

THURSLEY PARISH COUNCIL
Minutes of Meeting

Tuesday 5th November 2019 at 7.30 pm
Thursley Village Hall, Thursley

Attendees: Cllr J. Swift (Chair) Cllr S. Edwards Cllr H. Flavell
Cllr P. Hunter Cllr J. Luff Cllr R. Owen
Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) Mrs P. Coles (to end Public Question Time)

1.0 WELCOME AND APOLOGIES

Apologies had been received from Cllr Mendelsohn, Cllr David Else and Cllr Jenny Else who were not able to attend due to personal commitments. These apologies were accepted. It was noted that Cllr Swift would chair then meeting.

2.0 DECLARATIONS OF INTEREST

No 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 held on 1st October 2019 were approved by the Council and signed by the Chairman.

4.0 ACTIONS FROM PREVIOUS MINUTES

(4.1) **Cllr Hunter advised that he was making arrangements to meet with Ben Alexander (SFRS) to make arrangements for storage of the bike.**

(4.2) **Cllr Hunter advised that he had not yet been able to arrange a meeting to discuss the arrangements in the event of emergency closures but that he would chase again for a response.**

(4.3) Cllr Swift reported that the matter of the 'low bridge' sign had not been discussed with Mr Adrian Selby (SCC) at the Western Villages meeting but it was clear from other discussions that it was not possible at this time due to SCC funding issues.

(4.4) It was noted that Cllr David Else had made arrangements for the Bowlhead Green planning application to be considered at Committee level.

(4.5) Cllr Owen advised that he had received a response from Farnborough Aviation to confirm that a final decision regarding flight paths would not be made until Spring 2020 but that the plans provided looked similar to the current arrangements. **Cllr Owen agreed to provide Councillors and Cllr D. Harmer with a copy of the correspondence.**

(4.6) The Clerk confirmed that the minutes of Planning Committee minutes are now included on the website.

(4.7) Cllr Swift reported that he had spoken to SCC regarding the supply of salt bins and they had explained about a points system they used to indicate priority areas for placement. It was noted that a 1:12 hill and junction are sufficient points. Cllr Swift had been asked to identify suitable locations for the bins and to provide pictures and details on a map so that SCC could consider the request further.

Cllr Swift suggested that it was unlikely that the SCC bins would be available before this winter and he asked Councillors to consider whether it was appropriate for the Parish Council to purchase them so that they could be in place shortly.

Following discussion, five areas for placement of the bins were suggested:

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- Bowlhead Green Road (after the bridge going to Brook)
- Beech Hill
- French Lane (on approach to A3 junction bridge)
- Bedford Lane – to be confirmed
- Bottom of Church Hill, Thursley

Cllr Edwards advised that there was already a salt bin at the top of Highfield Lane. It was also noted that there is one in Sailors Lane.

It was agreed that Cllr Swift would prepare a proposal showing the locations and costs of the bins so that it could be discussed further at the next meeting. Cllr Harmer suggested that Dockenfield Parish Council may be able to help as they had previously made their own arrangements to purchase bins.

(4.8) Cllr Swift advised that BOAT's had not been raised as an issue at the Western Villages meeting. He reported that he had received a response from Surrey Police and a dialogue had been established.

5.0 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS

(5.1) Cllr Harmer advised that subject to the outcome of the general election next month, he would be arranging another Western Villages meeting in the new year to discuss funds available for capital infrastructure items.

(5.2) Cllr Harmer made reference to the recent press release from SCC advising that they would be moving from County Hall to a building in Woking. It was noted that the move was subject to approval by the council.

(5.3) In response to a question from Cllr Swift, Cllr Harmer explained that all SCC staff report to the CEO with the exception of the elected members. It was noted that the Leader of the Council runs the executive team/cabinet who then instruct the CEO and teams.

(5.4) Cllr Harmer advised that SCC are further ahead in their plans to manage a balanced budget due to savings to date. He advised that the SCC, in addition to continuing down the conventional path to provide services, a transformational process is running concurrently.

PUBLIC QUESTION TIME

Mrs Coles provided details of a recent fly-tipping incident on her property and the subsequent discussions that had taken place with WBC, SCC, her insurance company and the Police. She advised that as she had been able to identify the person who had dumped the large amount of rubbish, she had presumed that appropriate action would be taken but this had not been the case.

It was noted that WBC had removed the rubbish following a second telephone call but they had initially advised that it was not their responsibility due to its location.

