



WEST CLANDON PARISH COUNCIL

Chairman: Mr Terence Patrick , Stoney Royd, Woodstock, West Clandon, Guildford, GU4 7UJ

Clerk: Mr John Stone, Hunters End, Lime Grove, West Clandon, Guildford GU4 7UT
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Minutes of the meeting held Wed 10th January 2018 in the Village Hall at 8.00pm

Present: Terence Patrick (Chairman), Jonathan Murphy, Chris Dean, Rob MacDonald, Eric Palmer, Stephen Meredith, John Stone (Clerk).

1. Apologies for Absence.
Jenny Wicks, Keith Taylor and David Reeve were unable to be in attendance.

2. Declaration of Interests.

The Chairman declared that he was an honorary alderman in the Borough of Guildford and he and his family were landowners in Bennett Way. Chris Dean declared that he was Chairman of the Clandon Society. Jonathan Murphy declared that he was an associate governor at Clandon School and a trustee of the Friends of West Clandon Church. Rob MacDonald declared that he was a Trustee of West Clandon Royal British Legion.

3. Confirmation of the Minutes of the November meeting.
The minutes were accepted as a correct record of the meeting and signed by the Chairman.

4. Matters arising from those minutes.

4.4.4.11 The Clerk reported that following approval of the purchase of computer equipment and printer at the December meeting this was now on order. The Council approved the expenditure of £700.05 + VAT.

4.4.8 Hedge at Fludyers- The Chairman agreed to contact John Hilder at SCC Highways to discuss the possibility of a 20mph limit on the Street and to clarify their position (TP). The Clerk reported correspondence with residents concerning parking on Lime Grove near the junction with the Street. He was asked to write to the residents in Lime Tree Cottage to express the Council's appreciation for the action taken (JS).

He was also asked to contact the developers at Low Cottage to ask for action to be taken on the encroachment of the hedge onto the pavement outside. (JS)

4.6 Support for Village Organisations. It was noted that no response had been made to the Council's provisional offer of grant support for projects at the School and for the Friends of West Clandon Church. It was agreed that Jonathan Murphy would approach the relevant people in the Church and School (JS).

4.12 Sewage at Meadowlands. No progress had been reported. The Chairman offered to contact James Whiteman at GBC (TP).

Eric Palmer had also been in contact with Thames Water over effluent running into ditches behind Meadowlands.

11. Village Hall projects. The Clerk reported that he had contacted Village Hall Trustee, John Vickers on the availability of grant support in the current financial year for new chairs and also informed him of the approval of grant support for replacement storeroom windows in 18/19. The

Council agreed that should a suitable proposal be received for the chairs the Council would process the order and contribute £500 from Council resources.

5. Local and Neighbourhood Planning

The Clerk reported that Paula Moss of Effingham Parish Council had agreed to attend a future meeting of the Council.

6. The Chairman welcomed Elaine Best and Julia McClung of West Horsley Parish Council who attended the meeting for this agenda item.

Elaine Best reported that Guildford Borough Council have confirmed that the W Horsley Plan is ready for formal consultation later in January after which it will go for examination and then to referendum in the village.

Chris Dean explained that W Clandon Parish Council is as yet undecided whether a Neighbourhood Plan would be worthwhile. In particular we were unclear on the influence we would have on any development at Gosden Hill, whether we would be obliged to put forward developments in the village as well as concern over the amount of work involved.

Elaine Best responded that when the Neighbourhood Plan (NP) was first suggested the Draft Local Plan (LP) had proposed 800 houses were to be built in W Horsley (WH) effectively doubling the size of the village. At that time the understanding was that a NP could significantly influence this. The Parish Council instigated a household survey and asked people about their expectations. Would they support development and if so what sort? What amenities would they wish to see? The results were informative and the Parish set about developing an emerging plan. With subsequent changes in interpretation it became clear that it was not possible to have a Neighbourhood Plan out of kilter with the LP. It is however possible for the NP to have influence. A NP allows the parish to set out policies for housing, local green spaces, type of housing design etc. and help preserve what was intrinsically of value to the village. One developer wanted to build six 5-bed houses in a very modern design which was out of keeping with the locality. This was subsequently not approved by the Borough but had there been a NP WH could have made that point. One of the questions in the survey asked whether the NP would seek to designate sites where development would be permitted. WH took the view that the NP would not designate sites in this way as this would risk putting one part of the village against another.

Drawing up a NP does take effort but WH Parish Council are very pleased they have done it. It has encouraged engagement and involved people. The four open sessions held were well attended. Because this has been done alongside the local plan they have brought clarity between the two. One of the parish councillors who takes a lead on planning says that when the NP is in force her commentary would carry much more weight as the NP carries legal sway. It enables WHPC to shape what they value.

Julia McClung added that one of the good things for W Clandon will be the Community Infrastructure Levy (CIL) from developments in the parish including Gosden Hill which can go into projects in the village. These could also be in the Plan. The NP gives the parish greater clout as to what should be included in any development. With particular projects the parish council can take the lead and make sure they get what they want. The WHNP is not too prescriptive but things included are garden size, hedges, size of property etc. The densities in each area are known and a factor.

GBC personnel have supported the project and the possible expansion of the Raleigh school has been the subject of collaboration. WH learnt from similar exercises at Burpham and Effingham although it has to be done for your patch as there are always unique features.

The PC set up a separate group to lead on the work. There are 3 parish councillors on the group. The separate group was therefore more focussed but keeping the PC in the loop could be a problem.

The PC funded secretarial and admin support on an honorarium basis. They also employed a planning consultant and applied to Ground Works My Community fund for £9000 from DCLG. They could not have managed without him. The Parish paid for the admin support honorarium, hire off rooms, website etc.. No contributions were asked from residents as WH was more interested in the local plan at this stage.

