

THURSLEY PARISH COUNCIL
Minutes of Meeting

Tuesday 6th December 2016 at 7.30 pm
The Village Hall, Thursley

Attendees: Cllr J. Mendelsohn (Chair) Cllr S. Edwards Cllr T. Horwood
Cllr P. Hunter Cllr J. Luff Cllr J. Malton
Cllr J. Swift Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer Mrs N. Bates Ms P. Parker
Mr P. Rickenberg (to 9.00 pm)

1.0 WELCOME AND APOLOGIES

The Clerk reported that apologies had been received from Cllr Jenny Else (WBC) who was absent due to business commitments. These apologies were approved by the Council.

2.0 DECLARATIONS OF INTEREST

Councillor Hunter disclosed an interest in agenda item 6 – iii) and iv).

No other members disclosed any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007.

3.0 APPROVAL OF PREVIOUS MINUTES

The minutes of the Parish Council meeting on 1st November 2016 were approved by the Council and signed by the Chairman.

4.0 MATTERS ARISING FROM MINUTES

(4.1) Cllr Mendelsohn advised that in her absence, Cllr Jenny Else had sent an email communication providing an update on topics in response to a request from him (see 5.1 below).

(4.2) Cllr Mendelsohn advised that there had been no contact from Haslemere Town Council.

(4.3) Cllr Mendelsohn advised that a response had been received from Natural England regarding Hammer Pond which indicated that engineers were still considering the options available to them. Discussion took place regarding the need to possibly escalate the concerns of the Parish Council as the problems associated with the ponds had existed for three years with no progress. **Cllr Mendelsohn agreed to speak to Natural England again.**

(4.4) It was confirmed that following the November Parish Council meeting the Clerk had written to the homeowners of 1 and 2 Church Cottages to request that the required works to improve the condition of the footpath take place as a matter of urgency but no response had been received to date. It was highlighted that another complaint had been received from a parishioner regarding the hazardous conditions. **Cllr Mendelsohn agreed to speak to Mr James Goble to obtain an update regarding the improvement plans.**

(4.5) It was confirmed that the cones had been removed from the site on Highfield Lane.

(4.6) **It was agreed that Cllr Hunter would erect the 'No horse signs' on the grass area in Highfield Lane.** Cllr Mendelsohn offered to help if necessary.

(4.7) A response had been received from PCSO Turkington which provided details of the level of Police support available to local communities. Cllr Hunter provided a copy of a recent newspaper article outlining the reduction in Police numbers. It was noted that the level of Policing support is much reduced.

(4.8) The Clerk confirmed that she had contacted the SCC Waverley representative on the Surrey Police and Crime Panel requesting that she raise the concerns of the Parish Council regarding the level of Police support at the next panel meeting. No response had been received to date.

(4.9) Cllr Edwards confirmed that progress had been made on the preparation of a supplement for the Village Design Statement. He confirmed that he had informed Cllr David Else of the plans to provide WBC with an addendum and it had been confirmed that this was acceptable.

5.0 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS

(5.1) In her absence, Cllr Jenny Else had electronically sent a report to update Councillors on the status of the Meals on Wheels replacement service, the Local Plan, Cultural Strategy and Old Mill Farm appeal. *Copies of the report had been circulated to Councillors in advance of the meeting.*

(5.2) Cllr David Harmer advised that there had been no progress with regarding the cycle routes due to funding constraints.

(5.3) Cllr Harmer advised that there were on-going discussions at County Hall regarding the shortfall in the budget for 2017-18.

(5.4) Cllr Harmer advised a clawback clause in the contract with BT regarding the take-up rate for the superfast broadband service, had resulted in funding being made available which could be used to provide the service to properties not able to obtain a 15mbs. He advised that there were ongoing discussions with Broadband UK and BT to agree the solution for these properties with the expectation that a list would be published in March 2017 by postcode showing the work to be undertaken in priority sequence, which would allow for a consultation to take place.

PUBLIC QUESTION TIME

There were no public questions.

6.0 PLANNING

(6.1) WA/2016/2312 – Kestrel Wood Stables, Highfield Lane, GU8 6QJ

Erection of office building use class B1A, car and cycle parking and associated works following demolition of existing stables.

Cllr Malton provided an overview of the application and highlighted points raised within the application documents.

