



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
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GU8 4TU

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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 13 February 2020  
at 19.45 in the Charles Watts Room of the Village Hall.

CLRs Present: Christine Tebbot (CT) Vice Chairman  
Ilan McKie (IM)  
Anthony Johnson (AJ)  
Peter Little (PL) (arrived 19:49)  
Roger Underwood (RU)  
Tony Wiener (TW)  
Susie Forrest  
In attendance: Lauren Blatherwick (Clerk) Public: 1 – WBC CLR Anna James

1.00 APOLOGIES FOR ABSENCE  
Apologies were accepted from: Daniel Hall (DH) Chairman.

2.00 DECLARATIONS OF INTEREST  
None.

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 09 JANUARY 2020  
RESOLVED: To approve the minutes of 09 January 2020.

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):*  
OCT / DEC ACTION: Visual improvements at Forrest Stores. The store has itself improved the frontage and a new log bin is also planned. CT stated that the meeting between PL and Surrey Hills would still take place looking at non-highways signage in the Parish. ACTIONED  
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. ONGOING  
JAN ACTION: Potential community benefit projects as part of the WBC housing developer tender. No new proposals have been made to the Clerk. A meeting with WBC is being arranged. ACTIONED  
JAN ACTION: DH attended Pavilion JMC meeting on 13 January 2020. JMS should provide minutes. ACTIONED.

4.00 PLANNING  
RU: Update - WBC Southern Area Planning Committee meet on 25 February to consider the Waverley Housing applications for Hartsgrove and Pathfield, but Queensmead as an ecological report is outstanding.

4.01 APPLICATIONS  
RESOLVED: To respond to the below applications as follows:

WA/2019/2105 14-Feb-20	Listed building consent for internal alterations to refurbish existing cafe	The Green Room, The Green
	No Objection	
The Council notes that the exterior works are not part of this planning application, however, the view of the Council is that a different colours scheme would benefit		

	<i>the building and the street scene. The dark paint proposed is not in keeping with the surrounding properties and further, the dark paint against the glazing will lack contrast and have the effect of losing the detail of the heritage features of building in the form of the narrow glazing bars, the fan light above the door and door surround.</i>	
WA/2019/2108 12/02/2020*	Construction of a dormer window and installation of a roof light (revision of WA/2019/1629)  <i>Object</i>  <i>Comment: The insertion a further rear dormer presents an increase in the scale and bulk of the roof form. It is noted that the property has already been extended through the addition of a single-story extension, a roof extension, porch extension, a conservatory and front and rear dormers, the cumulative effect of which is to increase the floor space by 60% over the original dwelling.</i>	<i>Tweenways Westway Close, Wormley</i>
WA/2019/2099 12/02/2020*	Erection of single storey extension following demolition of existing conservatory.  <i>No Objection</i>	<i>Serendipity, Ballsdown</i>
WA/2019/2134 18-Feb-2002	Certificate of lawfulness under section 191 to confirm that works have commenced to implement planning permission WA/2017/0201 & WA/2018/1148 and listed building consents WA/2017/0202 & WA/2018/1149  <i>WBC Officers to determine</i>	<i>Barn at Stable Cottage, Combe Lane</i>
NMA/2020/0003	Amendment to WA/2016/1503 for amending the position of the barn on specific plans  <i>Decided</i>	<i>Solars, Pockford Road</i>
NMA/2020/0008	Amendment to WA/2019/0186 for amended orangery design  <i>WBC Officers to decide</i>	<i>Ramster Cottages, 2 Petworth Road</i>
NMA/2020/0006	Amendment to WA/2018/0043 to move sky light  <i>Decided</i>	<i>Saxon Stables, West End Lane</i>

*The italicized dates in the first column are the response deadline dates given to this Council.  
(\* these applications have a response date of 14/2 on the weekly list, but an earlier date on the portal and WBC have been notified of an intention to respond on 14/2, in line with the weekly list).*

4.02 **MINUTES OF THE JANUARY 2020 PLANNING COMMITTEE MEETING**  
The minutes of the Planning Committee meeting held on 23 January 2020 were NOTED.

