



Chiddingfold Parish Council

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

Minutes of the Parish Council Meeting held on Thursday 10 January 2019
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Tim Forrest (TF) Cllr Susie Forrest (SF)
Cllr Christine Tebbot (CT) Cllr Anthony Johnson (AJ)
In attendance: Lauren Blatherwick (Clerk) (LB) Public: 0

0.00 APPOINTMENT OF CHAIRMAN

In the absence of the Chairman of the council a Chairman was appointed for the meeting.
PROPOSED (CT): TF to chair the meeting. RESOLVED: (unanimous)

1.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Cllr Daniel Hall (DH) Chairman, Roger Underwood (RU) and Richard Hogsflesh (RH).

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 declarations.

3.00 MINUTES OF THE MEETINGS OF THE PARISH COUNCIL HELD ON 13 DECEMBER 2018

PROPOSED (CT) SECONDED (SF): To approve the December minutes. RESOLVED: (unanimous)
The minutes of the Meeting held on 13 December 2018 were approved and signed by the Chairman.

3.01 REVIEW OF ACTIONS FROM PREVIOUS MEETINGS

MAR ACTION: Possible installation of signage to local shops. RU to follow up with the parishioner and bring information and any proposal to a future meeting.
RU further advised that the signposts that used to be in place including at the junction of Pickhurst Road and Petworth Road were heritage items. Replacement with appropriate metal signs - RU to bring a proposal forward. CT proposed to bring these outstanding matters concerning The Green under the remit of the Neighbourhood Plan (Transport) - AGREED / ACTIONED.
DEC ACTION: Clerk to raise expediting repair to damaged bollard on the crossing in front of the Church with SCC. Further response from SCC awaited - ONGOING
DEC ACTION: Clerk to follow up with WBC restoration of previous surface of the verge on Woodside Road behind the cricket pitch by the contractors. The restorative work has now taken place. ACTIONED
DEC ACTION: Clerk to provide a list of projects for consideration in the WBC Infrastructure Delivery Plan. ACTIONED
DEC ACTION: Clerk to write to Pavilion licencees re. fire exit, bar door, complaints and function of JMC. ACTIONED.
DEC ACTION: Clerk to respond to cub scouts re. tree planting on common land. ACTIONED

DEC ACTION: Clerk to respond to Butterfly Conservation to offer support and invite them to a future meeting. Steve Wheatley of the project is to attend the March PCM. ACTIONED
DEC ACTION: Clerk to arrange ditch work on Pickhurst Road. These have been completed by Cresswells and the council notes that the work has been done promptly and to a very high standard. ACTIONED
DEC ACTION: Clerk seek clarity from Post Office regards future service provision. Communication is ONGOING
DEC ACTION: Clerk to make precept demand to WBC. ACTIONED

4.00 PLANNING

Recommendations on planning applications are 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.

4.01 PLANNING APPLICATIONS

CA/2018/0160 18-Jan-19	Removal of damaged Ash Tree	Granthams, Petworth Road	Recommendation: WBC tree officer to decide.
WA/2018/2117 15-Jan-19	Application under section 73a to vary conditions 1 & 4 of WA/2018/1222 (approved plans and layout of turning area and parking spaces for vehicles and cycles) to allow a partial mezzanine in the approved building and revised provision for parking.	WA/2018/2117 15-Jan-19	Recommendation: Support (unanimous).
WA/2018/2113 15-Jan-19	Alterations to existing kitchen roof.	Martindale Place 2, Woodside Road	Recommendation: Support (unanimous).
WA/2018/2032 (04-Jan-19)	Hybrid application consisting of a full application for the erection of buildings and energy centre to provide approximately 6 400 sq. M. Of floor space for design and engineering use (mixed use within use class b) together with car parking landscaping.	Dunsofold Park Land North of the Runway Extension, Stovolds Hill	Recommendation: Support (3/1 in favour). Comments below.