Mr Peter Rickenberg, the applicant, was invited to provide further detail. He provided a history of the site and confirmed that the current fifteen stables were to be removed and replaced with an office facility which he intended to use for his own purposes. His opinion was that the replacement of equestrian facilities for B1 use did not require change of use permission as it was within policy.

Discussion took place regarding the possible urbanisation of a residential road in a rural village, the increased traffic levels on a narrow road, the parking arrangements for the site and the office capacity of the proposed building. There were concerns raised about whether it would conform to the village design statement. Concerns were also raised regarding a report supporting the application, which suggested that three people using the site would use public transport as none exists to/from the village.

Following a vote, Councillor Edwards, Cllr Hunter, Cllr Horwood and Cllr Swift advised that they although they had no objection to the appearance of the building, they wanted the concerns which had been discussed raised with WBC with a request that conditions be put in place to protect further development and use of the site. Cllr Luff had no comment. Cllr Malton objected to the proposal as she believed that it would result in a material change of use, was out of proportion to the environment, possible light pollution implications and was a major traffic concern which Highfield Lane would not be able to cope with.

It was suggested that it would be appropriate for the Parish Council to inform WBC that although they supported the concept of improving the site with the erection of a building, a list of concerns regarding the development be submitted along with the recommendation that they give serious consideration to the points raised when determining the outcome of the application. The following comments were agreed:

- The building design/appearance and proposed usage would impact the rurality of the country village road and the proposed building is over-sized resulting in it being out of proportion with the environment. The proposal would urbanise the area.
- The proposal may increase the amount of traffic along a narrow rural road which already experiences problems with vehicular and equestrian traffic. There is concern that reference to traffic movement in the documentation supporting the application, is inaccurate as it suggests that three people would use public transport as none exists within the village. This also suggests that the office capacity would exceed the six car parking spaces allocated.
- The parking arrangements for the site allows for six vehicles. The concern is that parking may be visible from the road which would conflict with VDS as urbanisation so consideration should be given to placement of the parking on the site and possible screening of the area. Consideration should also be given to the number of vehicles on site taking into account the capacity of the office facility which, according to published estimates, allows for up to sixteen occupants.

- Consideration should be given to possible light pollution on other properties and road users and the area in general.
- The Parish Council request that WBC confirm that the change of use to B1 complies with policies and does not set a precedent for future applications for similar sites.

It was agreed that the Clerk prepare a draft response to WBC which is circulated to Councillors for agreement prior to it being sent to WBC.

(6.2) WA/2016/2179 – Thistle Rough, High Button, GU8 6NR
Application under Section 73 to vary Conditions 3 (use of proposed outbuilding as garaging and domestic storage), 7 (approved plans) and 15 (proposed outbuilding and previous planning permission) of WA/2014/1988 to allow revised position and size of outbuilding.

The Parish Council support this application.

(6.3) WA/2016/2164 – Upper Ridgeway Farm Cottage, GU8 6NP
Erection of a detached garage

The Parish Council support this application.

(6.4) WA/2016/2210 – Hill House Farm, Highfield Lane, GU8 6QJ
Application under Section 73A to vary Condition 1 of NMA/2016/0105 (plan numbers) to allow for revision of garage design.

The Parish Council have no comment regarding this application.

(6.5) WA/2014/2339 – Old Mill Farm Appeal

Cllr Hunter and Cllr Malton provided details of the appeal meeting which they had attended earlier in the day. They advised that the WBC staff did not appear to be well informed and were unfamiliar with the documentation or site history and thus not able to respond effectively to questions raised by the Inspector.

Discussion took place regarding the loss of WBC planning staff who may have been more familiar with the site. It was noted that concerns had been raised with Cllr Jenny Else regarding the ability of WBC staff to respond to the appeal prior to the meeting taking place.

A question was raised regarding the notification received by the Parish Council that WBC intended to engage a solicitor to represent them at the appeal meeting as this was not the case.

(6.6) S52/2016/0006A – Warren Park

Cllr Luff explained that he was aware that WBC intended to give permission for an increased number of homes on Warren Park without a formal planning application process being followed. The Clerk had raised the concern with WBC and been informed that planning permission is not required for an additional three caravans as it is only necessary for the legal agreement attached to the original application to be varied to allow for the change.

It was highlighted that there was also some confusion regarding the number of additional homes applied for with suggestions that three, five, eight or fourteen were planned.

The concern regarding the increased level of traffic using the access and egress for the site took place and identified as a major concern for consideration when allowing the increased number of homes. A question was raised about whether WBC consulted with Highways prior to giving permission.

