



Chiddingfold Parish Council

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The Green
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Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick CILCA PSLCC
Deputy Clerk / RFO: Sue Frossard CILCA PSLCC
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MINUTES

Minutes of the Parish Council Meeting held on Thursday 09 January 2020
at 7.45 pm in the Charles Watts Room of the Village Hall.

CLLrs Present: Danial Hall (DH) Chairman
Roger Underwood (RU)
Tony Wiener (TW)
Peter Little (PL)

Christine Tebbot (CT) (Vice-Chairman)
Ian McKie (IM)
Susie Forrest

In attendance: Lauren Blatherwick (Clerk)

Public: 0

1.00 APOLOGIES FOR ABSENCE

Apologies were accepted from: Anthony Johnson (AJ)

2.00 DECLARATIONS OF INTEREST

None.

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12 DECEMBER 2019

RESOLVED: To approve the minutes of 12 December 2019.

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

Review outstanding actions from previous Parish Council meetings (where not a specific agenda item):

OCT ACTION: CT to explore with AONB the possibility of support to improve shop frontage on The Green. PL has had discussions with Forrest Stores who are open to the idea of visual improvements. PL to arrange meeting with AONB to explore possible support. **ONGOING**

NOV ACTION: Proposal for improved pedestrian route from Coopers Place to Witley Station. WPC support footway along / on the highway and intend to undertake a public consultation, CPC have concerns about the safety of such a route and prefer to look at improvements to existing public footpath surface and will ask WBC to add this to their Infrastructure Development list. CT to forward wording to the Clerk for provision to WBC. **OUTSTANDING**

DEC ACTION: DH to write formally to The Surgery in recognition of their reopening and efforts in the interim period during the rebuild. **OUTSTANDING**

4.00 PLANNING

4.01 APPLICATIONS

Recommendations on planning applications are usually decided by the Parish Council Planning Committee, but full Council may consider any planning applications, including where the response deadline falls between Planning Committee meetings.

WBC Applications:

CT gave a brief overview. In 2016 WBC announced new council housing building programme for Chiddingfold, against a background of no new council housing for a long time. Andrew Smith came in as Head of Strategic Housing at WBC. Previously Andrew Smith was at English Rural Housing and in that role worked with CPC in

relation to their social housing developments in the village: Coopers Cottages, Queens Mead and Field View Close. CPC sought to be involved with the planning process for the new WBC housing and consequently in 2017 WBC put in 4 sites in response the NP Call for Site process, the 3 being looked at today and Turner's Mead, which is not progressing at this time, but will hopefully be phase 2. NPSG were first shown the plans in September 2018 and they have been developed since, including suggestions from NPSG and as a result of consultation with residents. Planning applications now being considered for 3 sites, including 14 new homes, which are part of the required Housing allocation as part of the draft NP.

There had been a meeting with WBC officers that morning at which the 3 applications were discussed and suggestions made by CPC. WBC will be looking at minor amendments to the plans. WBC stated the properties will be built to latest national specification and use heat recovery where possible and using materials to reduce heat loss. Electric vehicle charging will be provided on the resident's parking where it is inside the curtilage, but not in communal parking areas, but trunking will be installed for cabling to enable future EVCP delivery. WBC have declared a climate emergency and this seems to be reflected in the development of plans.

One contractor will be used for all 3 sites and this will go out to tender and the tender process includes a community benefit aspect, which is separate to CIL and s.106. CPC will produce a list, which mostly looks as parking provision for consideration under the scheme if it goes ahead. **ACTION: Cllrs to submit proposals to potential projects to the Clerk for consideration by Council. Then to seek a meeting with the relevant WBC Officers.**

Residents have been offered the option of returning to the new property when built or to be re-housed.

RESOLVED: To respond to the below applications as follows:

<p>WA/2019/1924 02 Jan 20*</p>	<p><i>Erection of 5 dwellings with associated works following demolition of 2 existing dwellings and a block of garages.</i></p> <p>CPC supports development of the garages which are not well used and welcomes the addition of 3 new properties. The type of housing reflects the needs identified in the NP – predominantly 2 bed and some flats. As requested, car parking provision is now 2 per property, an increase from the earlier plans. Plans are consistent with draft NP design guide. WBC have confirmed the inclusion of an upstairs hall window at plot 5.</p> <p>WBC have agreed to look at CPC request to include additional glazing in the Hall / front door areas, also to review aspects of the garden access.</p> <p>EVCPs need to be fast (overnight) charging and the supply capacity cabling must support a minimum 32Amps.</p> <p>CPC would support the development of the other dilapidated parking site and garages at the site to provide improved parking, alongside dropped kerbs at the WBC retained properties.</p> <p>CPC agree with the resident comment that improved signage and implementation of the one-way system should be considered.</p> <p>CPC raises whether shared internet infrastructure has been considered for these and other properties and whether fibre is included in the specification?</p> <p>Support (unanimous)</p>	<p>57 & 59 Hartsgrove</p>
<p>WA/2019/1922 02 Jan 20*</p>	<p><i>Erection of 8 dwellings with associated works following demolition of 4 existing dwellings and garage block.</i></p> <p>CPC recognise the net parking gain, but still recognise that there are ongoing concerns about parking provision across the whole of the Queens Mead site. CPC seek the installation of dropped kerbs for the retained</p>	<p>19-22 Queensmead</p>

