

**THURSLEY PARISH COUNCIL**  
**Minutes of Meeting**

**Tuesday 6<sup>th</sup> September 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. Malton      Mrs E. Felton (Clerk)

**Also attending were:** Cllr D. Harmer (SCC)      Mrs N. Bates      Ms. C. Bundy  
Mr R. Ranson      Mr & Mrs T. Kelly      Mr P. Hanauer  
Ms B.Briers      Mr & Mrs Scales

**1.0 WELCOME AND APOLOGIES**

The Clerk reported that apologies had been received from Cllr John Luff and Cllr John Swift who were absent due personal commitments. These apologies were approved by the Council.

**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 on 5<sup>th</sup> July 2016 were approved by the Council and signed by the Chairman.

**4.0 APPROVAL OF PREVIOUS MINUTES**

The minutes of the Planning Committee meeting on 16<sup>th</sup> August 2016 were approved by the Council and signed by the Chairman.

**5.0 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS**

(5.1) Cllr Harmer advised that a Waverley Local Committee meeting would be taking place on Friday 16<sup>th</sup> September in Cranleigh.

(5.2) Cllr Harmer advised that at the next Western Villages Highways Task Group meeting (date to be confirmed), discussion would take place regarding the highways works identified at the recent meeting with Parish Council representatives along with discussion regarding works to rights of way.

(5.3) Cllr Harmer reported that once EU approval had been obtained for an extension to the current Superfast Broadband contract, further discussion would take place with BT to agree a solution for properties not capable of obtaining 15mbs. In Thursley, this includes properties at Warren Park, Warren Mere, some of Pitch Place and the Punchbowl.

## 6.0 PLANNING

(6.1) WA/2016/1627 – Thistle Rough, High Button, GU8 6NR  
Application under Section 73 to vary Condition 7 of WA/2014/1988 (plan numbers) to allow repositioning of dwelling and alterations to internal layout and fenestration.

The Parish Council support this application.

(6.2) WA/2016/1704 – Hill House Farm, Highfield Lane, GU8 6QJ  
Application under Section 73A to vary Condition 1 of NMA/2016/0105 (approved plan numbers) to allow alterations to the approved buildings.

The Parish Council have no comment regarding this application.

(6.3) Hindhead Hill Farm

The Chairman advised that planning application reference WA/2016/0701 was due to be considered at the WBC Central Planning Committee meeting on 7<sup>th</sup> September 2016 and that Cllr Hunter would be speaking on behalf of the Parish Council. He also advised that he understood that a lawyer would be speaking against the application on behalf of the residents of the area.

Mr Kelly, speaking on behalf of the residents, provided details of their objections to the proposal including the availability of alternative sites and the inaccuracies in the WBC Planning Officers report. He advised that an additional letter highlighting that the Council had omitted to consider material and relevant information had been sent to WBC that day.

Discussion took place regarding the comments received from SCC Planning or Highways department. Cllr Harmer agreed to investigate.

Cllr Hunter advised that he had prepared a speech which would reiterate the unsuitability of the site for the proposed use and that he intended to highlight that no very special circumstances existed as alternative sites had been identified. He also advised that he intended to make reference to the public inquiry in 2004-5 which stated that the land would be returned for agricultural use. There was some discussion regarding the time period involved which Cllr Hunter agreed to investigate.

Cllr Hunter asked for approval of the Council to include a concluding statement saying that in the event of WBC refusing the application, and if in the future the applicant should look at using the current control centre for the same use after taking into account appropriate access arrangements, the Parish Council would give due consideration to the new proposal. Following discussion, it was agreed by members that the concluding comment be included in the Parish Council statement to the Planning Committee.

The conclusion of discussions was that the application should be refused and the alternative sites be investigated. Discussion took place regarding the process to be followed if WBC either grant or refuse the application and the involvement of the Secretary of State in the process.

It was highlighted that public were able to attend the Planning Committee meeting to acknowledge local support but that they were not able to comment.

## PUBLIC QUESTION TIME

Concerns were raised regarding WBC Planning not adhering to the Thursley Village Design statement when considering planning applications as evidenced by the decisions for recent proposals within the village. There was concern that this non-adherence would continue and impact the outcome of the decisions for the Uplands Stud applications.

