



Chiddingfold Parish Council

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

Minutes of the Parish Council meeting held on Thursday 11 January 2018
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Richard Hogsflesh (RH) Chairman Cllr Christine Tebbot (CT) Cllr Neil Denyer (ND)
Cllr Tim Forrest (TF) Cllr Susie Forrest (SF) Cllr Dan Hall (DH)
Cllr Anthony Johnson (AJ)
In attendance: Sue Frossard CiLCA PSLCC (Clerk) Public: 0

1.00 APOLOGIES FOR ABSENCE.

Apologies had been received from Cllrs Roger Underwood and Simon Manuel. These were accepted.

2.00 DECLARATIONS OF INTEREST.

If an interest has not yet been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days. Where a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.
There were no Declaration of Interest.

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 14 DECEMBER 2017.

Approval of the December minutes. These were approved and signed by the meeting chairman:

PROPOSED: TF. SECONDED: ND

RESOLVED: Unanimous.

3.01 REVIEW OF ACTIONS FROM PREVIOUS MEETINGS.

The following actions were reviewed, where not otherwise itemized in the minutes (outstanding in blue text):

SEP ACTION: TF to write to South Western Railways to ask for more parking at Witley station. TF had received an acknowledgement but at the December meeting had not yet received a response requesting they add parking at Witley station. An acknowledgement had been received, but not a constructive response. TF to ensure that the pressure for more parking is maintained, especially as the required number of houses are built. No further action for the present.

OCT ACTION: RU to request information from SCC on their policies of enforcement. Outstanding.

OCT ACTION: RH to draft a response to the WBC Future of Grounds Maintenance consultation (deadline 27 Oct 2017). Outstanding.

OCT ACTION: RU to request information from SCC on their policies of enforcement. One gate replaced, RU to pursue this. Ongoing.

DEC ACTION: DH to report back to the January meeting on his meetings to discuss development of the recreation grounds. Ongoing, not yet received any quotations.

DEC ACTION: CT to draft a response to the Witley Forest Consultation for approval at the January Parish Council meeting. A number of points were clarified with Council this meeting. CT will now respond to the Witley Forest Consultation.

DEC ACTION: CT suggested a date for the spring Parish Litter Pick. It was AGREED that this will be the 24 March 2018. No further action.

DEC ACTION: Clerk to investigate whether one or two cheques were not presented by CAW. Actioned.

DEC ACTION: In the New Year, the Clerk will set up council (.gov.uk) email accounts for all councillors and instruct them how to collect/send council business emails from those accounts. The Clerk reported that the 'office' email accounts have not received anything other than thousands of spam emails since 2016. All Councillors will collect council business emails into a separate email Inbox and will set up to send from a separate email address. (This in preference to using the .gov.uk address, which attracts spam). No further action.

DEC ACTION: Clerk to write to the CEO of CAW to say that this Council has read the report and agrees with the conclusions regarding contributions. This year an amount of £1,000 will be given, and £1,500 next year, in line with parishioners' use of the service. Actioned.

DEC ACTION: Clerk to submit a demand to WBC for £130,500 precept for 2018-2019. Actioned.