Discussion took place about why authorities were not taking action against the culprits if there is clear evidence identifying who they are.

Cllr Owen advised that he had a similar experience recently when we picked up some fly tipping on the recreation ground. He advised that during his conversations with the Councils and Police, his understanding was that in order to take action against the fly-tippers the area needs to be kept as a crime scene. He recommended that you do not touch the rubbish but report it to WBC who will report it to the Police so that evidence can be retrieved.

It was agreed that an article be included in the parish magazine to recommend to parishioners that they follow the recommended course of action rather than extract evidence themselves.

Mrs Coles was thanked for bringing this to attention of the Parish Council.

6.0 PLANNING ISSUES AND COMMUNICATIONS

- (6.1) WA/2019/1533– 2 The Hatch, The Street, GU8 6QD
Erection of flat roof dormer following removal of existing roof light.

Following discussion and review of the documents, it was agreed that the Parish Council had no comment regarding the applications.

- (6.2) WA/2019/1670 – Devil’s Punchbowl, GU26 6AB
Erection of an extension to provide disabled toilet facilities

Following discussion and review of the documents, it was agreed that that Parish Council had no comment regarding the application.

- (6.3) WA/2019/1038 – Forge Cottage, Bowlhead Green, GU8 6NW

It was noted that this application was due to be considered at the WBC Central Planning Committee meeting on 13th November 2019. **It was agreed that Cllr Mendelssohn speak on behalf of the Parish Council.**

- (6.4) Enforcement Notice Appeal – Land at Haybarn, Dye House Road, GU8 6QN
APP/R3650/C/18/3214413 (EN/2018/06)

It was agreed that **Cllr Flavell and Cllr Mendelssohn prepare a comment to be sent to the Planning Inspectorate to highlight concerns of the Parish Council regarding over-development of the site (seven enforcement matters currently being considered).**

- (6.5) WA/2019/0989 – Haybarn, Dye House Road, GU8 6QN
Certificate of Lawfulness under Section 191 for erection of a garage with a room above and use for the parking of private motor vehicles and storage on the ground floor and gymnasium above

It was agreed that the comments recorded with WBC against the original application regarding breach of the S106 agreement were still valid and should be re-iterated as they also apply to the amended application.

- (6.6) WA/2019/0990 - Haybarn, Dye House Road, GU8 6QN
Certificate of Lawfulness under Section 191 for the construction of ancillary domestic outbuilding and use as a yoga studio

It was agreed that the comments recorded against the original application remain valid and that this should be re-iterated. In addition, it was agreed that it should be highlighted to WBC that it is unclear from the plan whether the application site falls within the curtilage of the main dwelling house and therefore subject to the conditions of the Section 106 agreement. It was suggested that if it does not, the question should be asked about whether the building of a yoga studio is a change of use for which the ten-year rule would apply.

- (6.7) WA/2019/1106 - Haybarn, Dye House Road, GU8 6QN
Certificate of Lawfulness under Section 191 for construction of barn and use for equestrian purposes

It was agreed that a comment be recorded with WBC raising a query regarding the amended plan which shows the application site as edged in red but does not explain the significance of the areas edged in blue. It was agreed that a query also be raised regarding the purpose of including in the new application for a certificate in respect of an existing use as if the 'use' did not exist before the building was constructed, would granting the certificate of lawfulness now have the effect of losing enforcement rights as the 'use' has not been shown to have been in existence for 10 years.

- (6.8) WA/2019/1107 - Haybarn, Dye House Road, GU8 6QN
Certificate of Lawfulness under Section 191 for existing lean-to extension to barn and use for storage purposes in association with equestrian yard

It was agreed that a comment be recorded with WBC highlighting that there are some anomalies with the revised plans which shows the application site as edged in yellow but does not explain the significance of the areas edged in blue. It was agreed that a query also be raised regarding the purpose of including in the new application a certificate in respect of an existing use as if the 'use' did not exist before the building was constructed, would granting the certificate of lawfulness now have the effect of losing enforcement rights as the 'use' has not been shown to have been in existence for 10 years.

(6.9) WA/2019/1141 - Haybarn, Dye House Road, GU8 6QN
Certificate of Lawfulness under Section 191 for a detached annex and ancillary residential use

It was agreed that the Parish Council repeats the comments previously made; in that we are particularly concerned to ensure that the Council is satisfied with the evidence to show that the use has been sufficiently continuous to comply with the legal requirements in this respect.

