;**
  - consider for approval any grant or proposed financial commitment not contained in the approved annual budget; and
  - **in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by a relevant committee in accordance with its terms of reference.**
- 3. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**
- 3.1. **All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations and proper practices.**
- 3.2. At least once in each quarter the bank reconciliations for all accounts will be produced by the RFO to a meeting of the FCC or the Council for review and the results of the review will be noted in the relevant minutes.
- 3.3. **The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and, having certified the accounts, shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.**
- 3.4. **The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as are required for the purpose of the audit and shall supply the RFO, internal auditor or external auditor with such information within their possession/control and explanation as required.**
- 3.5. **The internal auditor shall be appointed by the Council and shall carry out, in accordance with proper practices, the work in relation to reviewing and reporting the Council's internal controls.**
- 3.6. **The internal auditor shall:**
- **be competent and independent of all operations of the Council;**
  - **report to the Council in writing on a regular basis with a minimum of one annual written report during each financial year;**
  - **demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and**
  - **have no involvement in the financial decision making, management or control of the Council.**
- 3.7. **Internal or external auditors may not under any circumstances:**
- **perform any operational duties for the Council;**
  - **initiate or approve any accounting transactions; or**
  - **direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.**
- 3.8. **The RFO shall make arrangements for the Exercise of Public Rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.**
- 3.9. **The RFO shall, without undue delay, bring to the attention of the Council any correspondence or report from the internal or external auditors unless of a purely administrative nature.**

#### **4. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 4.1. **Each committee, sub-committee or working group (if any), having regard to any expenditure or capital forecast, shall formulate and submit its proposals (if any) to the RFO in respect of sources of funding, expenditure or capital budget for the following financial year not later than the first Friday of October each year.**
- 4.2. **The RFO shall each year prepare a draft expenditure and capital budget, including the use of reserves, to be considered by the FCC at its November meeting.** Such budget must include all the proposals of committees, sub-committees and working groups as provided at paragraph 3.1 above. The FCC shall review the draft budget prior to submission to the Council for approval at its December meeting.
- 4.3. **The Council shall review the FCC's draft budget and any reports by the FCC and the RFO, together with all the submitted budget proposals against its three-year and long-term forecast.** The Council shall approve its annual budget at its December meeting each year, after which the RFO shall supply each member with a copy of the approved budget.
- 4.4. At its December meeting **the Council shall fix the precept and the basic amount of council tax to be levied for the following financial year**, in accordance with the timing required by the Precepting Authority. **The RFO shall issue the precept demand to the precepting authority.**
- 4.5. **The approved annual budget shall form the basis of financial control for the following year.**

#### **5. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 5.1. **Expenditure on non-capital items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:**
  - **the Council, for all non-budgeted items, and items over £3,000;**
  - **the FCC for items up to £3,000; and**
  - **the Clerk or RFO for items up to £1,000.**

All authorisations shall be minuted; in the case of Council and delegated committee authorisations the record will be in the minutes of the meeting when the decision was made, and in the case of authorisations by the Clerk or RFO, these will be reported at the next Council meeting, where they will be minuted.

**Contracts may not be disaggregated to avoid controls imposed by these Financial Regulations.**

- 5.2. **No expenditure may be authorised that will exceed the amount provided in the expenditure budget for that class of expenditure other than by resolution of the Council, save where Paragraph 4.6, below, applies.**
- 5.3. **During the budget year and with the approval of the Council, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').**
- 5.4. Unspent provisions in the annual budget for projects that are completed but not yet paid, may be carried forward (accrued) to the following year.
- 5.5. Unspent provisions in the expenditure budget shall not be carried forward to a subsequent year unless confirmed by the RFO as appropriate to be placed in an earmarked reserve and then by resolution of the Council.
- 5.6. **In cases of extreme risk to the delivery of Council services, the Clerk may authorise expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the Council and the RFO as soon as possible.**
- 5.7. **No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.**

- 5.8. **All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.**
- 5.9. Proposed changes to earmarked reserves shall be considered by the FCC for submission for approval by the Council as part of the ongoing budgetary control and review process.
- 5.10. **The RFO shall regularly provide financial reports to the FCC, that set out receipts and payments to date under each head of the budgets, and compare actual expenditure against budget. The RFO will provide an explanation of any material variances.**