The main site has been approved for development within the local plan. The business is a well-established engineering company with local connections. The council recognises the potential benefit of additional, quality employment locally. Engineering is a part of the history of the Dunsofold site and a field within which many residents of Chiddingfold were previously employed. The recommendations of the Ecological Baseline Report prepared by LUC were noted and mitigation proposals supported. Tree planting for screening and repopulation purposes should be with suitable, native species and substantial enough to offer a screening effect / break-up of the development outlines. Compensatory green space should be allocated to balance the additional development at this part of the location. Support is on the basis that this development is allocated within the totality of the masterplan so that the total development at the site is not increased beyond that approved in the local plan

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

5.00 POLICING IN THE PARISH

Councillors are updated with 'In The Know' and 'Neighbourhood/Country/Farm Watch' items as they are received. SF gave brief details of 2 recent domestic burglaries.

6.00 NEIGHBOURHOOD PLAN

The dates of the public preview event were NOTED as 22,23 and 24 February.
PROPOSED (CT): To accept the proposed technical support package from Locality/AECOM in respect of the Strategic Environmental Assessment. RESOLVED (unanimous).

6.01 PROPOSED (TF): To continue the NPSG as an advisory group to the council and not constitute it as a committee. RESOLVED (unanimous).

Concerns were expressed that the draft revised terms of reference were over-complex.
PROPOSED (CT): Councillors feedback in writing on the draft terms and a new draft be proposed at the next meeting. RESOLVED (unanimous). ACTION: Councillors and RFO/Clerk

- 7.00 WORKING AND ADVISORY GROUPS
It was AGREED that no new Working or Advisory Groups are required. The current groups were revised in line with the draft list.
- 7.01 UPDATES FROM WORKING GROUPS
7.01.01 Environment and Amenities Group (EAG) - RU. RU not present, no report
7.01.02 Broadband Group (BBG) - TF. Nothing to report.
7.01.03 Emergency Plan Group (EPG) - RU. RU not present, no to report
7.01.04 Road and Traffic Group (RTG) - TF. High Street Green has been closed, save for access, following an SCC inspection and safety concerns. Work to fill the worst holes will take place now and SCC will schedule resurfacing.
7.01.05 Village Maintenance Group (VMG) - CT. Ditch work on Pickhurst Road has been completed. Maintenance work is required on the east side of The Green (take grass back and clear grouting). **ACTION: CT and Clerk**
7.01.06 Recreation Ground Maintenance Group (RGMG) - DH. DH not present / no report.
- 8.00 CORRESPONDENCE AND GENERAL BUSINESS
- 8.01 SETTLEMENT BOUNDARY - Briefing in agenda packs.
WBC were reviewing the settlement boundary as part of LPP2 which is now subject to delay. If the PC leave LPP2 to resolve the matter there will be substantial delay to the CNP. The PC can choose to take on the task and move forward with the CNP more quickly. A large amount the work has been completed by WBC already and WBC would offer ongoing support, but if the PC take responsibility it risks anyone unhappy with the outcome directing this at the PC rather than WBC.
PROPOSAL (CT): Chiddingfold Parish Council undertakes the process of determining the Settlement Boundary. RESOLVED (unanimous).
PROPOSAL (TF): The work of updating the work done so far by Waverley and production of a final draft document proposing the new Settlement Boundary and the reasons for the changes, be delegated to the Chiddingfold Neighbourhood Plan Steering Group, for subsequent review by the Chiddingfold Parish Council and thereafter a resolution on whether to adopt the final version. RESOLVED (unanimous). **ACTION: NPSG**
- 8.02 APCAG (Association of Parish Councils Aviation Group) MEMBERSHIP
Further to the presentation by APCAG at the December meeting of the Parish Council the council to consider taking membership of APCAG. Associate membership at no cost or full membership at a cost of £100/annum.
PROPOSAL (CT): To join APCAG as an associate member. RESOLVED (unanimous).
- 8.03 RELOCATION OF WASTE BIN ON THE GREEN (proposal provided)
PROPOSAL (CT): To relocate one of the two waste bins at the East end of The Green. RESOLVED (unanimous). **ACTION: Clerk to make arrangements.**
- 8.04 SALC BOARD INVITATION
The Board of the Surrey ALC have invited the Clerk to be the SLCC representative to the Board, involving attending up to 4 meetings a year.
PROPOSAL (CT): Clerk to attend as representative at the next meeting and thereafter review the commitment involved. RESOLVED (unanimous).
- 8.05 POST OFFICE FRANCHISE – LETTER FROM FORREST STORES
A letter from Forrest Stores requesting assistance from the PC to establish why the franchise application was unsuccessful was discussed. Clerk has established communication with the PO who say they will shortly be visiting local businesses to discuss options and will feedback. Clerk had clarification there is some flexibility from the PO on the standard requirement that postal service be available the whole period of a stores opening hours.
PROPOSAL (TF): PO be asked to provide written feedback regarding the Forrest Stores application and attend a PCM and present their plans for a post office in Chiddingfold. RESOLVED (unanimous). **ACTION: Clerk to write.**
- 9.00 LATE ITEMS.
For information and discussion only. (Lawful decisions can only be made on items specified on the agenda where sufficient information has been provided for councillors to make an informed decision).

