



# Chiddingfold Parish Council

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Chairman: Councillor Richard Hogsflesh  
Parish Clerk: Sue Frossard CiLCA MILCM  
[clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)

## MINUTES

Minutes of the Parish Council meeting held on Thursday 09 February 2017  
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Richard Hogsflesh (RH), Chairman  
Cllr Roger Underwood (RU), Vice-Chair  
Cllr Daniel Hall (DH)  
In attendance: Sue Frossard CiLCA MILCM (Clerk)

Cllr Anthony Johnson (AJ)  
Cllr Christine Tebbot (CT)  
Cllr Simon Manuel (SM).  
Public: 1

Cllr Susie Forrest (SF)  
Cllr Tim Forrest (TF)

### 1.00 APOLOGIES FOR ABSENCE.

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

### 2.00 CO-OPTION OF SIMON MANUEL AS PARISH COUNCILLOR.

Following his interview, the Chairman proposed Simon Manuel to be co-opted on to the Parish Council. His eligibility to do so had been checked and confirmed and Simon had agreed to abide by the Code of Conduct and other obligations of a Councillor. PROPOSED (RH): To co-opt Simon Manuel to Chiddingfold Parish Council, with immediate effect and for a Term of Office up to the next Parish Council elections.

SECONDED (CT).

A secret ballot was held.

RESOLVED: That Simon Manuel be co-opted to the Chiddingfold Parish Council.

Cllr Simon Manuel signed the Declaration of Office and took his place at the Council meeting.

### 3.00 DECLARATIONS OF INTEREST.

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

SM declared a pecuniary interest in Item 5.00 (Planning Application WA/2017/0056).

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

PROPOSED (RH): To approve the minutes of the Parish Council Meeting held on 12 January 2017 as a true record of decisions taken and the Chairman signed the minutes.

SECONDED (TF): RESOLVED (UNANIMOUS).

### 4.01 REVIEW OF ACTIONS FROM THE ABOVE MEETING MINUTES.

There were two outstanding action from the January minutes from Item 6.01.06. These are carried forward.

### 5.00 PLANNING APPLICATIONS.

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

Cllr Simon Manuel left the meeting.

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WA/2017/0056 24-Feb 2017	Erection of single storey front, side and rear extensions; construction of rear dormer windows to provide a loft conversion and alterations.	Yewens View, Woodside Road.	No objection but with comment that the Velux windows are out of keeping with the rest of the street scene.
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Cllr Simon Manuel returned to the meeting.

The Planning Authority's decisions on recent applications had been circulated prior to the meeting and were NOTED.

#### 5.01 MINUTES OF THE PLANNING COMMITTEE MEETING.

The minutes of the Planning Committee meeting held on 26 January 2017 were NOTED.

#### 6.00 WBC - LOCAL PLAN PART 2 AND NEIGHBOURHOOD PLANNING.

An email from WBC had been forwarded to all Councillors, regarding their Local Plan Part 2 and Neighbourhood Planning. Council discussed this and:

RESOLVED: that the Clerk send a response to WBC that: (a) the Parish Council is conducting its own 'Call for Sites'; (b) the Settlement Boundary will be revised; and (c) as a result this Council will propose changes to the Green Belt boundary.

#### 7.00 POLICING IN THE PARISH.

A presentation on 'The Importance of Child Exploitation' had been offered to the Parish Council. The Clerk had declined the offer as identification and prevention of this (and any other) type of child abuse should be a matter for general concern and not limited to the local council, which has no official responsibility for child welfare. The Clerk reported that she had suggested that the Police hire the village hall and deliver their presentation to the public at large; a wider audience being more likely to help the Police succeed in early detection of these crimes.

#### 8.00 WORKING AND ADVISORY GROUPS.

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

#### 8.01 UPDATES FROM WORKING GROUPS.

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

8.01.02 Broadband Group (BBG) - TF.

TF reported that he had heard from Katie Brennan, SuperFast Surrey, that Surrey County Council Cabinet has now approached the £3.8m of investment from a clawback from the original funding and, by the end of February, they will be announcing the postcodes that will be covered by the second phase roll-out of broadband. Emphasis was made that the postcodes listed will receive three different answers: yes, no and partial. In addition, the criteria for allocation is to maximise the number of premises for the money, so clusters of houses will qualify first, properties in outlying areas are unlikely to benefit. Katie confirmed that the postcode list will be sent to the parish clerks the day before it is released. In the meantime the two Broadband self-funding groups are making progress, assisted by BT.

8.01.03 Neighbourhood Plan Development Group (NDPG) - CT

During the NP consultation there were several requests for small workshops and display areas for use by the local community to create and/or display art and craft objects produced locally. At present there is nowhere suitable in the parish but The Villagers would be a suitable location for this kind of community activity. RU reported that the S.106 on the original application approval for The Villagers (and not the application itself) and which will carry forward to any new owner of the building, states that the building is for the: "... sole purpose as a clubhouse for the benefit of Chiddingfold ex-Servicemen and the local community and for no other purpose whatsoever."

PROPOSED (TF): That the Clerk write to Waverley Planning to point out the shortage of community space in Chiddingfold and to emphasize the need to retain The Villagers as a community building. Also, to ask that this Council be given opportunity to comment if any Planning Application or request for Change of Use is submitted for The Villagers.

SECONDED (RU): RESOLVED (UNANIMOUS).