## **6. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 6.1. **The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for safety and efficiency (at least annually).**
- 6.2. **Each invoice for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which that invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.**
- 6.3. **The RFO shall examine each invoice for arithmetical accuracy and analyse them to the appropriate expenditure heading.**
- 6.4. Each month the RFO shall prepare and sign an Order to Pay (OP) which sets out the payments scheduled to be paid and those already paid under the provisions of Section 5.7, since the last OP and will present this to the FCC for review of accuracy and authority. Payments should show the payment method to be used. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to prevent public access to any personal information.
- 6.5. The RFO shall bring any invoice or requested payment which appears irregular promptly to the attention of the Council.
- 6.6. Following a review of the OP the chairman of the meeting and one other councillor will sign the OP. The fact of the review will be noted in the meeting minutes. The OP shall be filed in the Minute Book.
- 6.7. **The RFO shall have delegated authority to authorise the payment of items only in the following circumstances** and provided there is compliance with 5.2 and 5.3 above and all items are listed on the OP:
  - a) **if a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the FCC, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next meeting of the FCC.**
  - b) if a statutory or other budgeted payment falls due between meetings, including as provided in regulation 7.0 below;
  - c) where there is no dispute or other reason to delay payment;
  - d) emergency expenditure as provided for at paragraph 4.5 above; or
  - e) **to move funds between the Council's bank accounts** to obtain maximum financial protection and interest, whilst ensuring that there are sufficient available funds to meet the Council's financial obligations.
- 6.8. In respect of grant and donation applications received during the year (not specified in the year's budget but which could be granted from the budgeted small grants or donations funds) the FCC may approve expenditure within any limits set by the Council and in accordance with the FCC's Terms of Reference or policy statement approved by Council.

## **7. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 7.1. **The Council will make secure and efficient arrangements for the making of its payments.**

- 7.2. **Following authorisation under regulation 5 above, the RFO shall give the instruction that a payment shall be made.**
- 7.3. All passwords and access codes required for banking and financial administration held by the RFO shall be stored securely. To ensure business continuity in the event of the RFO's death or resignation:
- a) all passwords and bank codes are kept in a sealed envelope, stored securely in the parish office; and
  - b) The RFO shall ensure that arrangements are in place to return all Council-owned equipment and records to the Council.
- 7.4. **Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator for the Council's accounts.**
- 7.5. **Access to any internet banking for Council accounts shall be directly to the bank's own access page (which may be saved under "favourites") and not through a search engine or an email link. Remembered or saved password facilities must not be used on any computer used for Council banking work.**
- 7.6. **Payments by cheque must be signed by two councillors, who are signatories on the bank mandate, and countersigned by the RFO. The cheque counterfoil shall be initialled by all those signing the cheque.**
- 7.7. **Cheques or OPs shall not normally be presented for signature other than at a Council or FCC meeting (including immediately before or after such meeting). Any signatures obtained away from such meetings shall be reported to the FCC at the next meeting.**
- 7.8. **If thought appropriate, the Council may resolve for payments to be made by variable direct debit. Any such payments shall be reported on the OP.**
- 7.9. Where invoices do not specify bank payment details, the RFO must confirm the validity of supplier bank account details by telephone before making any payments.
- 7.10. **Any debit card issued for use with a Council bank account will be specifically restricted to the Clerk and the RFO and to a single transaction maximum value of £1,000.**
- 7.11. **Pre-paid debit cards may be issued to Council employees with varying limits. These limits will be set by the Council. Transactions and purchases made with such cards shall be reported to the RFO for inclusion on the OP, and authority for topping-up shall be at the discretion of the Council.**
- 7.12. **The Council will not maintain any form of petty cash float. Any out of pocket expenses incurred by members or officers shall be refunded regularly, at least quarterly, on production of a completed claim form together with any purchase receipts (where applicable).**
- 7.13. Financial records on any computer shall be backed up regularly and stored securely and separately from the original copies.

## **8. PAYMENT OF SALARIES**

- 8.1. **As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with the rules of PAYE and National Insurance currently operating.**
- 8.2. **Payment of salaries and payment of deductions from salary such as may be required to be made for tax, National Insurance, pension contributions and statutory or discretionary deductions must be made on the appropriate dates stipulated in the relevant employment contracts, by the pension provider or HM Revenue and Customs, provided that each payment is listed on the OP and reported to the next available meeting of the FCC, as set out at 5.4 above.**
- 8.3. **No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without a prior resolution of the Council. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.**



- 8.4. **All payments to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (manually in a confidential cash book or electronically in payroll software). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:**
- a) **by any councillor who can demonstrate a need to know;**
  - b) **by the internal auditor;**
  - c) **by the external auditor; or**
  - d) **by any person authorised under Audit Commission Act 1998, or any superseding legislation.**
- 8.5. **The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.**
- 8.6. **An effective system of personal performance management should be maintained for the senior officers.**

## **9. LOANS AND INVESTMENTS**

- 9.1. **All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approvals. Any application for borrowing approval shall first be approved by the Council as to both its terms and the purpose. The application for borrowing approval, and subsequent arrangements for the loan, shall be subject to approval by the Council.**
- 9.2. **Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by the Council. In each case a report in writing shall be provided to the Council in respect of value for money for the proposed transaction.**
- 9.3. **All investments of money under the control of the Council shall be negotiated in the name of the Council, for a period resolved by the Council and held in the name of the Council.**
- 9.4. **The Council shall consider the need for an Investment Strategy and Policy. Such policy shall only be approved by the council and, if approved, shall be in accordance with relevant regulations, proper practices and guidance. Any such strategy and policy shall be reviewed by the Council at least annually.**
- 9.5. **All investment certificates and other documents relating thereto shall be retained in the custody of the RFO and stored securely in the parish office.**

## **10. INCOME**

- 10.1. **The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.**
- 10.2. **Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.**
- 10.3. **The FCC, in conjunction with the Clerk and RFO, will review all fees and charges, ahead of each budget, and make recommendations for changes to the Council.**
- 10.4. **Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.**
- 10.5. **All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.**

Cash receipts must be banked as soon as feasible and shall be itemised and noted as 'cash' on the OP.

