



WEST HORSLEY PARISH COUNCIL

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Minutes of the Parish Council meeting held at 8pm on Tuesday 12 February 2019

In the Cedar Room, West Horsley Village Hall, the Street, West Horsley

PRESENT: Chairman; Mr Hope, Cllrs: Mrs Beynon, Mrs Young, Mrs Harrison, Miss Best, Mr Mattock, Mr Waite, Parish Clerk Mrs Pinder, GBC Cllr Mr Reeve and 2 residents.

19.21 Chairman's Opening Comments

19.22 **To accept apologies & reasons for absence in accordance with LGA 1972, Sch 12, para 40.** Apologies were received from SCC Cllr Julie Iles and GBC Cllrs Jenny Wicks and Matt Sarti.

19.23 **Declaration of Disclosable Pecuniary Interests by Councillors on any agenda items.** None declared.

19.24 **Register of interests** – To declare any amendments. None declared.

19.25 **Declaration of gifts or hospitality over £25.** None declared.

19.26 **Minutes of the previous meeting held on 15 January 2019** – These were agreed by the full Council & signed by the Chairman as a true and accurate record.

19.27 **Clerk's report** – The Clerk updated the meeting regarding recent developments. The precept requirement was submitted to GBC following the January meeting and the back up for the Parish Council's data has been configured on the new laptop and this will be tested in due course. A draft sitemap and responses to Vision ICT's initial questions have been provided to the website company so that they can start to produce the Parish Council's new website. The Parish Council also recently held a strategy session and the Clerk is pulling together the output from this to feed into a draft business plan for the Parish Council.

19.28 Financial Matters

- a) Standing items – List of payments authorised at the previous meeting & items to be approved by full Council at this meeting (proposed payments and bank reconciliation).
- b) Neighbourhood Plan website licence renewal – Payment of £141 was approved.

19.29 **To note significant correspondence received since the previous Council meeting.** None received.

19.30 Planning Matters

- a) New Guildford Borough Council Planning Applications (received since the previous meeting up to the Thursday before this meeting) were discussed and the agreed WHPC action is noted in Appendix 2. The details of these planning applications can be viewed at www.guildford.gov.uk/planning.
- b) Guildford Borough Council Decisions – Listed below are recent planning applications that WHPC has objected to or commented on and their outcomes (where decided).

App No	Location	Proposal
18/P/01885	Waterloo Farm, Ockham Road North	Awaiting decision

- c) TPOs & Listed Buildings – No update.

19.31 Local Plan (CY) – Cllr Young provided an update from her attendance at the Local Plan hearings taking place on the day of the meeting and on the following day. It was noted that WHPC’s submission was returned by the Inspector and he has stated that he will make a ruling as appropriate in his report in relation to this as it was not appropriate for this to be discussed at the hearing, which focused on technical issues around housing projections. The hearings discussed the housing projections at length and it is anticipated that the additional 4 sites that were added at the last consultation will be removed and that the Inspector is now focusing on a housing figure of 562 houses. The Guildford Residents’ Association (GRA) submission has a much lower figure of below 400 houses, but there was no indication that the Inspector will accept this. There was also a conversation about Woking’s unmet need – the hearing heard that Woking Council does not consider that it has unmet need and therefore there is no need for the Guildford Local Plan to meet Woking’s unmet need.

19.32 Change of Parish Council name – Cllr Beynon proposed a name change from West Horsley Parish Council to West Horsley Village Council and this was seconded by Cllr Harrison. This topic was discussed and an amendment to the proposal, to defer the decision until the March 2019 Parish Council meeting so that Parish Councillors could each look into the consequences of such an action further, was suggested and agreed.

19.33 Housing Needs Survey – The draft Housing Needs Survey and covering letter was discussed, some minor changes were suggested and the survey and letter were approved. This will be sent out from the Parish Council to all West Horsley residents. Cllr Young thanked the resident who has assisted with this project.

19.34 Heathrow Consultation – This was discussed and it was agreed that WHPC would not respond to the current consultation as, following attendance by two Parish Councillors to one of the communications sessions and further research, this was not felt to directly affect West Horsley village.