## PUBLIC QUESTIONS

1. Jeremy Coombes asked to update the meeting on the current situation with The Villagers. He advised that the Contract has been signed and Exchanged on one of two offers at the asking price (another offer was £250k short) but the deal has not yet been Completed. Jerry also advised that, whilst the Council talks about community use for the future, there was no community use whilst the building was up and running as a clubhouse. Jerry asked the meeting: 'who would buy the building for community use?' He asked if the Parish Council were considering purchase, which would be possible prior to Completion for the sum of £760k. He said that the basic running costs are around £1,000 per month. One of the issues they had encountered was that the car parking space was rather limited and caused issues when the driveway to houses was blocked. Waverley Planning Enforcement sent Officers down to check what the building was being used for as they had been informed it was being used by another group [other than the ex-Servicemen].

The Chairman thanked Jerry for the update on the current status.

## PUBLIC QUESTIONS CLOSED

### 8.01.03 Neighbourhood Plan Development Group (NDPG) - (Contd.)

Cllr Tim Forrest expressed thanks to CT for the momentous work she had done in respect of the organization and amazingly good presentation put on over the Neighbourhood Plan consultation weekend. He went on to offer thanks to the Clerk for her work in analysing the data from the 350+ completed questionnaires and producing a really interesting document which captured and made available all of the comments made by residents.

A number of additional volunteers for the Neighbourhood Plan Steering Group had been recruited and TF asked if these have been contacted since the event. CT reported that all had been contacted. In particular progress had been made on the business side. Steve Forward (Hoppa) is happy to contribute and CT will be talking to Warco. Nexus will be identifying the areas that need further work. Further meetings are being set up (with Nexus) and dates will be circulated. DH reported on Chidd Inc, an emerging group of businesses and services within the community who have come together to support each other. The potential for development sites near to Witley station has yet to be investigated. It was agreed that a letter asking for sites should go out to all farm properties in the parish, as these are possible sites for small, business or craft units.

### 8.01.04 Emergency Plan Group (EPG) - RU.

RU reported that he has been contacted by WBC to have a meeting to look at their Emergency Plan and to ensure that our Plan fits in with theirs.

### 8.01.05 Road and Traffic Group (RTG) - TF.

TF reported that a large amount of feedback had been received from the Neighbourhood Plan consultation on average speed cameras and any other ideas. The responses, and the other ideas, need to be analysed further and, meantime, TF has written to Cllr Kay Hammond (SCC, Banstead) and Duncan Knox, SCC Safety Team Manager, who thinks the four proposed cameras might be installed somewhat cheaper than initially thought. However, their preferred approach would be to do a very thorough survey of the whole area, to establish the best calming methods for the whole area rather than just to slow traffic on certain roads. This would also achieve another objective, de-cluttering. TF said it would be good if one of the new people to the Neighbourhood Plan could help on this project.

### 8.01.06 Village Maintenance Group (VMG) - CT

CT reported that work had slowed on this due to the Clerk being fully occupied with the Neighbourhood Plan. The Clerk reported that all the preliminary work on the vegetation clearance had been completed and that has exposed drainage and culverts so that work can now be planned as soon as the ground is firm enough to support the heavy plant.

The Clerk advised the council that the extra area of ground that has been cleared has been added to the monthly schedule for regular maintenance and this has increased the annual spend proportionately. The Council AGREED that this is acceptable.

The Clerk reported that the road signs for Ash Combe have been repaired, corrected and reinstalled.

The first two actions are carried forward from the January meeting:

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

**ACTION:** The Clerk was asked to write a formal letter to residents along the north side of Pickhurst Road, regarding rubbish tipping and dumping of dog waste in the boundary ditches.

**ACTION:** The Clerk was asked to purchase a further 'Litter Pick' banner, which just says 'this Saturday' (same as the existing one).

**ACTION:** The Clerk was asked to arrange trimming the canopy of the tree on The Green.

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

9.00 CORRESPONDENCE.

There was no correspondence.

10.00 LATE ITEMS.

SF raised the question of the Parish Assembly on 18 May 2017 and asked the meeting what the theme of the event would be. The Council agreed that this will be dedicated to the Neighbourhood Plan, to give feedback to the community on the recent consultation and to provide options for inclusion as Plan policies for residents to choose.

**ACTION:** The Clerk was asked to amend the Village Hall booking to include the afternoon (from 4pm).

11.00 FINANCE AND COMPLIANCE GROUP (FCG)

The Clerk reported that there remains an outstanding debt from the year 2015-2016 from an invoice raised to a re-charge for additional grass cutting and pitch maintenance work, required by the Football Club, and over and above the Parish Council's budget for this work. Efforts have been made to collect this debt and, until resolved, all grass cutting and maintenance to the pitches has been halted.

11.01 FINANCIAL STATEMENT OF ACCOUNTS.

TF reported that discretionary expenditure is slightly under budget. The financial statement of accounts was reviewed against the 2016-2017 budget and found to be in line with budget.

Council unanimously approved

PROPOSED (TF): To approve the financial statement of accounts against budget for the year to 31 Mar 2017.

SECONDED (RH). RESOLVED (UNANIMOUS).

11.02 RECEIPTS AND PAYMENTS.

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

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

SECONDED (RH). RESOLVED (UNANIMOUS).

12.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]  
The next Parish Council Meeting is on Thursday 09 March 2017 in the CWR of the Village Hall commencing 19:45.

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OTHER DATES TO NOTE

Annual Litter Blitz:

Sat 11 Mar - 10am at The Forge.

NP Steering Group Meetings with Nexus:

Tue 21 Feb - 2pm in the Church Room

Tue 21 Mar - 2pm in the Church Room

Annual Parish Assembly and NP Public Consultation:

Thu 18 May - 4pm onwards in the village hall

NP Public Consultations:

Fri 23 Jun 4pm - 9pm in the village hall

Sat 24 Jun 10am - 5pm in village hall.