	<p>properties and promote this as a community benefit associated with development of the site. Installation of a dropped kerb and driveway for the retained property at 17 Queens Mead would improve parking on this WBC estate road. Marked bays and markings for the turning area would improve the parking issues in this area. WBC have agreed to take these requests to the Head of Housing.</p> <p>CPC request and WBC have agreed to consider the addition of a window in the dining room areas. CPC believe that this will improve the room amenity.</p> <p>EVCPs need to be fast (overnight) charging and the supply capacity cabling must support a minimum 32Amps.</p> <p>CPC seek clarification of the function of the man-hole / drain at the location and how WBC will treat this in order to build over the site. WBC have agreed to respond.</p> <p>CPC note that there is a culvert taking water from the ditch alongside the Cricket Ground across the site and this waterway will need to be maintained.</p> <p>CPC raises whether shared internet infrastructure has been considered for these and other properties and whether fibre is included in the specification?</p> <p>Support (6/1)</p>	
<p>WA/2019/1925 02 Jan 20*</p>	<p><i>Erection of 6 dwellings with associated works following demolition of 2 existing bungalows and garages together with provision of additional parking spaces to serve existing dwellings.</i></p> <p>Parking is an issue on Pathfield. When Pathfield Close (20 1 bed bungalows) was constructed it was intended as retirement properties and no vehicular access was provided. These have not been retained as retirement properties and the lack of parking has caused extreme pressure on Pathfield. The plan is allocation of 2 plots per property and of 20 parking spaces for use by Pathfield Close, however, this is still not felt sufficient to address the pressure on the Pathfield site.</p> <p>CPC have raised concerns about the lengthy route of external rear access to Plot 3 and WBC officers have agreed to consider reworking the garden access for Plot 3 along with possible bin storage area at the front of plot 3 in view of the route of rear access.</p> <p>CPC request and WBC have agreed to consider the addition of a window in the dining room areas, in particular for Plots 1 and 3. CPC believe that this will improve the amenity of the room.</p> <p>EVCPs need to be fast (overnight) charging and the supply capacity cabling must support a minimum 32Amps.</p> <p>CPC raises whether shared internet infrastructure has been considered for these and other properties and whether fibre is included in the specification?</p> <p>CPC would support retention of the rear hedge at Plot 5.</p> <p>Support (unanimous)</p>	<p>16a and 16B Pathfield</p>

<p>WA/2019/1923 02 Jan 20*</p>	<p><i>Erection of 5 dwellings with associated works following demolition of 2 existing bungalows together with provision of access road and parking to serve existing dwellings.</i></p> <p>WBC has confirmed that the plan has incorporated the widening of the access road, which CPC supports as the current width is inadequate.</p> <p>WBC Officers have agreed to consider reshaping the gardens of Plots 4 and 5 to remove the dog-leg aspect as this is not conducive to a family garden.</p> <p>EVCPs need to be fast (overnight) charging and the supply capacity cabling must support a minimum 32Amps.</p> <p>CPC raises whether shared internet infrastructure has been considered for these and other properties and whether fibre is included in the specification?</p> <p>Support (unanimous)</p>	<p>15 and 16 Pathfield</p>
<p>WA/2019/1954 14 Jan 20</p>	<p><i>Erection of extension and alterations.</i></p> <p>Comment: It is noted that single storey full rear extensions are not supported by the WBC Residential Extensions SPD, however it is recognised that there is not space to wrap an extension around the existing property.</p> <p>The size of extension within a relatively small garden space might be considered overdevelopment, however, there is some precedent for rear extensions, including of a larger size in the local area and the resulting garden does not seem to be out of keeping with others nearby.</p> <p>No Objection (unanimous)</p>	<p>11 Foxwood Close</p>

The italicized dates in the first column are the response deadline dates given to this Council (these applications an extension of response time has been agreed with WBC).*

AGREED: CT to represent the Parish Council at the meeting of the Southern Planning Committee to speak in support of the developments.