19.35 Task Group reports from Task Group lead:

- a) Community Activities (**MB**, EB, FH, CH) – Cllr Beynon provided an overview of a planned Easter event at the Orchard. Cllr Harrison asked for helpers for the Easter walk and a resident volunteered to help. The Village Fete has had its inaugural planning meeting.
- b) Environment (**MW**, FH) – Cllr Waite updated the meeting regarding Surrey Wildlife Trust (SWT) Sheepleas Green Dene car park which is currently closed due to ash dieback to comply with the recommendation to fell dead and dying ash trees. Should SWT need to fell ash trees all the way along the eastern margin of Sheepleas, the car park could be closed for up to 8 weeks. If not, the car park is likely to be opened in the next month.
- c) Road Safety and Maintenance (**BM**, CH, MB) – No update.
- d) Communications (**CH**, CY, MW, BM) – The Communications Group met and has provided the website supplier with a detailed specification and the new website is currently being constructed. The Communications Group has also asked a graphic designer to update WHPC’s logo and the result was shown to Parish Councillors and this was met with a favourable response from those present.
- e) Review of courses recently attended (All) – No update.

19.36 Action Log carried forward from January 2019 Parish Council meeting:

Agreed Actions	Responsibility	Update
Follow up re. possible Meeting Speaker	MB	Contact made; awaiting response
Contact St Mary’s Youth Minister to discuss how the Parish Council could better support older and younger people in the village.	CH	Letter sent – awaiting response

Develop a fun walk in the village to take place during the Easter holidays	FH/ CH	Under development
Send a letter to both the Cricket Club and Football Club Secretaries to encourage further usage of the Parish Council tennis court	EB	Letter drafted, but this cannot be sent out until the booking system is considered.
Consider whether the Parish Council should introduce a booking system for the Parish Council tennis court to encourage usage	EB	No update. See below for new action.
Submit newsletter contributions to the Chairman by mid Feb 2019	All Cllrs	Update provided

New actions arising from the February 2019 Parish Council meeting:

Agreed Actions	Responsibility	Update
Contact other local Clerks to ask about whether they have considered changing their Parish Council's name	Clerk	By March meeting
Parish Councillors to carry out whatever research they consider necessary to fully understand any consequences of changing the Parish Council name	All Parish Councillors	By March meeting
Contact WHVH Secretary regarding the booking system to see if this could be used for booking the tennis court	Clerk	

19.37 Other Village Matters (for information only) – Cllr Beynon highlighted the issue of flooding in the village, which was briefly discussed. Cllr Mattock raised the subject of the toilet project costing. Cllr Best requested an early conversation with the Village Hall Secretary regarding this project.

At this point of the meeting, the formal meeting was adjourned to allow Councillors and residents to ask questions and / or make comments.

- A resident, who has volunteered to organise future litter picks, presented the meeting with copies of a suggested leaflet to go out with the Housing Survey and a document outlining his ideas. It was agreed that it wasn't possible to include a leaflet with the Housing survey due to timing constraints but the Parish Council welcomed the suggestions and thanked the resident for all the work he had done on this.

19.38 The next meeting is at 8pm on 19 March 2019, Cedar Room, W Horsley Village Hall.

19.39 The Chairman's Closing Comments

Signed: *Sam Pinder*, Clerk to the Council

Meeting agendas and minutes are available on the WHPC website and at Horsley library.

Standing items - List of payments authorised at previous meeting (15/01/2019)

No	Payable to	Reason	Power	£
1	CPRE	Contribution to CPRE's drink deposit return system campaign	LGA 1972 s.111	100
2	Vision ICT	50% payment in advance for website redesign	LGA 1972 s.111	810
3	Catherine Young	Expenses	LGA 1972 s.111	16.90
4	SCA	Payroll – Quarterly fees Oct to Dec 2018	LGA 1972 s.111	18
5	Crossroad Stores	Lantern & Carol singing event expenses	LGA 1972 s.111	73.32
6	Mel Beynon	Lantern & Carol singing event expenses	LGA 1972 s.111	35.88
			Sub Total	1054.10
	SCA	Payroll	LGA 1972 s.111	2057.51
	NEST	Employer pension contribution	LGA 1972 s.111	143.28
			Total	3254.89

Proposed list of payments to be approved at the meeting (/02/2019)

