



WEST HORSLEY PARISH COUNCIL

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Minutes of the Parish Council meeting (Annual Meeting) held at 8pm on Tuesday 14 May 2019 In the Cedar Room, West Horsley Village Hall, the Street, West Horsley

PRESENT: Chairman; Mr Hope, Cllrs: Mrs Beynon, Mrs Young, Miss Best, Mr Mattock, Col. Peters, Mrs Buosi, Mrs Adams, Parish Clerk Mrs Pinder, GBC Cllr Catherine Young, SCC Cllr Julie Iles and 12 residents.

19.84 Chairman's Opening Comments

19.85 To accept apologies & reasons for absence in accordance with LGA 1972, Sch 12, para 40. Apologies were received from WHPC Cllr Fran King and GBC Cllrs Tim Anderson and Christopher Barrass.

19.86 Election of Chairman – Charles Hope was elected as Chairman.

19.87 Declaration of Acceptance of Office by Chairman – The Chairman signed the declaration of acceptance of office.

19.88 Election of Vice Chairman – Mel Beynon was elected as Vice Chairman.

19.89 Formation of Task Groups and Parish Council Representatives – Mike Peters, Nicki Adams and Vanessa Buosi were co-opted to the Parish Council. Parish Councillors' responsibilities were then briefly discussed however this process will be completed at next month's Parish Council meeting (see Appendix 3 for the roles and responsibilities).

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

19.91 Register of interests – To declare any amendments. None declared.

19.92 Declaration of gifts or hospitality over £25. None declared.

19.93 Minutes of the previous meeting held on 16 April 2019 – These were agreed, following one amendment, by the full Council & signed by the Chairman as a true and accurate record.

At this point the meeting was adjourned to allow Councillors and residents to have their say or to ask questions:

- The SCC Cllr informed the meeting that she has been liaising with the Clerk and Village Hall Secretary regarding the recent sinkhole outside the Village Hall and also that she has been working with WHPC and EHPC regarding the Lollesworth Fields planning application and noted that SCC is a statutory consultee on this planning application. She is already in contact with a number of departments within SCC regarding this planning application.

- A resident commented that her garden backs onto the Weston Lea playing field and that both her neighbours' gardens regularly flood, hence her concern about the Lollesworth Fields planning application. She also mentioned the proposed footpath, noting that she had discussed this with EHPC, but that whilst the development was in East Horsley, the footpath wasn't. Cllr Young clarified that if this planning application is approved, there will subsequently be a full planning application submitted and WHPC would comment on the access issues at this point. The Chairman noted that it was important that all residents who objected to this planning application sent in their own letter of objection. Cllr Mattock stated that he was in touch with the Weston Lea Residents' Association in relation to this.
- A resident noted that the Roundtree Farm development site was now for sale.
- A resident encouraged anyone with historical photos of flooding in any areas where there are plans for development, e.g. the Lollesworth Fields planning application, to include these in their objection. It is helpful if the photos are dated so that they can be compared to rainfall records at that time.

19.94 Clerk's report – The Clerk noted that she had recently attended a Community Neighbourhood Connectors meeting and commented on the success of this initiative. The group operates from the Medical Centre in East Horsley and now has c. 54 patients, supported by 8 "Connectors". The new Parish Council website launched last Friday, after a number of months of work creating the new website; the Communications group will now need to look at how they can ensure that this site remains up to date. Grant forms have been sent out to organisations who have registered an interest in applying for a grant or have been given a grant by WHPC in a previous year – applicants have until the end of the month to submit their forms.

19.95 Financial Matters

- a) Standing items – The list of payments authorised at previous meeting & items to be approved by full Council (proposed payments, bank reconciliation & NPSG cashbook) was approved in full.

19.96 To note significant correspondence received since the previous Council meeting. A letter from Safe Drive Stay Alive asking for support and a thank you letter from the Air Ambulance Kent Surrey Sussex in relation to a recent donation were noted.

19.97 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) Cllr Young mentioned that the Planning Group had recently met with Black Onyx, a developer, who advised that they were going to hold a residents' engagement meeting shortly regarding the site in the GBC Local Plan for the rear of Bell & Colvill (A36) and noted that their proposals are similar to Frenchlands Gate. It was also noted that the black wires are on The Street for Site A36 and on East Lane for Site A37, Manor Farm for monitoring traffic movements / speed.
- c) Cllr Mattock gave an update regarding the Village Green, noting that he has been sent a Land Registry plan with revised ditch-lines and boundary in relation to the development of 200 The Street. Cllr Mattock stated that he will be discussing this with a solicitor the following day.
- d) Housing Survey Update – This item was postponed until the June meeting.
- e) 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
19/P/00075	17 Weston Lea	Approved
19/P/00467	Fernlea, Woodside	Approved
19/P/00610	Drifters, Silkmore Lane	Registered

f) TPOs & Listed Buildings – No update.

