



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

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

MINUTES

Minutes of the Parish Council Meeting held on Thursday 12 March 2020
at 19.45 in the Charles Watts Room of the Village Hall.

Cllrs Present: Roger Underwood (RU)
Ian McKie (IM)
Anthony Johnson (AJ)

Peter Little (PL)
Tony Wiener (TW)
Susie Forrest

In attendance: Lauren Blatherwick (Clerk)

Public: WBC Cllr Anna James
+1

0.00 ELECTION OF A CHAIRMAN

In the absence of the Chairman and Vice-Chairman the first order of business was to elect a Chairman.

PROPOSED (PL) / RESOLVED (unanimous): RU be elected Chairman for the meeting.

1.00 APOLOGIES FOR ABSENCE

Apologies were accepted from: Daniel Hall (DH) Chairman and Christine Tebbot (CT) Vice Chairman.

2.00 DECLARATIONS OF INTEREST

SF declared a non-pecuniary interest in item 8:00.

Procedural PROPOSED (RU) RESOLVED (unanimous): The agenda order be amended to move item 8:00 to follow item 13:00

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 13 FEBRUARY 2020

RESOLVED: To approve the minutes of 13 February 2020. The Chairman signed the minutes

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

Review outstanding actions from previous Council meetings (where not an agenda or Clerks's report item):

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

DEC ACTION: DH to write formally to The Surgery in recognition of their reopening. **DISCHARGED** as no longer appropriate.

FEB ACTION: CT to speak to school about gritting the section of path immediately by the rear entrance. **ONGOING** no report received.

4.00 PLANNING

RU: Update - WBC hope that their application in relation to Queensmead will be ready for the June Southern Area Planning, but it may be more likely to be the July meeting.

4.01 APPLICATIONS

RESOLVED: To respond to the below applications as follows:

WA/2020/0211 20-March-20	Erection of extensions and alterations to create a two storey dwelling	<i>April Cottage, Pickhurst Road</i>
	<i>No Objection (unanimous)</i> Noted that WBC had been consulted for pre-application advice.	
WA/2020/0232 24-March-20	Erection of an outbuilding following demolition of existing outbuildings.	<i>Crosstrees, Pickhurst Road</i>
	<i>No Objection (unanimous)</i> Noted that WBC had been consulted for pre-application advice.	

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

4.02 MINUTES OF THE JANUARY 2020 PLANNING COMMITTEE MEETING

The minutes of the Planning Committee meeting held on 27 February 2020 were NOTED.

20.02hours Public Questions: WBC Cllr A James commented on the positive reception of the WBC planning applications in relation to social housing in Chiddingfold at the Local Committee. MoP asked about the process of assessing planning applications by the parish council.

5.00 NEIGHBOURHOOD PLAN

CT was not present to provide an update. Cllrs expressed concern at the lack of detailed information and progress since Regulation 14. Clerk reported that progress on the HRA had been paused as the amended policies post-Reg14 were required to complete the report. The NPSG needs to produce the amended NP and policies then bring to Council for approval ahead of provision to AECOM. The NPSG had not met for several months. CT was due to produce several redrafted policies. PL wanted council to find out what was outstanding and what support CT requires from NPSG, Council or Nexus to conclude the redraft and for a timescale for this work, this was supported by the cllrs present. **ACTION: Clerk to seek a report from the RFO as NPSG administrator on the work done pos-Reg14 and what was outstanding and a timescale for completion.**

6.00 CLERK'S REPORT

The Clerk's Report for the March meeting was NOTED.

7.00 GRANTS AND DONATIONS POLICY

A revised draft was reviewed by the FCC on 11 March. This draft was recommended to Council for adoption with one minor amendment on the application form to insert "/ total project cost" at the top of page 2.

RESOLVED (unanimous):

1) To adopt the proposed amended Grants and Donations Policy.

[8:00 moved down agenda]

9.00 COMMUNICATIONS STRATEGY WORKING GROUP

PROPOSED (TW) / RESOLVED (unanimous): To resolve to establish a working group to explore and report back to Council on a strategy in respect of external communications, looking at what to provide, how frequently, distribution channels, who will produce it and costs associated.