Cllr Mendelssohn advised that the Parish Council had registered their objection to the applications in the strongest possible terms and had included reference to the S106 agreements applicable to the site.

Discussion took place regarding press coverage of contentious applications.

Mrs Nicki Bates provided details of the new charging arrangements at recycling centres in Surrey including the Witley facility. Discussion took place regarding the possibility of an increase in fly-tipping.

Cllr Mendelssohn advised that he had met with Mr Paul Redmond (WBC) and Mrs Bates and that parishioners should report fly-tipping and over-filled bins etc. to [waste@waverley.gov.uk](mailto:waste@waverley.gov.uk).

Discussion took place regarding the overgrowth of hedging and vegetation in The Street. The Clerk was asked to write to the home owners and request that they make arrangements for this to be cut back. Mrs Bundy agreed to raise with the Village Hall Committee.

Mrs Bates advised that the overgrowth on Greensands Way had been removed in advance of the run that was due to take place later in the month but that the rabbit holes remained. She advised that the village was looking very attractive and praised the grass cutting in Bowlhead Green.

Following a request from parishioners, Cllr Mendelssohn raised a concern regarding cars parking on the pavement in the village which were obstructing the footpaths. Following discussion it was agreed that Cllr Mendelssohn would prepare a polite note asking residents to park considerately to allow access to footpath users. It was also suggested that Councillors have a quiet word with owners of offending vehicles.

It was highlighted that some horse riders are still using the grass, not the pathway, in Highfield Lane by the church. Cllr Hunter agreed to install the 'No Horses' signs.

Discussion took place regarding the comments received regarding damage caused by HGV lorries using the narrow roads within the village. Cllr Edwards was asked to respond to a homeowner on behalf of the Parish Council to advise that the issue is being discussed with SCC.

Mr Ranson advised that SSE were undertaking some work to the overhead power cables in Bowlhead Green which may mean additional large vehicles in the village.

Cllr Mendelssohn, on behalf of a resident, provided details of an incident involving a delivery vehicle driver in Highfield Lane intimidating a resident and which had resulted in the Police being called. It was agreed that Cllr Mendelssohn would contact the delivery company on behalf of the Parish Council to raise concerns regarding the incident.

Discussion took place regarding the on-going problem of speeding vehicles and bikes on Highfield Lane and the possible solutions to the problems including a 'Click and Collect' site in the village. It was agreed that a sign or signs be installed with appropriate warning to alert users to the need to drive carefully. It was suggested that the details of the required signage be provided to Cllr Harmer in advance of the Western Villages Task Group meeting (within the next two weeks) so that costs could be obtained.

*Seven members of the public left the meeting.*

(6.4) Cllr Hunter agreed to attend to represent the Parish Council at the Frensham Pond Consultation meeting on 20<sup>th</sup> September and report back at the next meeting so that comments could be prepared if deemed appropriate.

(6.5) Cllr Mendelssohn provided details of the outcome of his recent discussions with WBC regarding the appeal process following refusal of a planning application. He agreed to speak with Cllr David Else to request that he check for misuse of the appeal process by some parties.

## 7.0 FINANCE

(7.1) The following financial overview for August and September was presented, duly authorised and cheques for September payment were signed:

### PAYMENTS: September

922	Playsafety Ltd	100.80	Annual inspection
923	SSALC Ltd	66.00	Training
924	E. Felton	283.80	Salary & Expenses
925	Post Office	169.60	HMRC payment
926	BDO LLP	240.00	Annual audit
<b>TOTAL</b>		<b>£860.20</b>	

(7.2) Following the recent Play Area Inspection report which had identified some minor maintenance issues and reports from parishioners regarding some loose bolts on an equipment item, the Clerk had spoken to the manufacturer and local handyperson to arrange for the works to be undertaken. It was agreed that a regular maintenance check should be put in place.

(7.3) The Clerk reported that the annual return for the financial audit for period 2015/16 had been concluded and that two minor issues had been reported on the annual return as follows:

- The value of the Parish Council assets increased due to the completion of a capital project in the year and the asset being bought into use. In previous years the expenditure on the capital project had not been recognised as an asset on the annual return as the project was still ongoing at the yearend date but has now been updated to reflect the asset.  
*Noted – no further action required.*
- The internal auditor has noted a weakness in the financial systems of the smaller authority. *This issue has already been addressed upon receipt of the internal report.*

The Annual Return was accepted and approved by the Council.