- 9.01 ROAD CONDITION – ASHCOMBE / BEECH CLOSE - Correspondence was received from a resident raising concerns about the road surface following works by Thames Water. TF had already made enquiries of SCC and will follow up, Clerk will feedback to resident. **ACTION: TF / Clerk**
- 9.02 HMS CHIDDINGFOLD - It was NOTED there had been a successful visit by members of the community to HMS Chiddingfold at the invitation of MCM2 Crew 4 in December. News had just been received that Crew 4 are now to be deployed on another vessel and Crew 2 will join HMS Chiddingfold. It was AGREED that a letter of thanks be sent to Crew 4. **ACTION: Clerk.**
- 9.03 SURGERY FIRE - The Chiddingfold Surgery was severely damaged by fire on 7 January 2019. Luckily, no one was injured. The local CCG are working with staff to make arrangements for medical services in the short and longer term. Clerk has offered support to the CCG in informing the public of arrangements and in coordinating volunteers for distribution of flyers. The Good Neighbours have also agreed to do a special delivery for the CCG. The surgery has insurance, but Friends of Chiddingfold surgery are fundraising for immediate needs. AGREED that the Chairman should write to the Surgery to offer commiserations and the PC's willingness to offer support services where possible. **ACTION: DH.**
- 9.04 MAGAZINE - It was NOTED there hadn't been a Chairman's piece in the village magazine for some time. **ACTION: DH.**
- 9.05 WBC RESPONSE TO SCC CONSULTATIONS ON SERVICE CHANGES - The response by WBC was NOTED and considered positively by the PC.
- 9.06 ELECTIONS IN MAY – All council seats are up for election in May and thought is needed to promoting the elections.
- 10.00 FINANCE AND COMPLIANCE GROUP (FCG).
TF – The accounts have been reviewed. The bill to Nexus is as budgeted and the funds have come from the NP EMR.
- 10.01 FINANCIAL STATEMENT OF ACCOUNTS.
PROPOSED (TF): to approve the financial statement of accounts against the 2018/19 budget for the year to date. RESOLVED: (unanimous).
- 10.02 RECEIPTS AND PAYMENTS.
The Clerk presented the Order to Pay form as prepared by the RFO.
PROPOSED (TF): To approve the payments on the Order to Pay and to ratify the payment necessarily made since the last council meeting and made in accordance with the 2018-2019 budget. RESOLVED: (unanimous).
- 10.03 BANK RECONCILIATION
TF – Statements and corresponding cash book entries prepared by the RFO have been reviewed with nothing arising.
PROPOSED (TF): To approve the reconciliation. RESOLVED: (unanimous).
- 11.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]
The next Parish Council Meeting will be Thursday 14 February 2019 in the CWR of the Village Hall commencing 19:45.