19.98 Local Plan (CY) – Cllr Young updated the meeting and noted that West Horsley, along with many other villages, is no longer within the Green Belt as the result of the local plan being adopted by Guildford Borough Council. The Councillor provided an update on the current position with reference to other Parish Councils and Associations considering the possibility of a Judicial Review (JR) and noted that Wisley Action Group (WAG), supported by Ockham Parish Council, has instructed solicitors to embark on this process, focusing on the Wisley site and that Compton and Worplesdon are also considering options regarding a JR but that the focus would again be on specific sites (Blackwell Farm). There was a discussion regarding action by West Horsley Parish Council and it was noted that options are being explored, in conjunction with East Horsley Parish Council and that WHPC may want to hold an Extraordinary Meeting to decide next steps. In the meantime, the Chairman will write to the local MP regarding the Local Plan to ask for his support in challenging this.

19.99 Annual Parish Meeting (APM) Debrief – This item was postponed until the following month.

19.100 Task Group reports from Task Group lead:

- a) Community Activities (**MB, EB, CH**) – The Easter activities were discussed and it was noted that the Village Hall roof has now been repaired.
- b) Environment – No update. This will now be considered under Planning in future meetings.
- c) Road Safety and Maintenance (**BM, CH, MB**) – No update.
- d) Communications (**CH, CY**) – No update.
- e) Review of courses recently attended (**All**) – Cllr King updated the meeting regarding the course that she had attended; Cllr Best attended Guildford Borough Council's Civic Service at Church on the preceding Sunday and Cllr Beynon attended the Libraries meeting and noted that it is likely that the Horsley library will be run entirely by volunteers but that no decisions have been made to date.

19.101 Action Log carried forward from the March 2019 Parish Council meeting:

Agreed Actions	Responsibility	Update
Set up a Health and Wellbeing Task Group that includes mental health issues impacting teenagers in its remit (proposal came out of Chairman's meeting with Edd Cope (St Mary's Youth Minister) and consider other suggestions made by EC as to how WHPC could link in with West Horsley youth.	All	A Health & Wellbeing Task Group has been formed.
Road Safety & Maintenance group to establish a list of any works that WHPC might want to request is carried out at the appropriate time.	CH	No update
Install wooden bollards around the grassed area at the top of Silkmore Lane (in place of the existing plastic ones).	Clerk	A quote has been obtained.
Assess whether there are documents in place supporting the Parish Council's ownership of its green spaces (particularly the Village Green) and ensure boundaries, rights of way etc are understood and legally defensible. This is likely to require the appointment of a solicitor to act on WHPC's behalf.	BM	See above (19.97c). A solicitor has not yet been appointed.

19.102 Other Village Matters (for information only) – No comments.

19.103 The next meeting is at 7.30pm on 18 June 2019, Cedar Room, W Horsley Village Hall.

19.104 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 (19/03/2019)

No	Payable to	Reason	Power	£
1	Kcom	Monthly invoice (in advance) for Office 365 for Clerk & Cllrs	LGA 1972 s.111	52.32
2	Air Ambulance	Donation to Speaker at APM	Local Government Act 2000 s2 Local Government Act 1972 ss137 (1), 137(3) Charities	300
3	SSALC Ltd	SSALC annual subscription & NALC subscription	LGA 1972 s.111	857.32
4	Trevor Allen	Jan to March and Apr to June 2019 tennis court payments	LGA 1972 s.111	260
5	Catherine Young	Expenses – meeting attendance	LGA 1972 s.111	6.93
6	Thomas Dennis	Newsletter Delivery	LGA 1972 s.111	172.50
7	KallKwik	Newsletter Printing	LGA 1972 s.111	525
8	Elaine Best	Reimbursement for NP website renewal	LGA 1972 s.111	141
			Sub Total	2315.07
	SCA	Payroll	LGA 1972 s.111	2097.17
	NEST	Employer pension contribution	LGA 1972 s.111	143.28
			Total	4555.52

Proposed list of payments to be approved at the meeting (16/04/2019)