It was noted that the application documents refer to a second letter from Mr P. Broste but this is not included in the amended documentation.

Cllr Flavell agreed to prepare the comments for the five Haybarn applications including a request that WBC ensure that they are satisfied with the validity of supporting evidence provided to them and highlighting the cumulative effect of the development of the site.

(6.10) Cllr Hunter queried whether the Parish Council were selecting the appropriate category from the three options available when commenting on planning applications online (support/object/neither).

Discussion took place regarding the ability to only object on planning grounds or if the Parish Council were aware of a matter of fact making the application invalid.

7.0 FINANCE

(7.1) The following list of payments for November was presented, duly authorised and approved for payment:

0026/Cheque no.	Surrey County Council	VAS Training	£216.67
0027	SSALC Ltd	Conference attendance	£72.00
0028	DJK Electrical contractors	Defibrillator move costs	£347.17
0029	Richard Knight	Play area works	£66.00
0030	John Swift	Mileage & Parking	£33.82
0031	Peter Hunter	Artwork & Keys	£25.15
0032	E. Felton	Salary & Expenses	£390.68
0033	HMRC	November payment	£93.00
0034	Richard Bates	Mowing expenses	£500.00
	TOTAL		£1,744.49

(7.2) It was noted that the payment to SCC for VAS training had been approved at the October meeting but subsequently put on hold following discussions at the Western Villages meeting the following day.

Following discussion, Cllr Harmer agreed that the invoice remain on hold for the moment until there is clarification regarding the use of the VAS equipment in the western villages.

(7.3) Cllr Owen raised a question regarding the new bench and seating that had been ordered. **The Clerk agreed to obtain an update.**

(7.4) The Budget Review document showing actual expenditure to end October had been made available to Councillors in advance of the meeting. The Clerk provided an overview of expenditure to date and forecast amounts for the remainder of the year.

Cllr Swift explained that although the 'salary' and 'HMRC' payments do not agree with the budgeted amounts for these categories, there were valid reasons and that at the end of the year the totals amounts for both would equate to the budgeted figures. Cllr Swift highlighted the need to include additional hours when calculating the Clerk salary costs for next year.

(7.5) The Clerk explained that the Budget Review 2020-21 document had been amended to a slightly different format to allow for identification of costs within a main heading (a copy of the document had been made available to Councillors in advance of the meeting).

The Clerk was asked to pre-populate the document so that the budget for next year could be considered at the December meeting.

It was noted that a communication had been received from WBC advising that there would not be payments made for Compensatory Grant or Council Tax Support during 2020-21.

Cllr Swift highlighted that he had communicated with Hannah Gutteridge SCC regarding possible funds available to improve footpaths in the village but that he had not yet received a response. Cllr Owen asked if 'footpaths' should be included as an expenditure category. **The Clerk agreed to insert this as an additional category.**

Cllr Harmer suggested that footpaths which inhibited some users to accessing the footpaths, should be reported as such.

(7.6) Councillors approved the Expenses Policy which had been made available to them in advance of the meeting. It was noted that a minor amendment was needed to the text in the 'Miscellaneous' section.

(7.7) Councillors approved adoption of the revised Financial Regulations document which had been made available to them in advance of the meeting.

(7.8) Discussion took place regarding the request which had been received for a donation to St. James School, Elstead. Following discussion it was agreed that, in line with previous decisions of the Parish Council on this matter, that a donation would not be appropriate.

8.0 HIGHWAYS

(8.1) Cllr Hunter advised that following the Highways meeting that took place in the village hall, he had prepared a note that people could pass to delivery drivers asking them to drive carefully within the speed limit of the road.

He provided Councillors with examples of the notes that had been prepared. **Cllr Hunter agreed to print a number of notes and hand deliver them to properties with an explanatory note** asking them to pass them to delivery drivers. **Cllr Harmer offered to provide Cllr Hunter with the number of properties within each area.**

It was agreed that the note could include a request that residents enter a comment under the 'special instructions' facility when placing orders online, asking that the delivery drive drives carefully and adheres to the speed limit when delivering the package.

(8.2) Cllr Hunter asked Cllr Harmer to clarify his earlier comment regarding capital funds for infrastructure being available. Cllr Harmer confirmed that this was primarily for highways.

(8.3) Discussion took place regarding the car in High Button which had been reported but not removed. **Cllr Hunter agreed to speak to Mr Adrian Selby again regarding it's removal. Cllr Harmer asked that he be copied into the communication.**

(8.4) It was noted that the link between Egerton Road and the northbound entry slip road at the A3 University Interchange in Guildford would be closed for two weeks commencing 25th November 2019.