4.00 PLANNING APPLICATIONS.

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

WA/2017/2294 19 Jan 2018	Erection of a rear extension and internal alterations.	Upper Sydenhurst, Mill Lane.	No objection.
WA/2017/2295 19 Jan 2018	Listed Building Consent for the erection of a rear extension and internal alterations.	Upper Sydenhurst, Mill Lane.	No objection.
WA/2017/2314 19 Jan 2018	Erection of a storage barn following demolition of existing barn.	Land adjoining Whitelands Cottage, Pickhurst Road.	No objection.
WA/2017/2315 19 Jan 2018	Change of Use from general agricultural storage to individual storage units (Use Class B8) along with alterations to elevations and the erection of security gates.	Bethwins Farm, Petworth Road.	No objection. The emerging Neighbourhood Plan identified a need for this type of storage facility.
WA/2017/2316 19 Jan 2018	C of L S.192 for the erection of a single storey rear extension.	Holly Cottage, Combe Lane.	No objection.
WA/2017/2318 19 Jan 2018	Erection of a barn following demolition of existing pole barn; change of use of first floor of 'The Old House' from ancillary agricultural use to Estate office; change of use and alterations to 'The Stables' from agricultural storage use to equestrian; change of use and alterations to 'The Dovecote' from 2 flats to a single dwelling.	Combe Court Farm, Prestwick Lane.	Support.
WA/2017/2319 19 Jan 2018	Listed Building Consent for internal and external alterations including removal of external staircase to 'The Dovecote'; fenestration changes to 'The Dovecote' and 'The Farm House'. Consent for historic changes including alterations to elevations of 'The Stables' and fenestration changes to 'The Dovecote'.	Combe Court Farm, Prestwick Lane.	Support.

The Planning Authority's decisions on recent applications are reported on the Waverley Planning portal - <http://waverweb.waverley.gov.uk/live/wbc/pwl.nsf/webdisplaypubliclist?openform>.

4.01 MINUTES OF THE PLANNING COMMITTEE MEETINGS.

The minutes of the Planning Committee meeting held on 07 December 2017 were noted. Council was advised that the next Planning Committee meeting will be on the 25 January 2018.

5.00 POLICING IN THE PARISH.

SF reported that crime and scam notifications were distributed to councillors as they were received.

6.00 NEIGHBOURHOOD PLAN (NP).

CT advised that she has a meeting next week with Melanie Harding, Surrey County Council School Commissioning Officer for the SW, to discuss with her the issue of school places across the joint parishes. This is not to lobby on specifics but to discuss the strategy for the future. In preparation for this CT has previously met with the Village Nursery and has now also met with Nora Jones, owner of 'Barn Kids' to understand more about that business for the future.

TF reported that there is to be a meeting to discuss the next stage of the Plan, as AECOM are going to conduct a 'Housing Need Survey' to look at the demands for housing in the parish. It is hoped that the body of evidence obtained from previous surveys can be drawn together to contribute to this survey to show both the trend in requirements and the current need.

The Clerk advised that the terminology is cause for concern because Waverley, who will be inspecting the Neighbourhood Plan, have a very specific and clear definition of 'Housing Need' which is for social, subsidised housing and affordable (exception site) housing. If they see that a Housing Need survey is included with the NP, but it does not conform to their criteria and standard, for the purpose they understand, they may well query this and require a new/different survey. To ensure this does not happen, the Clerk suggested simply using different terminology for the NP, eg: 'housing demand' or 'housing requirement' survey. This suggestion will be brought to the NP Steering Group meeting and will be relayed to the consultants carrying out the survey. CT is trying to schedule a meeting with the Director of Housing and will raise this with him. Meanwhile, the Clerk suggested the terminology be changed.

Witley and Elstead asked the Clerk if this council would like a meeting to discuss WBC's input in directing the NPs Calls for Sites based on their own survey, and not the comments and aspirations of residents. The Clerk raised the question of the boundaries between the Borough and the Towns and Parishes and their right to choose sites and the types of development they would like to include, as opposed to just following the instruction of the Borough as to what may or may not be included based on the AMEC report they commissioned and which this parish strongly opposed.

ACTION: the Clerk was asked to arrange a meeting with Witley and Elstead.

7.00 WORKING AND ADVISORY GROUPS.

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

7.01 UPDATES FROM WORKING GROUPS.

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

7.01.02 Broadband Group (BBG) - TF.

TF reported that the Fisher Lane Broadband group had been more than successful in raising funds and then obtaining broadband (fibre to the house). They have funds over which they propose giving to the surgery, the school and the Chiddingfold Community Fund.