No	Payable to	Reason	Power	£
1	Mel Beynon	Spring bulbs	LGA 1972 s.111	10
2	East Horsley Village Hall	Hire of room for Strategy meeting	LGA 1972 s.111	24.60
3	NJM Stationery	Printing of NP documents for Parish Councillors	LGA 1972 s.111	48.50
4	Kcom	Payment of balance on the account (invoices for the two previous months were incorrect, CR of £75 applied to account)	LGA 1972 s.111	37.68
5	Bob Spackman	Reimbursement for cost of servicing trimmer that WHPC has given to WHVH	LGA 1972 s.111	78.84
6	Catherine Young	Expenses – Strategy meeting refreshments	LGA 1972 s.111	6
7	Colin Smith Planning	Local plan hearing consultancy		280.50
			Sub Total	486.12
	SCA	Payroll	LGA 1972 s.111	2057.51
	NEST	Employer pension contribution	LGA 1972 s.111	143.28
			Total	2686.91

Bank Reconciliation – February meeting

bank c/f January 201	97,370.28
add income (as per c/b)	3.88
	-
less expenditure (as per c/b)	<u>3,254.89</u>
	<u>94,119.27</u>

Bank & Cash at 20 Jan 2019

Current Account	4,052.71
Business Bank Instant	<u>90,066.56</u>
	<u>94,119.27</u>

0.00

App No	Location	Proposal	WHPC Decision
18/P/02438	Windmill Hill, Shere Road	Certificate of Lawfulness to establish whether a proposed loft conversion and the addition of three roof lights would be lawful.	Certificate of Lawfulness
19/P/00030	Blakes Lane Farm, Blakes Lane	Certificate of lawfulness to establish if the equestrian use of the buildings and associated land began more than 10 years before the date of this application.	Certificate of Lawfulness
19/T/00005	Carters Barn, Cranmore Lane	T1 Silver Birch Tree - Fell.	No objection – WHPC will comment to ensure that same type of tree of a reasonable mature status will be replanted as indicated in the plan.
18/P/02462	Hitherwood, Ricksons Lane	Single storey rear extension, new front elevation porch, alterations to external doors and windows, part pitched roof added to existing garage, new roof lights to rear elevation and internal alterations.	No objection
19/P/00058	49 Long Reach	Erection of part first/two storey rear extensions and part first floor side extension.	Objection
19/P/00005	Martindale, Edwin Rd	Certificate of Lawfulness to establish whether a proposed single storey rear extension would be lawful.	Certificate of Lawfulness
19/W/00008	2 Sunnyside, Shere Road	Prior notification for a single storey 3.46 metre rear extension, 2.87 metres in height with an eaves height of 2.87 metres.	Prior Notification
19/P/00097	28 The Street	Listed building consent for the stripping of existing clay roof tiles, battens, felt & feather-edge boarding to all roof slopes to main house and re-covering using breather membrane, treated battens and new Tudor hand-made clay plain tiles with matching valley tiles, bonnet hip tiles and hogback ridge tiles. Renewal of lead coverings to southern dormer flat roof and cheeks. Upgrade existing insulation to loft space and over sloping ceilings. Renewal of existing PVC rainwater gutters and downpipes with new cast iron gutters & downpipes finished in black colour	No objection
19/P/00075	17 Weston Lea	Proposed extension over the existing garage to form additional bedroom.	Objection
19/P/00135	2 Sunnyside, Shere Rd	Certificate of lawfulness to establish whether the erection of a single storey side extension is lawful.	Certificate of Lawfulness
19/T/00024	42 The Street	Apple (T1) - fell to ground level Apple (T2) - crown reduce to previous reduction points Greengage (T3) - fell to ground level Fig (T4) - crown reduce by approximately 1 - 1.5m Lilac (T5) - cut back face by approximately 2 - 3m to reduce encroachment Elder on grass verge (T6) fell to ground level Young Ash on grass verge (T7) - fell to ground level May tree (T9) - fell to ground level Apple (T10) - fell to ground level Semi-mature Ash (T12) - reduce branches growing towards the barn and the neighbouring house by approximately 2 - 2.5m (West Horsley Conservation Area).	No objection
19/P/00204	Lansdowne, Silkmore Lane	Demolition of existing garage to Lansdowne and erection of one detached 5-bed house with double car port to the rear of the site and new parking area to the front of Lansdowne.	Objection