It was agreed that the Clerk raise these concerns with WBC and request further information regarding why there is no need for a planning application in such circumstances.

Cllr Peter Hunter did not comment regarding agenda item (6.7) following his declaration of interests.

(6.7) WA/2013/1915 and WA/2014/0042

Details of the above applications which had been approved as permitted development rights were discussed. It was noted that following completion of the developments cladding had been attached to the external walls which conflicted with the Village Design Statement. It was also noted that it was the use of the cladding materials was a contravention of the planning conditions attached to the permission from WBC. **It was agreed that the Parish Council write to the WBC Enforcement team to request that they investigate further.**

(6.8) Discussion took place regarding the non-compliance of developments to the Village Design Statement and what the Parish Council were able to do to ensure that WBC took the document into account when determining planning applications to ensure compliance in the future. It was agreed that as per the previous discussion point, the Parish Council inform WBC of non-compliant proposals as they become aware of them and if no response is received, the issue be escalated.

(6.9) Discussion took place regarding unlawful change of use from residential to commercial premises within the village. It was agreed that in light of previous advice from WBC, the Parish Council should inform them of such occurrences.

Discussion took place of a property in Highfield Lane. It had been brought to the attention of the Parish Council that the property may be being used for light industrial purposes. **It was agreed that the Clerk write to the homeowner to seek clarification as to the type of activity being undertaken and suggest that a change of use may be required.**

It was agreed that a consistent approach by the Parish Council should be adopted and that further incidences should follow the same route.

7.0 FINANCE

(7.1) The following financial overview for December was presented, duly authorised and the cheques for payment were approved and signed:

| | | | |
|--------------|-----------------------|------------------|----------------------------|
| 935 | E. Felton | 276.60 | Salary & Expenses |
| 936 | Post Office | 169.60 | HMRC payment |
| 937 | Datacenta | 150.00 | Domain renewal |
| 938 | J.P. Coles & Partners | 576.00 | Works to recreation ground |
| 939 | E-Mango | 546.00 | Website Hosting |
| TOTAL | | £1,718.20 | |

(7.2) The Clerk advised that following a recent funding application, it had been suggested that WBC may provide funding of £8,000 to support improvements to the recreation access track. The Parish Council would need to contribute the balance of the funding of approx. £600 depending upon the contractor to be selected.

The Clerk reported that in response to contact with three contractors, two quotes had been received. **The Clerk was asked to contact both of the contractors to advise them that the Parish Council were hopeful that they would be able to make a decision regarding to award the contract for the works at the January meeting. It was suggested that the Clerk also enquire whether this timescale would allow them to meet the deadline for completion of works by end March 2017 taking into account the need to order materials etc.**

(7.3) Following contact from a parishioner regarding the poor condition of a tree within the village, Cllr Mendelssohn advised that he had contacted the appropriate WBC office to ascertain dead wood could be removed without permission but shaping would require a TPO. **It was agreed that Cllr Mendelssohn inform the parishioner that her gardener was able to remove the dead wood.**

(7.4) The budget review document for 2016-17 was discussed. It was agreed that a line be included next year to show website costs as a separate item. The Clerk advised that she was still waiting to hear back as to whether funding from a charitable organisation was available to cover the cost of a defibrillator for Pitch Place. **A query was raised regarding the amount of HMRC payments which the Clerk agreed to investigate.**

(7.5) The draft budget for 2017-18 was discussed. Cllr Mendelssohn advised that Natural England were keen to progress previous discussions involving the transfer of the parish field to them in exchange for a more suitable area of land for the parish council but that there would be associated legal expenses with this process. Following discussion it was agreed that an additional £2k be included under 'Village Support Costs' to cover legal expenses. **Cllr Hunter and Cllr Edwards were asked to progress the registration of the parish field to allow the negotiations to move forward.**

The Clerk was asked to ascertain whether the parish field is shown as an asset, financial or otherwise, of the Parish Council.

(7.6) It was agreed that the Precept amount for 2017-18 be decided at the January Parish Council meeting when responses may have been received regarding the funding available for the recreation ground works and purchase of a defibrillator.

8.0 HIGHWAYS

It was noted that a complaint had been received regarding a vehicle parking on the pavement by the Clump. **Cllr Horwood agreed to speak to the parties involved.**

9.0 UPDATED CODE OF CONDUCT

The updated Code of Conduct was adopted.