4.02 MINUTES OF THE DECEMBER 2019 PLANNING COMMITTEE MEETING

The minutes of the Planning Committee meeting held on 19 December 2019 were NOTED.

5.00 NEIGHBOURHOOD PLAN

There is approval from AECOM for the provision of HRA assessment.

6.00 CLERK'S REPORT

The Clerk's Report for the January meeting was NOTED and updates and discussion had on some items:

(1 and 7) CT met with the relevant land owners at their request and will circulate her written response to them
ACTION: CT. It was AGREED that the Clerk should seek further information from the Insurers ahead of the February meeting and that the Insurance Claims Management Company be asked to refrain from further third party correspondence in relation to removal of trees pending the Council considering the matter at the February meeting **ACTION: Clerk.**

(2) AGREED to accept the invitation of the Leader and Deputy Leader to schedule an informal meeting to build understanding and inter-council relationship, and to suggest they attend ahead of the February or March Council meeting. **ACTION: Clerk to write.**

(6) JMC invitation to attend their termly meeting on 13 January. AGREED DH will attend. **ACTION: DH.**

- 7.00 PHONE BOX REMOVAL CONSULTATION
 PROPOSED (DH): To pursue adoption of one of the Chiddingfold phone boxes RESOLVED 5/7
 PROPOSED (CT): To pursue adoption of the Woodside Road phone box RESOLVED 5/7
 ACTION: Clerk to respond to WBC in favour of adoption of the Woodside Road phonebox and establish the process going forward. Clerk to undertake a public consultation on any use beyond a heritage feature.
- 8.00 SCC PENSIONS CONSULTATION
 The Council is invited to respond to the Surrey Pension Fund Revised Pension Administration Strategy Consultation by 1 February 2020.
- 21:29 DH left the meeting
 RESOLVED: Not to formally respond to the consultation.
- 21.32 DH Returned to the meeting
- 9.00 DRAFT RISK MANAGEMENT PLAN AND RISK ASSESSMENT
 The FCC approved a draft Risk Management Plan and Risk Assessment at its meeting on 11 December 2019 and recommends them to Council for adoption.
 Proposed (FCC) RESOLVED (unanimous): To adopt the Risk Management Plan and Risk Assessment as approved by the FCC.
- 10.00 EMERGENCY PLAN
To consider the briefing from the Clerk.
 Proposed (RU) RESOLVED (unanimous): A working group be formed to work with the clerk -
 1) on updating the Parish Emergency Plan, and
 2) on an information sharing project to support public preparedness and resilience locally
 RU, SF are appointed to the Working Group and Mike Danson, member of the previous Emergency Plan Working Group to be invited to join.
- 11.00 FINANCE AND COMPLIANCE
 11.01 MINUTES OF THE DECEMBER 2019 FINANCE AND COMPLIANCE COMMITTEE (FCC) MEETING
 The minutes of the FCC meeting held on 11 December 2019 were NOTED.
 NOTED that TW has been appointed Chairman of the FCC.
- 11.02 APPOINTMENT TO FCC
 The FCC now comprises three Members with two substitutes. The Terms of Reference require that it comprises four Members and two substitutes. There were no volunteers and the committee has numbers to be quorate. There is a current vacancy on the council, if this proceeds to co-option finance skills can be prioritised.
 Proposed (CT) RESOLVED (unanimous): filling the vacancy be adjourned until the Council vacancy has been filled and that the person specification prioritise applicants with relevant experience for this committee.
- 12.00 LATE ITEMS
 For information and discussion only (lawful decisions can only be made on items specified on the agenda).
- 12.00.01 Election of 2 Parish / Town Council representatives to the WBC Standards Board. The timescale WBC set prevents this being brought as an agenda item. AGREED: This council exercises its votes for Stefan Reynolds and Ian McKie. ACTION: Clerk to respond
- 12.00.02 The changes by SCC to van / trailer permits for CRCs and restrictions on non-household waste, including DIY waste, were noted and the Clerk has shared on social media.
- 12.00.03 Request from resident for a Brexit event on The Green at 11pm 31.1.20. The application was outside the usual timescales for requests, but WBC were consulted for their view, as required under the lease. WBC did not agree to the event taking place and so this council did not need to go on to consider a position. Noted that the premises licence requires events to finish by 11pm. ACTION: Clerk to respond
- 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 13 February 2020 in the CWR of the Village Hall commencing 19:45.