- 10.6. **The origin of each receipt shall be entered on the paying-in slip.**
- 10.7. **Personal cheques shall not be cashed out of money held on behalf of the Council.**
- 10.8. **The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with section 33 of the VAT Act 1994 shall be made at a frequency specified by HMCE and at least annually at the financial year end.**
- 10.9. **Where any significant sums of cash are received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of documentary audit trail, and that appropriate care is taken in the security and safety of individuals banking such cash.**

## **11. ORDERS FOR WORK, GOODS AND SERVICES**

- 11.1. All work, goods and services shall be placed in writing or through a traceable online or telephone ordering process, unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 11.2. Where used, **order books shall be controlled by the RFO.**
- 11.3. **All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in paragraph 11.1 below.**
- 11.4. **An individual councillor or group of councillors may not issue an official order or make any contract on behalf of the Council.**
- 11.5. **The RFO shall verify the lawful nature of any proposed purchase before the issue of any order and, in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.**

## **12. CONTRACTS**

- 12.1. **Procedures as to Council contracts are laid down as follows:**
  - a. **Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:**
    - i. **for the supply of gas, electricity, water, sewerage and telephone services;**
    - ii. **for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants, insurers and specialist craftsmen;**
    - iii. **for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;**
    - iv. **for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;**
    - v. **for additional audit work of the external auditor; and**
    - vi. **for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.**
  - b. **Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (PCRs) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the above regulations\*.**

*\*These regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out in procedures to be followed in awarding new contracts and to publicise the award of new contracts.*

- c. The full requirements of the PCRs, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the PCRs set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
  - d. When applications are made to waive these Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation subject to approval by the Council.
  - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification. The invitation to tender shall state that completed tenders must be submitted addressed to the Clerk. Each tendering entity shall be supplied with a specifically marked envelope in which the tender is to be sealed and returned to the Clerk. Such envelopes shall remain sealed until the prescribed date for opening tenders for that contract.
  - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the Council.
  - g. Any invitation to tender issued under the PCRs shall be subject to Standing Orders section 20 and shall refer to the terms of the Bribery Act 2010.
  - h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 11.1(a) the Clerk or the RFO shall obtain three quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain three estimates. Otherwise, paragraph 10.3 above shall apply.
  - i. The Council shall not be obliged to accept the lowest, or any tender, quote or estimate.
- 13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**
- 13.1. Payments on account of the contract sum shall be made, within the time specified in the contract, by the RFO upon receipt of authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
  - 13.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted by the RFO to the Council for approval before the related payment is made.
  - 13.3. Any proposed variation or addition to, or omission from, a contract must be approved by the Council and notified by the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the approved. financial provision.
- 14. STORES AND EQUIPMENT**
- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
  - 14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
  - 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements. The Clerk or the RFO shall be responsible for periodic checks of stocks and stores at least annually and prior to re-ordering.
- 15. ASSETS, PROPERTIES AND ESTATES**

- 15.1. **The Clerk shall make appropriate arrangements for the custody of all Title Deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.**
- 15.2. **No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without a resolution of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible, movable property does not exceed £400. Subject to this limit, in each case a report in writing shall be provided to the Council with a full business case.**
- 15.3. **No real property (interests in land) shall be sold, leased or otherwise disposed of without a report in writing in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).**
- 15.4. **No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case a report in writing in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).**
- 15.5. **Subject only to the limit set in regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Council. In each case a report in writing shall be provided to Council with a full business case.**
- 15.6. **The RFO shall ensure that an appropriate and accurate Register of Assets and Investments of the Council is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually by the Clerk or the RFO in conjunction with the Council's risk assessment. The Register of Assets and Investments is provided to the Council upon any financial change.**
- 15.7. **The Clerk shall give prompt notification to the RFO of all new assets acquired, disposals or alterations.**

## **16. INSURANCE**

- 16.1. **The Council shall resolve annually to purchase adequate insurance cover following advice and recommendations from the Clerk and the FCC following the annual risk assessment. The Clerk shall arrange the agreed insurance cover on an ongoing basis (ensuring no lapse in cover) and negotiate any claims with the insurers.**
- 16.2. **The Clerk shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.**
- 16.3. **The Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim by or against the Council, and shall report these to the Council at the next available meeting.**
- 16.4. **All members, officers and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the Council's maximum risk exposure which shall be determined annually by the Council.**

## **17. CHARITIES**

- 17.1. **Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with charity law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by charity law or any governing document.**

## **18. RISK MANAGEMENT**

- 18.1. **The Council is responsible for putting in place arrangements for the management of its risks. The Clerk with the RFO shall periodically review the Risk Management Plan and Policy and**

**make recommendations to the Council.** The risk assessment of the Council's activities will be carried out by the FCC at least annually and the risk register updated and provided to Council.