5.00 **NEIGHBOURHOOD PLAN**

CT: Currently in midst of the HRA assessment by AECOM. It is intended to bring the final version of the draft policies and a Project List to March Council Meeting for approval. Projects are included as an aim of the NP. TW raised recent email from the Council's consultants re. progress and CT gave assurances that all issues are being addressed. NOTED: It is possible that new matters may come out of the HRA.

6.00 **CLERK'S REPORT**

The Clerk's Report for the February meeting was NOTED and updates and discussion had on some items:  
(9) Gritting – Clerk fed back that the request to SCC for repairs to the Ash Combe grit bin have been turned down. Given the condition of the bin means water gets in rendering the salt unusable, the Council agreed that SCC should be asked to remove the bin. **ACTION: Clerk**

- (13) Combe Common Car Park – Agreed that the Clerk should get quotes for surface patching for Council to consider and should look at possibly widening of the entrance on the right side. **ACTION: Clerk**
- (14) Parish Survey, War Memorial – **ACTION: Clerk to seek quote for an updating report from the stone mason who previously inspected the memorial.**

7.00 THE GREEN – WORK TO SETTS

RESOLVED unanimous:

- 1) to instruct TJ HUNT to re-set the loose granite setts around The Green, cleaning and repairing as necessary and replacing any that are missing with new granite setts to match. RESOLVED unanimous
- 2) Any costs in relation to 1 above that exceed the allocated expenditure budget are to be funded from the General Reserve.

8.00 WINTER GRITTING

PROPOSED: To implement a Winter Gritting Policy in respect of areas of Parish Council responsibility. REJECTED unanimous NOTED: CT will speak to school about gritting the section of path immediately by the rear entrance. **ACTION: CT**

9.00 INSURANCE CLAIM – THE PAVILION

CT has now circulated emails / correspondence she has had with land owners re. Trees and the Pavilion insurance claim (copy to be resent to Clerk). CT reported the land owners claim ownership of the trees, they will agree to removal of the Elm, but not the Ash. They have spoke to WBC and are seeking a tree surgeon's opinion on reducing the crown of the Ash. They prefer that the pavilion be underpinned. In light of this information the proposal was varied by unanimous agreement.

RESOLVED unanimous: The Clerk to write to the owners of Coxcombe seeking an update on their own investigations / proposals into options for the Ash tree and requesting they respond to the Council's insurers **ACTION: Clerk**

10.00 ALLOTMENTS – NEW FENCE

RESOLVED unanimous:

- 1) To approve the installation of 32m of 6 foot high Deer Wire fencing at the Combe Common Allotments.
- 2) That the project above be funded as follows: firstly by use of grant funding from SCC Cllr Victoria Young's Members Allocation Fund; and secondly by use of ear-marked reserves to fund the remaining costs associated with the proposal above, being approximately £118, from the Trees and Hedges EMR. The Clerk to seek further approval should costs for the project increase by more than 15%.

11.00 DONATION TO VILLAGE FETE

PROPOSED (IM) seconded (SF) to resolve: To make a donation of a £100 cash Raffle Prize to the Chiddingfold Fete. RESOLVED unanimous

12.00 WBC STANDARDS COMMITTEE – ELECTION OF PARISH COUNCIL REPRESENTATIVES

To consider any change in the Council's previous vote in the light of the new information provided by WBC.

RESOLVED unanimous: To confirm the previous decision to vote for Stefan Reynolds and Ian McKie in the election of councillor representatives to the WBC standards board.

13:00 FINANCE AND COMPLIANCE

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

The minutes of the FCC meeting held on 8 January 2020 were NOTED.

TW raised a tension between the NP, from which priorities are arising, but which is not yet complete nor adopted, and setting up a Business Plan (BP) to define priorities for the work of the Council. FCC wanted to progress projects ahead of the NP completion and PL developed a BP which the FCC have finished with, and was to have been brought to Council. PL commented the current draft is for the short term and projects need to be looked at to ensure they are not in conflict with the NP. CT suggested the BP be brought to the March Meeting by TW as Chair of FCC and circulated to council in advance, with which TW agreed. TW noted that the FCC is progressing 2 items the IA raised as without authority from Council; changing room and shower block at Combe Common and playground project. Clerk advised that the correct process is that FCC should seek approval from Council for work that is outside its Terms of Reference. CT stated that normally Working Groups progress background research type work and suggested WGs be proposed at the March meeting for these two projects. RU noted there were previous quotes for work on a changing block at Combe Common.