10.0 PECUNIARY INTEREST FORMS

Councillors were asked to confirm to the Clerk that their Pecuniary Interest forms were still accurate. It was highlighted that their own house should be shown under the Land and Property section of the form.

11.0 NEIGHBOURHOOD WATCH UPATE

Discussion took place regarding the new process by which individuals and Neighbourhood Watch Coordinators access information from Surrey Police. **It was suggested that Cllr Horwood include an item in the parish magazine providing details of the website on which people should register if they would like to receive Police information.**

Cllr Hunter advised that he had spoken to Ms Jacqueline Christmas regarding her role as Neighbourhood Watch Coordinator and he would enquire whether she wanted to continue. Alternative coordination arrangements were discussed. It was agreed that a Thursley resident should ideally continue to undertake the role if possible.

It was suggested that the Clerk continue to build a database of email addresses to assist with the hand-over of the function if necessary.

12.0 PARISH FIELD

See (7.5) above.

13.0 FRENHAM GREAT POND AND COMMON PROJECT

Following discussion, it was agreed that Cllr Hunter would prepare a draft statement from the Parish Council to be passed to Frensham Parish Council who are coordinating the communications with WBC.

14.0 CORRESPONDENCE

The Clerk reported the following correspondence items:

- A request for a funding contribution had been received from Waverley Citizens Advice. As per previous years, it was agreed that the Parish Council were not able contribute at this time.
- A request had been received from WBC for a meeting with the Clerk to discuss filming opportunities in the village. **The Clerk agreed to report back to the Council following the meeting.**
- The Clerk advised that the map to accompany the SCC Legal Event Order and Map Modification orders for Rutton Hill Road were available to view.

15.0 MATTERS FOR CONSIDERATION AT NEXT MEETING

- Items as per above including Precept.

The meeting closed at 10.30 pm

Date of next meeting is Tuesday 3rd January 2017 at 7.30 pm.