Councillors asked how they secured help from residents. One of the 'open house' meetings held focused on the support skills required. These included analysts, knowledge of planning and land, history and preservation, ecology etc. People with the specific skills required were approached directly. The Group was chaired by a judge. Once there was momentum in the village the catalyst was the Local Plan. The exercise did not become overly political.

Julia McClung pointed out that whereas the NP will take a couple of years to put together it will remain in force for c15 years during which time the village could come out of green belt. You can use it to influence the mix of housing, WH has enough 5 bed homes but needs more starter accommodation for young people. As soon as the referendum result is known the plan is enforceable.

WH was keen to get through its process before the LP was completed. The mix of housing is covered by the housing policy. The plan is on the Web site. There was a lot of work to do in getting the maps correct a lot of debate on housing. The only serious dissension was about about the war memorial!

The survey at the beginning was the key driver in setting the agenda. You must do this. Every response had to be commented on indicating whether it was accepted or not. In taking the time to respond people feel that their time has been well spent.

No development sites have been identified. Guildford are of course bringing forward development sites themselves. WH undertook the exercise and were therefore involved in dialogue with GBC about what was kept in and what had to drop out. The support has come from the view that this will help us to preserve what is thought valuable while accepting there has to be development if the village is to thrive.

What worked well?

- Steering group effectively chaired
- Good quality admin support and coordination (It would have helped if the clerk was more actively involved to help the PC with familiarisation)
- Engagement of the residents and communications with them
- Relationship with Dan Knowles at GBC Planning

How many hours admin? 13hrs on average for 45 weeks

What was the PC budget? Approx £9k grant plus £20k (tbc) over 3 years. The Government benchmark for the average size Parish is £20-25k

WH has looked at others experiences. The web site is very helpful.
Key advice- Get the grant and employ the consultant.

The Chairman thanked the visitors for their time and very useful input to our deliberations
The Clerk was asked to Investigate the possibility of applying for a grant, place the item for

discussion on the next agenda and send a link to West Horsley Parish Council website to members (JS)

7. Recreation Ground, Playground and Car Park

The gate next to the Legion is in need of some repair. The zip wire is being investigated. (EP)
The grant application for the Car Park extension to the London Marathon Trust had been turned down. A revised application to IGas had been prepared (JS)

8. Footpaths
Nothing to report

9. A247 Matters

The costs of the VAS planned for the south end of the village and its installation were reported to the Council who reiterated their decision to proceed. Surrey Highways will be asked to source the equipment and invoice the Council in the current financial year. Installation costs are likely to fall in 18/19. (TP).

It was noted that the warning sign at the junction of the Street and the Station Approach had been displaced. The Clerk undertook to contact Surrey Highways. (JS)

10. Planning

Jonathan Murphy outlined planning applications included in the papers of the meeting and an additional application received concerning 51 Meadowlands. Councillors agreed with the recommendation that no comment be made.

11. Note Council Correspondence sent and received

The correspondence schedule included in the papers for the meeting was noted.

12. Budget and Precept 2018/19

Councillors approved the Council's Budget for 2018/19 included in the papers for the meeting. This included an increase of £2000 in planned expenditure on parish footpaths which was thought necessary in view of the reductions in the maintenance programme undertaken by Surrey County Council and the subsequent increase in the maintenance work to be undertaken by the Parish Council.

The increased budget implied an increase in the parish precept. For 2018/19 Councillors agreed to set a precept of £32.55 for the average Band D property, an increase of 10.02% on the previous year. (JS)

13. Financial Matters and the signing of cheques.

The following cheques had been signed since the December meeting of the Council:

Payee	Chq No	Ref	VAT reclaimed £	£
Gavin Jones	1950	17.70	44.93	269.59
Alpine Electrical	1951	17.71	44.6	267.6

The following cheques were signed at the meeting:

PCWorld	1952	17.72	140.01	840
MJStone	1955	17.73	N/A	450.56
HMRC	1953	17.74	N/A	275.9

Unity Trust Bank Account

Following the decision in principle to open a bank account with Unity Trust Bank made at the December meeting of the Council, Councillors reviewed the relevant documentation and

1. Resolved to open an account with Unity Trust Bank plc ('Unity') and appoint them as our bankers having read and accepted the Bank's [Terms and Conditions](#).
2. Agreed to use the Internet Banking Service in accordance with the Bank's terms and conditions and West Clandon Parish Council's Financial Regulations.
3. The Clerk was authorised to raise a cheque for £500 to provide an initial deposit to the account.
4. When the account was operating satisfactorily a further £10,000 would be transferred to the account to provide working capital.
5. The Unity Trust Account would be the main business account for the Council.
6. The Current Account and Deposit Account currently held with National Westminster Bank would remain open and reviewed in due course.

Financial Regulations

The draft Financial Regulations included in the papers for the meeting were reviewed and adopted subject to the following amendments:

Para 3.3 Replace, "The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget" with " The RFO will compare actual expenditure against the annual budget and alert the Council to any significant variances giving rise to concern".

Paras 10 & 11a-f should be combined as follows: "10.1 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction. For expenditure in excess of £2000 the Council should endeavor to seek at least three estimates or quotations from appropriate suppliers.

14. Any Other Business
The Chairman and Clerk reported on a meeting with individuals interested in taking a lead on a potential initiative to restore the Clandon Dragon. A site meeting had been arranged.
15. Date of Next Meeting- 8.00pm Wednesday 14th February 2018.

There being no other business the meeting closed at 10.00pm