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

7.01.04 Road and Traffic Group (RTG) - TF.

TF reported that he has a meeting with Adrian Selby, Surrey Highways, tomorrow to obtain his views on a number of highways improvement proposals.

7.01.05 Village Maintenance Group (VMG) - CT.

CT asked the Clerk to look at replacing missing bollards at the junction of High Street Green and Pickhurst Road.

ACTION: Clerk to arrange for the bollards to be replaced.

7.01.06 Recreation Ground Maintenance Group (RGMG) - DH.

DH reported in December that he had a meeting scheduled with two companies to discuss feasibility studies for developing the parish recreation grounds. It had been AGREED that quotations should be sought for feasibility studies on Combe Common and Coxcombe Lane combined and then, separately, another study for all three grounds, ie. to include Petworth Road.

ACTION: DH to report back at the February meeting on his discussions for development of the recreation grounds.

8.00 CONSULTATIONS.

08.01 SCC - SURREY WASTE LOCAL PLAN [07 Feb 2018] - emailed to Councillors on 14 Nov 2017.

Councillors had read the draft plan and AGREED to support this. A deadline for individual comments to the Clerk was set at 31 January following which the Clerk will respond to SCC supporting the Plan and including any comments received from Councillors.

ALL COUNCILLORS: to send any comments on the Surrey Waste Local Plan to the Clerk by 31 January 2018.

ACTION: the Clerk to write to SCC to the effect that this council supports the Plan, and including any individual comments from Councillors.

08.02 WBC - COMMUNITY INFRASTRUCTURE LEVY (CIL). [26 Jan 2018] - emailed to Councillors on 15 Dec 2017.

CT reported that CIL is critical for this parish. It was AGREED that DH, CT and TF will meet to discuss this in detail and then to respond.

ACTION: the DH, CT and TF to meet to discuss the implications of this on the parish and to write a suitable response to WBC.

9.00 CORRESPONDENCE AND GENERAL BUSINESS

9.01 SOCIETY OF LOCAL COUNCIL CLERKS PROFESSIONAL DEVELOPMENT SCHEME (PDS)

Council NOTED the new SLCC Professional Development Scheme, launched on 01 November 2017. This has replaced the former Institute of Local Council Clerks. Society members' letters have changed from ILMC to SLCC prefixed by the appropriate membership status (Student, Associate, Member, Principal or Fellow).

10.00 LATE ITEMS.

There were no late items.

11.00 FINANCE AND COMPLIANCE GROUP (FCG)

11.01 FINANCIAL STATEMENT OF ACCOUNTS.

TF reported that expenditure and income is in line with budget at this point and invited Council to approve the Balance Sheet, Income and Expenditure and Ear-marked Reserves to 31 December 2018.

PROPOSED (TF): To approve the financial statement of accounts against budget for the year to 31 Mar 2018.

SECONDED (RH). RESOLVED (UNANIMOUS).

11.02 RECEIPTS AND PAYMENTS.

The Chairman read out the proposed income and expenditure for January from the Order to Pay form.

PROPOSED (TF): To approve payments as detailed on the Order to Pay for and to ratify the payments necessarily made since the last council meeting and made in accordance with the 2017-2018 budget.

SECONDED (SF). RESOLVED (UNANIMOUS).

11.03 WBC - FUNDING OPPORTUNITY FOR ENVIRONMENTAL IMPROVEMENTS USING PRE-2015 PIC.

Council NOTED that some funding is available: The Clerk advised that it's around £3,900 but the purposes for which it can be used and to decide if there are any projects that could be funded from this PIC money and so it has been difficult to obtain this. After some discussion it was AGREED that we should try to obtain this for CCTV at Combe Common, where fly-tipping is becoming a real problem.

ACTION: The Clerk was asked to claim this funding and to appeal to the Director of Finance if the application to use our funds is refused, yet again, as it is (should be) our money to use for the community.

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

Chiddingfold Parish Council Meeting, 19:45 on Thursday 08 February 2018 in the CWR of the Village Hall.