No	Payable to	Reason	Power	£
1	Kcom	Monthly invoice (in advance) for Office 365 for Clerk & Cllrs	LGA 1972 s.111	47.76
2	West Horsley Village Hall	Annual invoice for hall hire	LGA 1972 s.111	621.01
3	Beck and Call	Removal and disposal of old bench at junction of East Lane and Ockham Road North	LGA 1972 s.111	40
4	Sue Vaughan Jones	Reimbursement of purchase of High Vis Litter Pick jackets	LGA 1972 s.111	202.19
5	Sam Pinder	Reimbursement of Vonage Annual charge (telephone line)	LGA 1972 s.111	87.72
6	The Raleigh School	Full page advert in the Raleigh School's Summer Fair programme	LG (Miscellaneous provisions) Act 1976 s 19	140
7	SLCC	Annual Membership	LGA 1972 s.111	196
8	West Horsley Village Fete	Transfer of WHPC Fete Contribution to the Fete bank account	LGA 1972 S.145	1000
9	Discount Displays	Litter pick – purchase of 3 display signs	LGA 1972 s.111	362.64
10	Helping Hand	Litter pick – purchase of litter pickers	LGA 1972 s.111	519.59
11	SSALC Ltd	Training – Councillors Briefing	LGA 1972 s.111	84
12	NALC Ltd	LCR Magazine – Annual Subscription	LGA 1972 s.111	17
13	Elaine Best	Reimbursement of purchase of canapes for Annual General Meeting	LGA 1972 s.111	156
14	SCA	Payroll fees including year end	LGA 1972 s.111	48
			Sub Total	3521.91
	SCA	Payroll	LGA 1972 s.111	2311.03

	NEST	Employer pension contribution	LGA 1972 s.111	160.29
			Total	5993.23

Bank Reconciliation

May meeting

7-Apr

bank c/f February 2019

82,396.86

add income (as per c/b) 45,261.69

less expenditure (as per c/b) -£4,590.52

123,068.03

Bank & Cash at 24 April 2019

Current Account 5,582.32

Business Bank Instant 117,485.71

123,068.03

0.00

App No	Location	Proposal	WHPC Decision
19/P/00653	57 Northcote Crescent	Revision of approved application 18/P/0220, to include a first floor with rear dormer above approved ground floor side extension.	No objection
19/P/00634	Land rear of Chicane and Quintons, Ockham Road North, East Horsley, KT24 6PU	Outline application for the demolition of two dwellings and alteration to access to allow for outline consent with all matters reserved (except for means of access from Ockham Road North not to include internal roads) for up to 110 dwellings and up to 300sqm of offices floor space (Use Class B1a) (0.01ha), open space, sustainable urban drainage system and associated landscaping, infrastructure and earthwork's at Lollesworth Fields, Ockham Road North, East Horsley.	Objection
SCC Ref 2018/0111	The Drift Golf Club, The Drift	Details of a Woodland Management Plan; details of a Landscape and Ecology Management Plan; details of foul drainage; details of a Dust Action Plan; and details of an Archaeological Written Scheme of Investigation, submitted pursuant to Conditions 15, 16, 17, 18 and 19 respectively of planning permission ref: GU14/P/01718 dated 23 February 2018. For more information: http://planning.surreycc.gov.uk/planappdi.sp.aspx?AppNo=SCC%20Ref%202018/0111	Repeat of previous details received to discharge conditions as listed – no need for comment.
19/P/00686	219 The Street	Listed Building Consent for replacement side extension, slightly larger than the original design with an additional window.	No objection
19/P/00743	5 Howard Close	Certificate of Lawfulness for a proposed development to establish whether a single storey rear extension would be lawful.	N/A – C of L
84/P/00989/S 106/01	63 Long Reach	To modify the Section 52 dated 5 March 1984 to enable the use of the integral garage of the detached dwelling as living accommodation.	No objection
19/P/00755	Oakhurst, Ockham Road North	Single storey rear extension.	No objection

Community Activities – Mel, Elaine, Charles

Supported by resident Nigel Farley – Litter Pick Co-ordinator

- Village Hall (Village Hall Trustee) - Elaine
- The Orchard
- Allotments Representative
- Tennis Court
- Schools
- Village Appearance (Gardening contract, Litter)
- Events (e.g. WHIB, Fete)

Planning & Environment – Catherine (Lead), Elaine, Bob, Fran, Nicki

- Local Plan
- Neighbourhood Plan
- Affordable Housing
- Conservation and Heritage assets
- Woodland and TPO's
- Hedgerows
- Green Spaces
- Public Rights of Way
- AONB
- Listed Buildings - Fran

Road Safety and Maintenance – Bob, Charles, Mel

- Highways
- Pavements
- Signs
- Speeding

Finance and Local Economy – Charles, Bob, Mel

- Budget setting & budgetary control
- Horsley Community Fund
- Grants

Communication – Charles, Catherine, Mike

- Website
- Newsletter
- Leaflets
- SSALC Rep - Catherine

Health and Wellbeing – Elaine**Employment Advisory Group – Mel, Charles**