Signed

3rd January 2017

| Activity | ACTUAL | | | | | | | FORECAST | | | | | | Forecast 2016-17 TOTAL | Original Budget 2016-17 | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|----------------------------|-------------------|
| | April | May | June | July | August | September | Apr -Sep 2016 | October | November | December | January | February | March | | | Oct - Mar 2017 |
| Grant Aid | £90.00 | | | | | | £90.00 | | | | | | | £0.00 | £90.00 | £110.00 |
| Interest/Dividends | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Precept | £14,887.00 | | | | | | £14,887.00 | | | | | | | £0.00 | £14,887.00 | £14,887.00 |
| Electricity Sub Station Rent | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Recreation Fees | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Compensatory Grant | £310.00 | | | | | | £310.00 | £310.00 | | | | | | £310.00 | £620.00 | £690.00 |
| Local Support Grant | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Refunds | | £551.00 | £100.00 | | | | £651.00 | | | | | | | £0.00 | £651.00 | |
| VAT Reimbursement | | £2,969.50 | | | | | £2,969.50 | | | | | | | £0.00 | £2,969.50 | £4,224.30 |
| Pavilion insurance monies | | | | | | | £0.00 | £154.13 | | | | | | £154.13 | £154.13 | £400.00 |
| Parish Field Rent | | | | | | | £0.00 | | | | | £564.00 | | £564.00 | £564.00 | £564.00 |
| VDS Sales | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Total Receipts | £15,287.00 | £3,520.50 | £100.00 | £0.00 | £0.00 | £0.00 | £18,907.50 | £464.13 | £0.00 | £0.00 | £0.00 | £0.00 | £564.00 | £1,028.13 | £19,935.63 | £20,875.30 |
| Salaries | £254.40 | £254.40 | £254.40 | £254.40 | £254.40 | £254.40 | £1,526.40 | £254.40 | £254.40 | £254.40 | £242.50 | £242.50 | £242.50 | £1,490.70 | £3,017.10 | £2,910.00 |
| HMRC | £169.60 | £169.60 | £169.60 | £169.60 | £169.60 | £169.60 | £1,017.60 | £169.60 | £169.60 | £169.60 | £155.83 | £155.83 | £155.87 | £976.33 | £1,993.93 | £1,870.00 |
| Clerk Expenses | £22.20 | £22.20 | £22.20 | £22.20 | £15.00 | £29.40 | £133.20 | £22.20 | £25.80 | £22.20 | £22.50 | £22.50 | £22.50 | £137.70 | £270.90 | £270.00 |
| Pension costs | | | | | | | £0.00 | | | | | | £200.00 | £200.00 | £200.00 | £200.00 |
| Warden fee | £100.00 | | | | | | £100.00 | £100.00 | | | | | | £100.00 | £200.00 | £200.00 |
| Grasscutting | | | | | | | £0.00 | £500.00 | | | | | | £500.00 | £500.00 | £500.00 |
| Fees - SCAPTC | £200.98 | | | | | | £200.98 | | | | | | | £0.00 | £200.98 | £250.00 |
| Grants/Payments | | £100.00 | | | | | £100.00 | | | | | | | £0.00 | £100.00 | £0.00 |
| Insurance Premiums | | | £786.59 | | | | £786.59 | | | | | | | £0.00 | £786.59 | £1,370.00 |
| Playground inspection fee | | | | | | £84.00 | £84.00 | | | | | | | £0.00 | £84.00 | £70.00 |
| Admin Expenses | | | | | | | £0.00 | | | | | £75.00 | | £75.00 | £75.00 | £150.00 |
| Hall Facilities | | | | £65.10 | | | £65.10 | | | | | | £435.00 | £435.00 | £500.10 | £500.00 |
| Audit Fees | | | | | | £200.00 | £200.00 | | | | | | | £0.00 | £200.00 | £320.00 |
| Internal Audit | | | £455.00 | | | | £455.00 | | | | | | | £0.00 | £455.00 | £470.00 |
| Recreation Ground | | £551.00 | £422.46 | | | | £973.46 | | | £480.00 | | | £600.00 | £1,080.00 | £2,053.46 | £1,200.00 |
| Playground Furniture & Maintenance | | | | | | | £0.00 | £70.50 | | | | | | £70.50 | £70.50 | £0.00 |
| Defibrillator & Expenses | | | £225.00 | | | | £225.00 | | | | | | £1,500.00 | £1,500.00 | £1,725.00 | £1,500.00 |
| Village design statement | | | | | | | £0.00 | | | | | | £1,000.00 | £1,000.00 | £1,000.00 | £1,000.00 |
| Election costs | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | £1,000.00 |
| Village support costs | | | | | | | £0.00 | | | | | | £500.00 | £500.00 | £500.00 | £500.00 |
| Other expenses | £111.00 | £25.60 | | | | | £136.60 | | | £125.00 | | | | £125.00 | £261.60 | £1,000.00 |
| Pavilion Rebuild costs | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | £0.00 |
| Donations | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | £0.00 |
| Village Hall | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | £0.00 |
| Sign Posts | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | £0.00 |
| Training | | | | | | £55.00 | £55.00 | | | | | | | £0.00 | £55.00 | £250.00 |
| Pavilion costs | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | £0.00 |
| s137 payments | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | £0.00 |
| Vat on payments | | £110.20 | £91.00 | | | £67.80 | £269.00 | £6.10 | | £121.00 | | | £250.00 | £377.10 | £646.10 | £1,000.00 |
| Total Payments | £858.18 | £1,233.00 | £2,426.25 | £511.30 | £439.00 | £860.20 | £6,327.93 | £1,122.80 | £449.80 | £1,172.20 | £420.83 | £420.83 | £4,980.87 | £8,567.33 | £14,895.26 | £16,530.00 |
| Opening Bank Balance | £11,498.45 | | | | | | | | | | | | | | | |
| Bank Balance at month end | £25,927.27 | £28,214.77 | £25,888.52 | £25,377.22 | £24,938.22 | £24,078.02 | £24,078.02 | £23,419.35 | £22,969.55 | £21,797.35 | £21,376.52 | £20,955.69 | £16,538.82 | £16,538.82 | £16,538.82 | |
| Fire Fund (ring fenced) | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | | | |
| Payments | | | | | | | | | | | | | | | | |
| Play Area Fund (ring fenced) | £104.70 | £104.70 | £104.70 | £104.70 | £104.70 | £104.70 | | £104.70 | £104.70 | £104.70 | £104.70 | £104.70 | £104.70 | | | |
| Bank balance inc. ring Fenced Amounts | £28,954.97 | £31,242.47 | £28,916.22 | £28,404.92 | £27,965.92 | £27,105.72 | | £26,447.05 | £25,997.25 | £24,825.05 | £24,404.22 | £23,983.39 | £19,566.52 | | | |