



# 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 PARISH COUNCIL MEETING held Wed 14<sup>th</sup> March 2018 in the Village Hall at 8.00pm

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

Councillors David Reeve, Jenny Wicks, Keith Taylor and 1 resident were in attendance

Councillor Paula Moss of Effingham Parish Council joined the meeting for item 2

1. Apologies for Absence were received from Matthew Sarti who was unable to be in attendance.
2. Neighbourhood Planning  
The Chairman welcomed Councillor Paula Moss from Effingham Parish Council to the meeting and invited her to share their experience of neighbourhood planning.

She explained that following the Localism Act 2011 they saw as an opportunity to build a positive set of criteria to help them judge planning applications. This followed work on a parish plan which did not have such legal force.

These planning criteria enabled them to preserve special features of the village which were important to residents. They were also able to determine the mix of housing need and appropriate styles. They had identified every significant potential development site and consulted with residents about where and what development should be permitted. The criteria adopted allowed them to evaluate every potential site with priority given to brownfield developments within the settlement area. A site ranking was produced along with a process for evaluating sites in future.

Preparatory work included a housing survey which sought to identify what was needed to maintain the right mix of housing in the parish. A number of policies were developed of which Land Use policies proved the most controversial.

There are also Environment and Dark Skies policies. They now have wildlife corridors linking how species travel through the green space in the village working with Natural England and the Wildlife Trust to keep wildlife in the village.

The Neighbourhood Plan had helped them to deal with Berkley Homes who wanted a large-scale development which the Council considered inappropriate.

There had been considerable interest in the Parish. The biggest public meetings had c250 attendees. There was a 45% turnout (about 850 people) for the referendum with over 98% approval given.

When the Council first started work on the plan the initial idea was to have working groups but although people were interested there were too many vested interests and ultimately the Parish Council had to do most of the work on building the evidence base etc.. The Residents Group

had a distinct view which conflicted with the Parish Council who consulted at every stage and were better able to protect the 'silent majority' from factions and those with a specific interest.

External people were brought in for design and environment but a Councillor (Paula Moss) chaired the steering Group (ENPAG) with other councillors driving specific themes supported by specialist and experts.

The Neighbourhood Plan was influential in the Secretary of State's consideration on a major housing development. An appeal is pending but feedback has led them to be hopeful of a good outcome. There was good support from local councillors and the MP.

As regards costs there was a £9k grant available but they did not generally employ consultants but used the internet and drew on other plans from villages with a similar profile and issues. Guildford also gave significant support.

Effingham will be inset in the green belt. The plan helped in influence where the inset boundary would be and helped identify where development could and could not take place. The work which had been done on the Neighbourhood Plan helped Effingham influence Guildford on site selection for the local plan.

A doubling of the footprint of the village had been proposed but this is now under review. There is more protection with a plan than without and the Parish Council now has more say on the mix of houses proposed.

Paula advised us not to rest on our laurels and rely on green belt protection. There are proposals within Effingham village core and on green belt. If we have the time to undertake the work required a plan would give greater protection to the parish. It took Effingham 5 years to complete but without distractions could possibly have been completed in two.

The Chairman thanked Councillor Moss for her time and advice.

3. 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.

4. Confirmation of the Minutes of the February meeting.

The minutes were confirmed as a correct record and signed by the Chairman.

5. Matters arising from those minutes.

4. Village Hall Project

The Village Hall had gone ahead with the purchase of new chairs and an £842.30 CFGA grant claimed and received from Guildford Borough Council. Councillors agreed to release the £500 grant from the Parish Council previously confirmed. The Clerk was authorised to set up the transfer of £1342.30 to the Village Hall account.

VAS sign

The Clerk confirmed that the invoice from Surrey County Council had been paid.

5. Local Plan registration

The Clerk confirmed that he had registered for updates on the forthcoming Local Plan hearings. Wisley junction.

The Clerk outlined issues of concern to the village which would be included in the forthcoming

response to the current consultation. These included Highways England reference to the Burnt Common slip roads and concerns about the effectiveness of the option selected to sufficiently reduce northbound delays on the A3 in peak periods.

#### 9. Stables conversion

The Clerk confirmed that a letter outlining the Council's view had been sent to the Planning Authorities.

#### 6. Recreation Ground, Playground and Car Park

Eric Palmer reported that a defective gate latch had been repaired.