(8.5) Cllr Hunter advised that he had met with Mr Adrian Selby at the junction of Old Portsmouth Road and Dye House Road and that it had been agreed that it needs improvement to aid visibility of the junction. It was noted that it had been identified that there were missing signs and that Mr Selby was arranging for these to be replaced.

Cllr Hunter reported that a request had also been made to WBC to get the area around the junction cleaned to allow for the while lining to be more visible.

9.0 CIL PROJECTS

(9.1) It was noted that a communication had been received from WBC advising that they had received no CIL payments for chargeable developments within the parish between 1st April and 30th September 2019.

(9.2) Following on from discussions at the previous meeting, Cllr Swift advised that he was keen for the vegetation to be removed, the surface be repaired and a gully installed on BW85 and that this be included in the CIL list for the parish.

Discussion took place regarding the inclusion of BOAT's on the CIL list.

Following discussion the Clerk was asked to contact the footpaths volunteers to see if they wish to continue and whether they are aware of any problems that need attention.

It was noted that landowners are responsible for works to footpaths on their property and that some are aware and are taking appropriate action to improve them.

It was agreed that further discussion take place at the next meeting so that a priority list for CIL projects can take place.

10.0 HAMMER POND

It was noted that a newsletter had been received providing an update to the works. The Clerk confirmed that this was available on the website.

The Clerk reported that representatives from Natural England were due to attend the February Parish Council meeting.

11.0 WESTERN VILLAGES MEETING REPORT

(11.1) Cllr Swift reported that the main discussion item at the meeting had been capital and maintenance works to highways and ROW. It was noted that it was unfortunate that Hannah Gutteridge (SCC) had not been present at the meeting as he was keen to discuss ROW works within the parish.

(11.2) Cllr Swift advised that following the meeting, he had met with Mr Stuart Copping and Mr Steve Lindsey-Clark (SCC) at French Lane regarding a drainage issue on the maintenance list.

(11.3) It was noted that VAS had not been discussed at the meeting and that the villages were keen to make progress. Cllr Harmer commented that he had received the support of the SCC Portfolio holder regarding the VAS deployment plans. **Cllr Harmer agreed to try to progress this with the SCC Highways (Safety) team and was hopeful of a Waverley Villages meeting to determine the deployment rota.**

12.0 SALC MEETING

Cllr Swift advised that he had circulated some information following his attendance at the meeting. He highlighted the presentation by Mr Chris Colley, Surrey Police and the collaborative arrangements in place with Surrey and Sussex forces.

Cllr Swift agreed to continue to pursue the offer from SCC for tree planting following confirmation at the meeting that SCC intended to plant 1.2 million. Cllr Edwards suggested that there was a very experienced parishioner who might be willing to be involved if offering advice and guidance in the planting process.

Cllr Swift explained that as part of the Surrey Hills presentation, one video had been shown where there were approx. 2,700 vehicles using the single-track road from Milford to Cranleigh each day, which was an example of how bad some rural road had become. It was noted that there was also an interesting video regarding traffic calming measure in rural villages and the need for 20 mph speed limits.

13.0 VE CELEBRATION GRANT

Cllr Swift advised that there was a grant available to fund activities that support the Armed Forces Covenant. Discussion took place about whether there were any plans for the 50th anniversary of VE day next year. It was noted that Cllr Swift had spoken to the History Society and although they had nothing planned, they did have materials available to them.

Cllr Hunter advised that his suggestion was that an obelisk be erected on the Clump displaying the names of the soldiers. Cllr Swift mentioned that a bench on the recreation ground was another option. Cllr Harmer suggested that it may be appropriate to include the names of surviving soldiers as well.

Following discussion it was agreed that Cllr Swift would prepare a funding application for a permanent remembrance and a display/tea to meet the deadline of the beginning of December. Cllr Hunter agreed to look at obelisk costs.

14.0 CORRESPONDENCE/COMMUNICATIONS

The Clerk reported that all items of correspondence had been shared with Councillors at the time of their receipt.

15.0 MATTERS FOR CONSIDERATION AT NEXT MEETING

- Items carried forward from above

The meeting closed at 10.10 pm.

The date of the next meeting is Tuesday 3rd December 2019 at 7.30 pm.

Signed

12th December 2019