## 8.0 HIGHWAYS

(8.1) Discussion took place regarding the problems experienced with large HGV vehicles getting stuck in the village during the recent planned closures of the Hindhead tunnel. Cllr Hunter advised that although Highways England had prepared a plan to resolve the issues, it had not been implemented. He advised that following discussions with neighbouring Borough and County Councillor colleagues he proposed that he ask WBC to take the matter forward to the Secretary of State to prompt a resolution. This proposal was unanimously agreed by members.

(8.2) Following the recent problems experienced during the closures, Cllr Mendelssohn had sent a question to SCC's Business Services and Resident Experience Decisions Board to ask how to resolve the issue of large vehicles accessing the village. He advised that the question was due to be considered at a meeting at County Hall, Kingston on 20<sup>th</sup> September. Cllr Hunter agreed to attend the meeting to represent the Parish Council due to Cllr Mendelssohn's non-availability on that date.

It was also agreed that the same question be registered as a formal question to the Waverley Local Committee at the meeting taking place on 16<sup>th</sup> September. The Clerk was asked to make arrangements.

Cllr Edwards was asked to respond to the parishioner who had made a statement to the Parish Council regarding the damage caused by the recent incident in Highfield Lane to update him about the process of investigations being followed.

(8.3) Discussion took place regarding the damaged verge/deep hole by Copper Beeches in Highfield Lane and the conflicting information received from SCC regarding the required works to fill it. Cllr Mendelssohn agreed to pass copies of communications to Cllr Harmer so that he may investigate.

(8.4) Discussion took place regarding the possibility of a passing place on Highfield Lane just before Copper Beeches. It was agreed that Cllr Harmer would investigate ownership of the land identified for use.

(8.5) Discussion took place regarding footpath 101 which requires to be made good. Cllr Harmer agreed to speak to Elstead Parish Council to obtain an update regarding their discussions with the MOD regarding the work.

(8.6) Following a note from Cllr Swift regarding vegetation in French Lane, it was suggested that Cllr Swift provide Cllr Harmer will details of the exact location so that he could investigate ownership of the land.

(8.7) Discussion took place regarding the flooding on the sharp bend in Pitch Place towards Churt. It was suggested that the previous works had been a temporary solution but that drainage works under the road were required. Cllr Harmer agreed to investigate further.

(8.8) Mrs Bates advised the Veolia road sweeper did not appear to be able to clear sand that had accumulated on the traffic calming tables which was stopping the water running away at the entrance island. It was suggested that as this work would need to be undertaken by hand, it be included on the Highways Localism works list.

(8.9) Cllr Edwards advised that horse manure had blocked the drains on The Street causing flooding. It was also highlighted that the drains by the McLeans residence were blocked. Cllr Edwards agreed to contact Mr Steve Lindsey Clark (SCC) with details.

#### **9.0 HIGHFIELD LANE PASSING PLACE**

See (8.4) above.

#### **10.0 HIGHWAYS LOCALISM**

It was agreed that items for inclusion on the Highways Localism list for 2016-17 be discussed and agreed at the October Parish Council meeting.

#### **11.0 WBC LOCAL PLAN CONSULTATION**

Councillors were asked to review the Local Plan documentation so that if appropriate, comments could be prepared and submitted before the deadline of 3<sup>rd</sup> October. The Clerk advised that she had a CD of the documentation. Cllr Horwood advised that details had been included in the parish magazine.

#### **12.0 WBC SUPPORT**

Cllr Mendelssohn advised that during his meeting with Mrs Bates and Mr Redmond it had been suggested that an annual litter pick take place in the village. Following discussion Cllr Malton agreed to coordinate the event in spring, possibly to coincide with an Easter egg hunt.

#### **13.0 HAMMER POND**

Cllr Mendelssohn advised that recent communications from Natural England had been received to say that a recent meeting they had held with their consultant engineers and the Environment Agency to look at the options for undertaking further work to Hammer Pond to reduce the flood risk and that they would provide the Parish Council with an update shortly. It was agreed that the Parish Council continue to communicate with them to obtain updates and ensure a resolution a satisfactory conclusion is reached.