- 18.2. The risk of financial harm to the Council is addressed by the requirements of these regulations and shall be reviewed by the Council at least annually.
- 18.3. The Council should not make decisions on proposals for new activities without consideration of implications for risk management. If appropriate, a draft risk assessment, including risk management proposals, should be prepared ahead of council decision-making. The Clerk and RFO should have input into such assessment and proposals.

## **19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 19.1. **It shall be the duty of the Council to review its Financial Regulations from time to time. The Clerk and the RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.**
- 19.2. **No part of these Financial Regulations may be suspended without a resolution of the Council following consideration of a written assessment of the potential risks having been drawn up by the FCC, the Clerk and the RFO and presented, in advance, to all members of the Council together with specific reasons as to why the suspension is said to be required.**

## REVISION HISTORY

Financial Regs: Version Number 2.0  
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Review Due: April 2012

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Review Due: May 2019

Financial Regs: Version Number 5.1  
Prepared By: Lauren Blatherwick (Clerk) and Sue Frossard (RFO)  
09 May 2019 – minor corrections to spelling / formatting  
Adopted: 16 May 2019  
Review Due: May 2020

Financial Regs: Version Number 6.0  
Prepared By: Lauren Blatherwick (Clerk) and Sue Frossard (RFO)  
August 2019 – changes to accommodate formation of FCC  
and the new, 2019 version of the NALC Model Regulations.  
Adopted: 12 Sep 2019  
Review Due: May 2020

Financial Regs: Version Number 7.0  
Prepared By: Lauren Blatherwick (Clerk) and Sue Frossard (RFO)  
Jan-Jun 2020  
Adopted: 09 Jul 2020  
Review Due: May 2021

## CONTENTS

1.	DEFINITIONS.....	1
2.	GENERAL .....	1
3.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	3
4.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	4
5.	BUDGETARY CONTROL AND AUTHORITY TO SPEND .....	4
6.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .....	5
7.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS .....	5
8.	PAYMENT OF SALARIES.....	6
9.	LOANS AND INVESTMENTS .....	7
10.	INCOME .....	7
11.	ORDERS FOR WORK, GOODS AND SERVICES .....	8
12.	CONTRACTS .....	8
13.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS) .....	9
14.	STORES AND EQUIPMENT .....	9
15.	ASSETS, PROPERTIES AND ESTATES .....	9
16.	INSURANCE .....	10
17.	CHARITIES .....	10
18.	RISK MANAGEMENT .....	10
19.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS .....	11

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

## **WORKING PAPER**

# **ITEM 10.01**





# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

Chairman: Councillor Daniel Hall  
Parish Clerk: Lauren Blatherwick CiLCA PSLCC  
Deputy Clerk and RFO: Sue Frossard CiLCA PSLCC  
[clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)  
Tel: 07557 344499

[www.chiddingfold-pc.gov.uk](http://www.chiddingfold-pc.gov.uk)

## [DRAFT] PLANNING COMMITTEE MINUTES – 22 June 2020

Minutes of the Chiddingfold Parish Council Planning Committee meeting held remotely on Thursday 28 May 2020 at 11am under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

CLRs Present: Cllr Roger Underwood (RU), Cllr Susie Forrest (SF), Cllr Tony Wiener (TW), Cllr Anthony Johnson (AJ)

In attendance: Lauren Blatherwick (Clerk)

Public: 0

1.00 APOLOGIES FOR ABSENCE  
None.

2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)  
AJ declared an interest in the item 7.01

3.00 PREVIOUS MINUTES

3.01 MINUTES OF THE LAST MEETING

RESOLVED (unanimous): To approve the minutes of the meeting of the Planning Committee on 28 May 2020 as drafted.

3.02 ACTIONS FROM PREVIOUS MINUTES (where not forming a separate agenda item)  
None.

4.00 DELEGATED DECISION MAKING  
None.

5.00 PLANNING APPLICATIONS

5.01 Numbering error (duplicates 3.01)

5.02 Numbering error (duplicates 3.02)

5.03 PLANNING APPLICATIONS FOR RESPONSE (*details available at*  
<http://planning360.waverley.gov.uk/planning>)

The following applications were considered and responses RESOLVED:

WA/2020/0802 - Zandra, Combe Lane, Wormley

Erection of extension and alterations to elevations including dormer window.

No objection (unanimous)

WA/2020/0839 and WA/2020/0840- Combe Court, Combe Lane

Erection of extension with swimming pool and demolition of Gradidge tower. Listed building consent for the same.

Objection (majority 3:1)

The council does not object to the overall scheme of the extension, but does not support the removal of the octagonal 'Gradidge' tower as proposed. The tower is acknowledged to be of good design, well executed and by a distinguished architect. The council considers that the tower is valuable addition to the Grade II listed building, however, would support the replacement of the tower roof with an alternative, less obtrusive design that would be more complementary to the existing building and any extension.