The Clerk undertook to explore whether Lottery funding would be available for the proposed car park extension. (JS)

#### 7. Footpaths

Rob MacDonald reported concerns over footpath 69 north of Tithebarn Lane which he would investigate (RMD). It was noted that 75 hectares of land at Gambles Lane had recently changed hands.

#### 8. A247 Matters

The VAS sign had been purchased and installation by SCC awaited.

Councillor Keith Taylor reported on a forthcoming safety scheme on Clandon Rd.. The Central Road Safety Team had identified that the junction with the A3 has a poor safety record. Some central funding has been secured for a scheme which will narrow the road and extend the traffic island to slow traffic. Works were expected to begin in April.

There was modest improvement in Local Committee funding for the forthcoming year. This dropped from £600k in 16/17 to only £80k in 2017/18. It was set to rise to £200k in 18/19. This had allowed a number of schemes to be progressed. The Committee has been recommended to provide £7k for West Clandon to extend the 30mph speed limit north to Green Lane. Unusually the police are comfortable with this. Discussions on a more extensive scheme for the core of the village will continue.

Councillor Taylor was asked to investigate quality of re-surfacing on Clandon Rd/The Street following the recent gas main work. (KT)

#### 9. Planning

Jonathan Murphy outlined the planning applications received over the past month. Councillors agreed that no comment should be made on proposals at Birch Farm and Clandon Regis. It was noted that the traffic plan put forward for the development at Drift Golf Club did not pass through West Clandon.

#### 10. Note Council Correspondence sent and received

Councillors noted the schedule of correspondence included in the papers for the meeting and were particularly pleased to see the thank you card written by pupils from Clandon School. They noted recent correspondence from Guildford Borough Council asking for information on planned commemorations of the end of World War 1. This was to be passed to the Royal British Legion (JS)

A request from Clandon School for Surrey County Council support for a defibrillator was passed to Councillor Keith Taylor. (KT)

11. Financial Matters, Transactions and the signing of cheques.

Councillors noted the following on-line payment had been made since the February meeting>

Date	Beneficiary	Ref	£	VAT reclaimed
27/02/2018	Gavin Jones	17.88	269.59	44.93

Councillors agreed that the Tennis Club Secretary, Charlotte Edwards should be given view only access to the Parish Council Unity Trust Current Account (JS)

Councillors approved a Direct Debit facility to enable HMRC to collect VAT (JS)

Councillors agreed to transfer £36,000 from the Nat West Current Account to the Nat West Reserve account and a cheque for this amount was signed at the meeting.

The following on-line transfers were agreed at the meeting

Village Hall (See item 5.4 above) £1342.30  
M J Stone £292.92  
HMRC £201.92

12. Accounting Procedures and Requirements

Internal Control System: The Council reminded itself of and considered the effectiveness of the system of internal controls in place which took into account the limited functions, activities and resources of the Council as part of this a Review of Areas of Potential Risk was tabled for discussion, review and updating.

Internal Audit: the Council reminded itself of and considered the effectiveness of the system of internal audit, noting that this needed to be considered as part of the wider review of internal review of internal control referred to above. In this regard it considered the internal audit terms of reference and the Internal Effectiveness Review both of which were circulated before the meeting for discussion, review and updating.

After consideration and discussion the Council:

- (i) approved the Review of Areas of Potential Risk as tabled;
- (ii) considered and noted the review of the effectiveness of the system of internal control which had taken place earlier in the meeting;
- (iii) re-approved the Internal Audit terms of Reference; and
- (iv) considered and noted the review of the effectiveness of internal audit which had taken place earlier in the meeting based on the Internal Audit Effectiveness Review document and reviewed and updated in the meeting.

13. Any Other Business

The Chairman and Clerk reported on a briefing on the new General Data Protection Regulations (GDPR) they had attended. It was apparent that the Council would need to review its procedures and develop new policies in this area. Councillors did not agree with the recommendation that a Data Protection Officer would need to be identified. The Clerk agreed to bring proposals to the next meeting of the Council. (JS)

Chris Dean reported he had made contact with the Programmes Officer for the forthcoming Local Planning Hearings. He suggested our main focus would be on the impact on traffic on the

A247 and the slip roads. He undertook to liaise with East Clandon. (JM,CD)

14. Date of Next Meeting- Wednesday 11<sup>th</sup> April 2018 following the meeting with the Leader and Deputy Leader of Guildford Borough Council starting at 8.00pm and the Annual Parish Assembly