PROPOSED PL / RESOLVED (unanimous): to defer appointing the working group until the Neighbourhood Plan is suitably progressed.

10:00 APPLICATION FOR USE OF THE PAVILION / COXCOMBE REC ON 13 MARCH

NOTED that the Clerk gave consent under the scheme of delegation for use of the Pavilion and Recreation Ground for a charity cycling rest stop on 13 March at the request of the Chiddingfold Football Club.

11:00 FINANCE AND COMPLIANCE

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

NOTED the February FCC meeting was postponed and there are no minutes to note.

11.02 BUSINESS PLAN

TW set out that the intention was to headline plans over the period of this Council and that it was intended that working groups be set up to expand on these headlines. The FCC had already started looking at two projects: a facility at Combe Common and improvements to the Playground.

PROPOSED (TW) / RESOLVED) (unanimous):

1) To approve the Business Plan prepared by the FCC

2) To establish working groups to investigate (a) changing room facilities at Combe Common and (b) playground improvements.

TW indicated that he was prepared to lead a group to look at the playground, it was suggested that DH would lead on the Combe Common project. Working Groups were not formally constituted at this meeting.

12.00 LATE ITEMS

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

12.00.01 Clerk: update on the WBC water procurement tender, Parish can submit for inclusion without commitment at the time.

12.00.02 Clerk: Clockhouse AGM invitation deadline, request that any Cllr wishing to attend notifies the Clerk.

12.00.03 Clerk: Repairs to the setts provisionally to take place the week after Easter and will include re-bedding the loose flagstone on the steps for no additional charge.

12.00.04 Clerk: Coronavirus – concern about the public health measures impacting on meetings, to be monitored.

12.00.05 Clerk: Annual Parish Meeting – DH has not made any progress with this. SF offered to contact DH and assist.

12.00.06 SF: SCC roadworks signs erected are unsatisfactory – placed incorrectly and not properly fixed. Clerk reported on her dealing with SCC on the matter of roadworks signage and encouraged Cllrs to make their own reports.

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

NOTED the next Parish Council Meeting will be held on **Thursday 09 April 2020** in the CWR of the Village Hall commencing 19:45.

8.00 GRASS CUTTING

8.01 RESOLVED unanimous (SF not participating): To exclude the press and public pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960 from consideration of item 8.00 on the basis that the contract information is confidential during the contract awarding stage.

The briefing from the Clerk was NOTED. All the quotes were considered to be appropriate and acceptable.

RESOLVED (unanimous):

1) To accept the quote from Johnstone Ground and Gardens Limited for the annual cut and mulch grass cutting contract.

2) To accept the quote from AEM Contractors for a cut and collect in the wildflower areas, subject to formal confirmation by Council that additional wildflower areas at Pickhurst Road, The Knipp and High Street Green be instituted in 2020.

14.00 COMBE COMMON – DRAINAGE WORKS AND BOUNDARY CLARIFICATION (this item will be subject to an application to exclude the press and public pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960))

14.01 RESOLVED (unanimous): To exclude the press and public from consideration of items 14.02 on the basis that public discussion prejudicial to the public interest by reason of the confidential nature of business to be transacted and that information is subject to legal privilege.

14.02 COMBE COMMON – DRAINAGE WORKS AND BOUNDARY CLARIFICATION

The briefing from the Clerk on the settlement of the boundary and protection of drainage works and associated legal documents and recent correspondence was NOTED.

It was agreed that the boundary survey should proceed as previously resolved, notwithstanding the change of position by the neighbour and that the Clerk should obtain quotes / opinion on the addition of a further drainage collection channel as a mitigation effort and without any intention of signalling an acceptance of responsibility for the stability of the area.

RESOLVED (unanimous):

1) To inform the Council's insurers of the situation and seek input on next steps.

2) Not to offer to fund for independent legal advice for neighbouring land owner.