

WEST CLANDON PARISH COUNCIL  
CORRESPONDENCE LIST  
April-May 2018

Received

16 Apr 18	Agenda and Papers for the meeting of the GBC Executive to be held on Tues 24 April 2018	
23 April 18	<p>Email from Local Plan Programme Office, Chris Banks, informing us the Inspector has published the following documents:</p> <p><a href="#">ID-2 Inspector's Guidance Note</a> <a href="#">ID-3 Inspector's Matters and Issues</a></p> <p>The outline schedule for the oral hearings is as follows,</p> <ul style="list-style-type: none"> <li>• Matters 1-6 from Tuesday 5<sup>th</sup> June 2018 for 3 days</li> <li>• Matters 7-10 from Tuesday 12<sup>th</sup> June 2018 for 3 days</li> <li>• Matter 11 from Tuesday 26<sup>th</sup> June 2018 for 3 days</li> <li>• Matter 11 continued from Wednesday 4<sup>th</sup> July for 2-3days</li> </ul> <p>The full Draft timetable will be published after the 2<sup>nd</sup> May 2018 deadline for confirming participation in the Oral Hearing Sessions with detailed Session Agendas from the Inspector to follow.</p>	TP, CD
2 May 18	<p>Letter from Ciaran Ward, Information Rights Officer, GBC Re: General Data Protection Regulation – Appointment of Data Protection Officer (DPO)</p> <p>“Following your expression of interest in Guildford Borough Council (GBC) providing an officer from the Legal Services team under a service level agreement to act as DPO for participating parishes, on a full cost recovery basis, I would like to confirm the provisional appointment of Ciaran Ward, the council’s Information Rights Officer to this role.</p> <p>The role of the DPO will be to coordinate support and advice around data protection matters, to assist the participating parish councils in the transition to the new GDPR regime, and to provide on-going single point of contact advice.</p> <p>The DPO will meet with participating parish councils to discuss themes, concerns, and to describe the proposed work programme.</p> <p>The DPO will prepare, for review:</p> <ul style="list-style-type: none"> <li>- Data Protection Officer – service level agreement</li> <li>- Data Protection Officer – suggested appointment report</li> <li>- Transition work programme, and ongoing support arrangements</li> </ul> <p>The DPO will meet with the participating parish councils monthly to establish any data-related issues, to ensure GDPR compliance and if necessary offer advice and guidance. A telephone and email “hotline” will be available, and the DPO will coordinate support and advice around data and Information matters. Depending on preferences, diary commitments, and by agreement, meetings may be run as workshops with various PC clerks, or conference calls (whether individual, or among groups).</p> <p>Initial meetings will review existing personal data (in both paper and electronic form) held by PCs, deciding on legal basis for processing (eg public task, consent, contractual obligation, etc), assisting with</p>	

	<p>decisions on which data is no longer required, or has no legitimate legal basis under GDPR and subsequently to arrange for data to be securely disposed of.</p> <p>Some PCs may be more advanced than others in this regard, so priorities can be identified early on.</p> <p>Other areas of guidance may include:</p> <ul style="list-style-type: none"> <li>• Writing privacy statements</li> <li>• Retention/disposal schedules</li> <li>• Data sharing protocols (eg with third parties)</li> <li>• Update of existing data-related policies</li> <li>• Carrying out data audit</li> <li>• Training for new parish councillors</li> <li>• Advice on handling data breaches</li> <li>• Mailing lists (if applicable) – consent to receive mailings to be confirmed</li> </ul> <p>Once we have assisted you through the transition period, we would look to offer you an annual subscription fee, based on a basic level of support, the transition work and the single monthly meetings with two hours of advice (either by email, in person, or by phone).</p> <p>As we do not fully know what support you would need for the transition period, we would look to assist you with a mix of support from GBC, and where necessary, external support – the cost of which we would pass on to you, but which we would seek to ensure is good value for money, and affordable.</p> <p>Anything above that will be charged on an hourly basis at a rate of £60.00.</p> <p>Please write in response to the email address above to confirm that you are happy to proceed on this basis, and to advise on convenient dates for us to set up an initial meeting”.</p>	
3 May 18	<p>Email from : Emma McBriarty, Communications Officer GBC announcing a consultation new Residential Extensions and Alterations Supplementary Planning Document, or SPD that will replace the current Residential Extensions Guide (2004) if adopted by the Council. The guide contains key information and guidance for homeowners and applicants on how to deliver well-designed residential extensions and alterations.</p> <p>The consultation will run from 4 May to 4 June 2018. For more information see <a href="https://getinvolved.guildford.gov.uk">https://getinvolved.guildford.gov.uk</a>.</p>	JM
4 May	Email from residents concerning about parking at the junction of Lime Grove and the Street	

#### Sent

8 May 18	Information and supporting photographs to the Programme Officer for the Guildford Local Plan Enquiry	TP, CD
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## Planning Applications

18/P/00715	Land to the rear of Newlands, Oak Grange Road, West Clandon, GU4 7UB. Erection of a detached two-storey dwelling and garage.	JM
SCC	Brick Kiln Farm, Old Lane, Cobham, Surrey KT11 1NL, Proposal: Retrospective use of land for the importation, deposit, storage, processing and composting of green waste materials, the storage and processing of excavated waste deposited on the site and import and processing of excavated waste; ancillary recycling activities comprising storage, separation, breaking, screening, sorting of materials such as: hardcore, bricks, slates, tiles, concrete and engineering materials; the siting and the operation of machinery for the processing of green waste and excavated waste used in the manufacture of artificial topsoil and the subsequent storage, sale and export of artificial topsoil product; including site access and internal access road, on a site area of some 2.6 ha. See: <a href="http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202017/0194">http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202017/0194</a>	JM
18/P/00783	The Cedars, Lime Grove, West Clandon, Guildford, GU4 7UH: Erection of two-storey front/side extension and four new roof lights	JM

## Planning Decisions

18/P/00021 51 Meadowlands, West Clandon, Guildford, GU4 7TA: Proposed two storey, 2 bedrooms terraced, semi-detached house adjoining 51 Meadowlands: Approve

## On line payment made since the April Meeting

Date	Beneficiary	Ref	£	VAT reclaimed £
09/05/2018	Gavin Jones	18.13	269.59	44.93

£36,000 was also transferred to the Nat West Business Reserve Account

## Journals and Magazines received

Clerks and Councils Direct May 2018

Clerks Magazine May 2018

Surrey Clubs for Young People Annual Review

John Stone May 2018