WA/2020/0836 - Barn Site, Garden Cottage Farm, Shillinglee Park Road  
Certificate Of Lawfulness Under Section 191 to confirm works have commenced to implement Planning Permission WA/2017/0777.  
No objection (unanimous)

WA/2020/0853 - Rovehurst, Petworth Road  
Erection of detached outbuilding.  
No objection (unanimous)

WA/2020/0869 - Tugley Farm, Pickhurst Road  
Listed building consent for alterations to elevations and fenestrations.  
No objection (unanimous)

TM/2020/0088 - 18 Yewens  
Application for works to tree subject of tree preservation order.  
No objection (unanimous)

CA/2020/0067- Fairfield, Petworth Road  
CA treeworks - removal 2 yews.  
No objection (unanimous)

CA/2020/0069 - 3 St. Mary's Mill, Mill Lane  
CA treeworks - works to and removal of trees.  
Comment: This is an area with a history of flooding and the council asks that the tree officer considers whether there would be an adverse impact on the local water-table as a result of the loss of 2 trees and considers whether replacement would be appropriate.

CA/2020/0076 - 4 Northbridge Cottages  
CA treeworks - removal of a tree (birch).  
No objection (unanimous)

6.00 PLANNING DECISIONS

NOTED: Waverley planning decisions taken since the last meeting:

WA/2020/0501 - Ringstead, 6 Woodside Close Erection of extensions – Full Permission

WA/2020/0232 - Crosstrees, Pickhurst Road - Erection of an outbuilding following demolition of existing outbuildings – Full Permission

7.00 PLANNING ISSUES [for discussion only]

7.01 ALLEGED PUBLIC FOOTPATH between Woodside Road and Public Footpath 211

The Waverley Local Committee of SCC approved the making of a Map Modification Order, but haven't yet started the formal notice period due to delays caused by Covid-19.

8.00 DATE OF THE NEXT MEETING [The Planning Committee usually meets the fourth week of each month. If no planning issues arise, no meeting is held. Responses to planning applications may also be decided at meetings of the Parish Council. The Clerk has delegated powers to respond when a response falls outside the meeting time-table.]

The next Planning Committee meeting will take place on MONDAY 27 July 2020 at 11:00am.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

## **WORKING PAPER**

# **ITEM 10.03**

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

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

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

## **WORKING PAPER**

# **ITEM 11.00**



# Chiddingfold Parish Council

## EQUALITY AND DIVERSITY POLICY

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This Equality and Diversity policy was adopted by Chiddingfold Parish Council under Item 11.04.02 at the parish council meeting held on 12 July 2018

---

### **Introduction**

Chiddingfold Parish Council is committed to providing equal opportunities to all staff, councillors, members of the public and those with whom it conducts business and will do so irrespective of gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. The Council opposes all forms of unlawful and unfair discrimination.

### **Employees**

All employees whether full-time, part-time, fixed contract, agency workers or temporary, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.

The same principles of fairness and equality apply to applicants for employment.

The council welcomes the input of staff in the continuing development and implementation of this policy.

### **Members of the public**

The Council confirms that members of the public who use its services or visit its premises will be treated with respect. The Council will make every effort to ensure that no-one who is entitled to a service from the Council receives less favourable treatment on grounds of any irrelevant consideration, actual or perceived, including but not limited to: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation.

Likewise, it is not acceptable for staff to be treated unfairly by service users or visitors.

## **Organisational Responsibilities**

Chiddingfold Parish Council is responsible for overseeing the implementation, monitoring and review of this Equality and Diversity Policy.

The Clerk's responsibilities include communicating the policy and its implementation to staff, councillors and volunteers, monitoring its implementation, and advising Councillors on recruitment and other matters concerning equal treatment.

The co-operation of all employees, Councillors and volunteers is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives and for ensuring compliance with relevant statutes and codes of practice lies with the Council.

The Council will resist and challenge discrimination by anyone and will take appropriate action if it occurs. All complaints about discrimination will be taken seriously, and complainants will not be victimised. It is expected that complaints will emerge through the complaints procedure or the grievance procedure but all complaints about discrimination will be recognised however they arise.

## **Legal framework**

This policy will be implemented within the framework of the relevant legislation, the main statute being the Equality Act 2010.

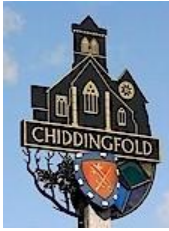
Complaints Procedure:	Version Number 1.0
Prepared By:	Lauren Blatherwick (Clerk)
Prepared:	04 July 2018
Adopted:	12 July 2018
Reviewed:	25 June 2020 (no changes proposed)
Approved:	XXXXXX
Review Due:	June 2022

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

## **WORKING PAPER**

# **ITEM 12.00**



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

## CLERK'S BRIEFING

---

DATE: 01 July 2020

RE: COVID -19 and BASKETBALL / NETBALL

---

As Councillors are aware, for a period of time government required the closing of public sports courts and facilities as a response to the coronavirus.

In May the restrictions were lifted enabling facilities to be reopened and guidance has been further revised since. [Guidance - Closing certain businesses and venues in England](#) currently (as updated 15 June 2020, but expected to be revised on 4 July) reads:

To reduce social contact, some businesses and venues, including many of those in the leisure and hospitality sectors must remain closed. The full list of business and venues that must remain closed are included in the table below, with exceptions shown in the right-hand column.