- 13.02 **AMENDMENT TO FCC TERMS OF REFERENCE**  
 The FCC proposed a change to reflect a reduced meeting schedule. The RFO and Clerk proposed 2 additional minor changes in the Responsibilities section to align with requirements of Financial Regulations. TW opposed the term Annual Meeting of the Committee as this is not defined in Standing Orders.  
 PROPOSED (Clerk) amendment to the draft Terms: the two references to "each annual committee meeting" be changed to "*the first meeting of the Committee following the Annual Meeting of the Council*".  
 RESOLVED unanimous: to resolve to adopt the revised Terms of Reference for the Finance and Compliance Committee.
- 13.03 **NATIONWIDE ACCOUNT CHANGES**  
 Following changes to the accounts offered by Nationwide Building Society, the RFO has opened a Business Savings Account (BSA) and recommends the balance of funds and interest in the Community Business Investor Account (CBIA) be moved into the new BSA and the CBIA closed.  
 PROPOSED (RFO): The Nationwide Community Business Investor account be closed after the closing balance, together with final interest, is transferred (by Nationwide) into the newly-opened Nationwide Business Savings Account. RESOLVED unanimous
- 13.04 **DELEGATED SPENDING**  
 NOTED: £750 spent on emergency tree works at Coxcombe Recreation Ground (Item 5 on Clerk's Report) and funded from the Trees and Hedges EMR.
- 13.05 **INDEPENDENT INTERNAL REVIEW TO 31/12/19**  
 The letter from the Internal Auditor reporting on the review of Council records and processes / procedures to 31 December 2019 was NOTED. [discussion in relation to this took place at 13.01 above]
- 14.00 **LATE ITEMS**  
 For information and discussion only (lawful decisions can only be made on items specified on the agenda).
- 12.00.01 SF: Youth Group are proceeding with application for food licencing, but the Football Club are not. AJ: Football Club are no longer serving food. **ACTION: Clerk to seek update from Football Club.**
- 12.00.02 Clerk: WBC confirmed today a bye-election is not required. Council can proceed to co-opt to fill the vacancy.
- 12.00.03 Clerk: WBC have now invoiced for the May 2019 election costs, £424.
- 12.00.04 Clerk: A letter of thanks has been received from St. Mary's Church for the grant towards repair of the flag pole.
- 12.00.05 CT: The Village Litter Pick will take place on Saturday 28 March. CT will write article for Parish Magazine and Clerk will design the poster and see if the Lengthsman is available to assist on the day. **ACTION: CT and Clerk.**
- 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 12 March 2020 in the CWR of the Village Hall commencing 19:45.
- 16.00 **COMBE COMMON – DRAINAGE WORKS AND BOUNDARY CLARIFICATION**
- 16.01 RESOLVED unanimous: To exclude the press and public pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960 from consideration of items 16.02 and 16.03 on the basis that the information is legally privileged.
- 16.02 **BOUNDARY**  
 RESOLVED unanimous:  
 1) To instruct ABM to undertake a boundary survey for the purposes of documenting and registering the boundary between the Coxcombe Recreation Ground and land under title number SY410606 on the North side of Woodside Road Chiddingfold.  
 2) To approve the drafted boundary settlement for proposal to the owner of SY410606  
 3) Clerk to seek agreement with the third-party landowner and, if agreed, to instruct solicitors to complete the registration of the agreement.
- 16.03 **DRAINAGE WORKS**  
 RESOLVED unanimous:  
 1) The Council's position on ownership of the drainage works and how the works will be maintained is in line with the recommendation in the Confidential Briefing by the Clerk.

- 2) The Clerk should seek agreement from the third party land owner to the above position on ownership and maintenance, and if not possible, establish the issues for further consideration by Council.
- 3) If agreement is reached as above, the Clerk to instruct solicitors to draft a legal agreement to give effect to the intentions of the parties to be registered as necessary against the relevant land.