Cllr Hunter advised that he had a technical note regarding the pond from the official advisor which he would circulate to Council members.

It was also noted that Natural England personnel would be attending the Dragonfly Launch event later in the week.

#### **14.0 PLANNING INFRASTRUCTURE RECOMMENDATIONS**

The two projects identified as suitable for possibly being funded from the Planning Infrastructure contributions were agreed. These were the access, ramp and parking area on the recreation ground and drainage under the road in Pitch Place. Cllr Harmer suggested that it may be appropriate for the recreation works to be funded through the 'Leisure' contributions fund. The Clerk was asked to enquire whether this was possible and if so, the process to be followed.

## **15.0 RECREATION GROUND POSTS**

Cllr Hunter confirmed that the new posts erected around the seating area on the recreation ground were of an appropriate height and no further works were required.

## **16.0 DEFIBRILLATORS**

The Clerk confirmed that the defibrillator unit at Warren Park had been registered with SeCamb. Cllr Hunter advised that a proposal for a unit for installation in Pitch Place should be available for discussion at the next meeting.

## **17.0 VILLAGE DESIGN STATEMENT – VOLUNTEER STATUS**

Cllr Edwards reported that he had three responses from parishioners willing to act as a Committee member to review the Village Design Statement. It was agreed that Cllr Horwood insert an article in the parish magazine asking for parishioner views and comments on the document.

Cllr Hunter asked that the committee consider the planning legislation regarding permitted development rights (Certificate of Lawfulness) when reviewing the plan.

## **18.0 EMAIL CONTACT LIST**

The Clerk reported that she had received 19 requests from parishioners for inclusion on the Parish Council email distribution list. It was suggested that the Clerk contact Village Hall representatives to ascertain whether they maintain an email list that could be used to contact individuals to determine whether they wished to be included on the Parish Council list or not.

## **19.0 CORRESPONDENCE**

The Clerk reported the following items of correspondence:

- i. Information that a further consultation was being undertaken by TAG Farnborough regarding proposed changes in the area.
- ii. SSALC were holding a planning event in Dorking in November. It was suggested that the Clerk contact Elstead Parish Council to see if they are considering arranging their own event which Thursley Parish Councillors could attend.
- iii. The Clerk was asked to circulate the agenda for the WBC Joint Town and Parish Council meeting on 19<sup>th</sup> September once it is available.
- iv. It was noted that the recent event at the Cricket Club was a great success. Cllr Mendelsohn agreed to write to the club to thank them for arranging it.
- v. The Clerk was asked to contact the insurance company to ascertain whether the Parish Council had any liability for cars parked on the recreation ground during a cricket game.

## **20.0 MATTERS FOR CONSIDERATION AT NEXT MEETING**

- Items carried forward as above
- Budget Review 2016-17
- Help in Thursley

It was suggested that it may be appropriate to limit the number of agenda items at Parish Council meetings but it was agreed that this was not necessary as the current meeting had included several contentious issues that required full discussion which had resulted in a late finish.

The meeting closed at 10.20 pm

Date of next meeting is Tuesday 4<sup>th</sup> October 2016 at 7.30 pm.

Signed .....

**4<sup>th</sup> October 2016**



The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the council so they do not occur again in future years.

**Minor issues**

*What is the issue?*

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

The annual return does not add up by £1.

*Why has this issue been raised?*

This is to draw these minor errors to the attention of the council.

*What do we recommend you do?*

The council should ensure in future years that the above minor errors or omissions are not included in the Statement of Accounts.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

**Fixed Assets**

*What is the issue?*

The council has incurred significant expenditure during the year on a capital project which was still on going at 31 March 2015. The costs incurred to date have not been disclosed in Box 9 'Fixed Assets'. The total cost of the capital project will not be disclosed in box 9 until the project has been completed and the asset brought in to use.

*Why has this issue been raised?*

The accounts are currently understating the amount of the assets belonging to the council as the asset is not recognised until completed.

*What do we recommend you do?*

As soon as the expenditure is completed, the asset must be included in the council's asset register and the figure in box 9 is updated to reflect this new asset.

Further guidance on this matter can be obtained from the following source(s):

Not applicable

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 30 June 2015

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