Outdoor recreation	Legal exceptions
Playgrounds, outdoor gyms and outdoor swimming pools	<p>Outdoor sports courts or amenities, including public and private outdoor enclosed areas can open such as:</p> <ul style="list-style-type: none"><li>• Tennis courts</li><li>• Golf courses and driving ranges</li><li>• Basketball courts</li><li>• Bowling greens</li><li>• Football pitches</li><li>• Water sports</li><li>• Stables</li><li>• Shooting and archery venues</li></ul> <p>The government strongly advises that social distancing guidance is followed when using these facilities – see <a href="#">guidance for the providers of such facilities</a>. Bars and clubhouses at outdoor sports facilities must remain closed other than for takeaway to be consumed off site.</p>

---

The specific guidance referred to in the Legal Exceptions column above sets out in the introduction that the changes are permissive and each organisation must consider whether it is safe and appropriate to reopen:

*“Outdoor sports courts are allowed to be open if those responsible for them can open them safely. This includes basketball and tennis courts, playing spaces like golf courses (public and private) and playing fields and water sports. Outdoor gyms and playgrounds can open from 4 July. However outdoor and indoor swimming pools will remain closed.*



*Each venue, including council-owned sports facilities, should make their own decisions about when their facilities are ready."*

The guidance goes on to set out more specific guidance on safe operation, including:

- Compliance with social distance requirements
- Good hygiene practices and regular disinfection of equipment
- Clear, inclusive communication with users on the risk management in place and requirements on users
- sports participation should be restricted to participants exercising by themselves, with members from their same household, or in a group of no more than 5 other people from other households, while observing social distancing guidelines. From 4 July, 2 households are also allowed to meet, provided members of different households observe social distancing. Venues are advised to display signs to this effect.

*"Social distancing guidelines should be followed between people from different households wherever possible. From 4 July, this means a distance of 2m between people from different households, or 1m plus mitigations (such as face coverings or avoiding face-to-face contact) where 2m is not possible."*

## DECISION TO OPEN THE TENNIS COURTS

Following strong steers from councillors a decision under delegated powers was taken to reopen the tennis courts in May.

Each court has the option of being used for and either basketball or netball. Given the close contact nature of netball and basketball, tennis was given preference and the basketball hoops and netball posts were removed so that the tennis nets could be kept in place reducing the need for the public to handle the nets. In addition, the gates were locked open to further minimise 'touch points'.

The courts are open access and the council does not staff them. Nor does the council have any cleaning arrangements in place.

In order to minimise risk to the public, signs were in place at the courts advising on social distancing requirements along-side the LTA tennis specific guidance. These were updated by resolution of the council at the June meeting to take account of changes to social distancing guidance.

## NETBALL / BASKET BALL

The council has received specific requests in respect of both basketball and netball. It is appropriate that council now considers what if any changes to implement in the light of these requests and the revision of guidance to allow a group of up to 6 to meet in a socially distanced manner.

Current social distancing guidance does not support the playing of competitive or practice games (unless within the same household group). Specific guidance from the sports governing bodies have been produced:

- [Netball](#)
- [Basketball](#)

the guidance emphasises that drill and skill type sessions can take place (max 2 groups of 6 on the court), but not any match play (including small teams). Further, equipment should not be shared between different households wherever possible i.e. each household should have their own ball (p15 of the basketball document).

In general the public are only aware of the headline position e.g. 'courts can open' / 'basketball is allowed'. They are less likely to be aware of the specific guidance on how it can be played safely. My recommendation, if council decides to allow play, is for signs to go up emphasising guidance (as the council has done for tennis) e.g. that equipment should not be shared between different household at this time, and that links to the specific guidance be shared on social media. Without this, it seems far more likely that breaches of social distance requirements will occur.

Such signage will need to be updated as and when changes to official guidance occur. The cost is approximately £15 a sign.

Other mitigations could include provision of hand sanitiser (a pump dispenser could be attached to the net posts / fence for use by users putting up and down the nets). There is a risk that this might be taken / vandalised and it would need to be monitored for re-filling purposes.

The council has limited means to monitor the situation on the courts, but does have an ongoing duty to risk assess the provision of the facilities. If there were reports of breaches of social distancing requirements, consideration should be given to closing facilities.

*Lauren*

Lauren Blatherwick  
Clerk to Chiddingfold Parish Council

Full links to guidance referred to:

Guidance - Closing certain businesses and venues in England

<https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance#businesses-and-premises-that-must-remain-closed>

Guidance for providers of outdoor sport and recreation facilities

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

Netball England Guidance

<https://www.englandnetball.co.uk/about/covid-19-support/latest-response-to-government-guidance/>

Basketball England Guidance

<https://www.basketballengland.co.uk/media/12300/return-to-play-guidance-01-07-20.pdf>

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

## **WORKING PAPER**

# **ITEM 13.00**



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

## CLERK'S BRIEFING

---

DATE: 02 July 2020

RE: BINS / RUBBISH ON THE GREEN

---

### Issue

Cllr TW raised over-flowing bins on The Green and Clerk agreed to check the emptying schedule with WBC.

A resident then reported increased rubbish on The Green and a particular issue around Boots / Thorn Cottage (emails forwarded to councillors).

Social media posts were put out asking residents to use alternative bins or take rubbish home if bins were full. This generated several responses and the following points:

- more rubbish around at the moment (2)
- bins overflowing around the village (1)
- saying they hadn't seen any rubbish on The Green (1)
- people should be responsible for their own rubbish and take it home (2)
- Encouraging people to report to WBC (3)

In addition to The Green, Combe Common was a cited case of rubbish overflowing the bin.

Following on from the initial contact from a resident it was specifically suggested:

- move the bin located outside Thorn Cottage to between the two commercial properties, Boots and Elliot's Coffee shop.
- extra bins located on the main part of The Green where people are consuming their coffees and takeaways

### Current Situation

There are 11 PC bins around The Green, 3 at Coxcombe Rec, 1 at Combe Common and a number of others around the village.

On 24 June 9 of the 11 bins around The Green were full and multiple bins, mostly in front of the shops and by the bus stop were overflowing and had additional black bags tied to them to take more rubbish.

The bins at the entrance to Coxcombe Lane and Combe Common were overflowing.

The issue is clearly focused on recreation spaces. Anecdotally, this does not appear to be a year-round issue, but linked to the good weather and the fact that the pubs / restaurants aren't open.

## WBC - Response

WBC have confirmed that bins should be emptied once 75% full, rather than on a specific day. The fact that Veolia had a regular Tuesday and Thursday collection run, is not something that WBC have set. The contractor is able to determine the frequency of checks, but there is an expectation that this is weekly as a minimum.

There have been issues as a result of recent staff sickness and a reduction of 15% in staff (and domestic collections are prioritized over public bins in this situation).

I was assured that bins will be emptied that week, and they were emptied the next day. Going forward I made the point that Biffa should reconsider their inspection schedule as this situation shouldn't have arisen, the officer accepted this.

Some bins were overflowing again the next Friday, but I reported this and they were promptly emptied.

Councillors SF and AJ have been monitoring the bins informally since and in general there has been no repeat of the very bad situation as occurred the 3<sup>rd</sup> week of June.

The bin at the Coxcombe Lane entrance to the recreation ground was full on 02.07.20 and I reported to WBC.

## Potential Options available:

It does seem on balance that the issue of over-flowing bins is down to a combination of greater use and a reduced service from Biffa on behalf of WBC. Given that the WBC contract is for Biffa to empty bins as required, encouraging residents to report full bins seems a good route to progress this and appears to have been working.

Other options the council may wish to consider (The first three options have cost implications):

- More bins - The Green is part of a Conservation Area and so any bins need to be in keeping and not unduly prominent. The existing bins cost £578 when purchased and they need to be installed into a base at additional cost. WBC would need to agree to any additional collections, though there might be an option to contract independently for an emptying service if WBC will not.
- Another bin on a temporary basis during the summer (a hired bin and collection service for a defined period). This would likely be a wheelie-type bin, so not in keeping, but maybe acceptable for a short period. Located for example near The Forge. It would need to be locked down and so there are practical considerations. I made enquiries of Biffa, but they did not come back to me.
- Moving the existing bins – The bins nearest Forrest Stores and along the shop side seem to be in regular use and full frequently at the moment. I am less clear on the levels of use for the other bins. On 24/6 the pond bins were showing less use as was the bin by the Church (although I note that this may not be the case when the Church building is able to be in use and removal may cause increased littering in the church grounds) and Banking House. It might be that 1 of these, or the bin at the entrance to the Ballsdown footpath, could be relocated, subject to agreement from WBC. There is little to be gained in moving a bin that is well-used as this will create a new problem.

- Publicity - advertise the 'report it' to WBC option and generally encourage residents to take home what won't go in bins (it is a criminal offence to drop litter).
- Signs on the Bins – detailing how to report online if full.
- Encourage local businesses to provide bins outside their premises. In particular it may be worth speaking to the new coffee shop.

The specific resident suggestion to relocate the bin currently outside Boots to between Boots and Elliot's

The distance is approximately 7m. There is no grass in the proposed area so it would require mounting on the Yorkstone pavement outside the shops (and require WBC approval, which may not be forthcoming). There is a small tarmac area to the left of Elliots, which could be suitable, but the general benefit of moving the bin some 13m is unclear when the issue seems to be items overflowing it, or not being placed in it in the first place. This may improve the situation for one resident by disadvantaging another. There is also the option of siting a second bin in this tarmac area, either new or relocated from elsewhere.

I suspect more regular emptying of the existing bin would improve the situation.

This is a matter that the Council needs to take a decision on so I can reply to the resident.



Current bin – approx location

*Lauren*

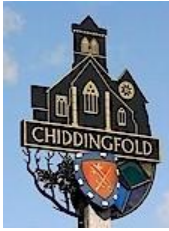
Lauren Blatherwick  
Clerk to Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

## **WORKING PAPER**

# **ITEM 14.00**



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

## CLERK'S BRIEFING

---

DATE: 02 July 2020

RE: DAMAGED BOLLARDS – THE GREEN

---

Cllr SF reported damage to 2 wooden bollards on the top-right end of The Green.



These bollards are PC property. The council's regular maintenance contractor has advised that he can manufacture 2 bollards. The cost of the timber is £50 and so I estimate £125 would cover the whole job, but this can be confirmed.

The maintenance budget for The Green has only £21 remaining and so council authority is required for the additional expenditure.

*Lauren*

Lauren Blatherwick  
Clerk to Chiddingfold Parish Council



CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

**WORKING PAPER**

**ITEM 15.00**

**Subject:** RE: Petworth Road Land valuation

**From:** "Peter Little" <[plittle@chiddingfold-pc.gov.uk](mailto:plittle@chiddingfold-pc.gov.uk)>

**Sent:** 27/06/2020 16:12:35

**To:** "Lauren Blatherwick" <[clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)>; [rfo@chiddingfold-pc.gov.uk](mailto:rfo@chiddingfold-pc.gov.uk);  
"Dan Hall" <[chairman@chiddingfold-pc.gov.uk](mailto:chairman@chiddingfold-pc.gov.uk)>; "Christine Tebbot"  
<[ctebbot@chiddingfold-pc.gov.uk](mailto:ctebbot@chiddingfold-pc.gov.uk)>; "Ian McKie" <[imckie@chiddingfold-pc.gov.uk](mailto:imckie@chiddingfold-pc.gov.uk)>;  
"Tony Johnson" <[ajohnson@chiddingfold-pc.gov.uk](mailto:ajohnson@chiddingfold-pc.gov.uk)>; "Tony Wiener"  
<[awiener@chiddingfold-pc.gov.uk](mailto:awiener@chiddingfold-pc.gov.uk)>; "Susie Forrest" <[sforrest@chiddingfold-pc.gov.uk](mailto:sforrest@chiddingfold-pc.gov.uk)>;  
"Roger Underwood" <[runderwood@chiddingfold-pc.gov.uk](mailto:runderwood@chiddingfold-pc.gov.uk)>;

If the Council were to consider at some future point the sale of the land it acquired in 2014 on the Petworth Road, my understanding is that a external valuation will be required. I have enquired of Clarke Gammon Wellers who would be pleased to provide the valuation at a cost of £750 + VAT.

I leave it to the Clerk to advise if this matter requires any further action.

Peter

On 24-06-2020 16:05, Mark Steward wrote:

Hello peter

Great to chat earlier , please send the plan over and I can assess

So far as charges are concerned for a site visit and brief report on valuation , would be 750+ vat , management charges will be 250 PH +vat and disbursements so far as a sale is concerned charge would be 5,000k +vat fixed fee

Obviously subject to instructions and once site has been assessed

Hope this helps

kind

Regards

mark

**Mark Steward**

**Partner**

**01428 664800**

**07760 340707**



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**From:** Peter Little [mailto:[plittle@chiddingfold-pc.gov.uk](mailto:plittle@chiddingfold-pc.gov.uk)]  
**Sent:** 24 June 2020 15:16  
**To:** Mark Steward  
**Subject:** Petworth Road Land valuation

Dear Mark,

Thank you for your time on the telephone today. I would be most grateful if you could provide the Chiddingfold Parish Council with an estimate of the cost your firm would charge to carry out a valuation of the land the Council owns on the Petworth Road. I will send you under separate cover the Land Registry paperwork to inform your proposal. At this stage it is not clear whether the Council should seek an outright disposal or a rental arrangement and any observations you may have regarding this question would be much appreciated.

Many thanks,

Peter Little



CHIDDINGFOLD PARISH COUNCIL

MEETING ON 09 JULY 2020

**WORKING PAPER**

**ITEM 16.00**

From: "Sarita Taneja" <>  
To: "[rfo@chiddingfold-pc.gov.uk](mailto:rfo@chiddingfold-pc.gov.uk)"  
Sent: 27/06/2020 13:11:17  
Subject: Invitation - AAKSS Webinars

Dear Sue

I hope this e-mail finds you keeping well?

It was very kind of everyone on the committee at Chiddingfold Parish Council to award the Air Ambulance Kent Surrey Sussex with a grant of £500 – your donation at this time means a lot to us.

We will be holding webinars during July to keep our donors and current fundraisers up to date with how their support is helping us right now and how we are adapting to the current situation both operationally and as a charity. I would appreciate it if you could forward the invitation onto members of the parish council, details are as follows:

Wednesday 1<sup>st</sup> July at 10am  
Wednesday 22<sup>nd</sup> July at 10am

The webinars will last for approximately an hour and will be an opportunity for you to meet some of the team and crew. We will be giving a brief charity and operational update and give you the time to ask any questions you might have about our charity.

If you would like to join us for one of these sessions then please do let me know and I will make sure the Zoom details are sent to you a few days before the webinar event.

If in the meantime I can be of any help then please do not hesitate to e-mail me or call me directly on [REDACTED].

Thank you for your support.

With Very Best Wishes

Sarita  
**Sarita Taneja**  
Community Fundraiser



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