



*representing  
the civil parish  
of Shalford,  
Peasmarsh  
and Chilworth*

# SHALFORD PARISH COUNCIL

Mrs N Livesey  
*Clerk to the Council*

Thursley House, 53 Station Road  
Shalford, Surrey GU4 8HA  
Telephone 01483 459108  
e-mail : shalfordpc@gmail.com  
Web-Site:- www.shalfordpc.org.uk

## MINUTES

### **Shalford Parish Council Annual Meeting on Thursday 21<sup>st</sup> January 2016 at Shalford Village UPPER Hall at 7:30 p.m.**

- 1) Attendance and apologies: Present:** Cllrs. Bill Birkett (Chairman), Mary Phillips (Vice Chairman) Adrian Cansell, Mark Hallam, Nigel Keane, Mike Parsons, David Thomson and Nick Wiggin.  
**In Attendance:** 3 local residents, Cllrs Michael Lunnon and Clive Seabrook (St Martha PC), Nuala Livesey (Parish Clerk).  
**Apologies:** SCC Cllr Keith Taylor and GBC Cllr Michael Illman.
- 2) Local Code of Conduct – Disclosure of Interests:** Cllr Mike Parsons disclosed on interest in planning application 15/P/02310 The Granary Foxburrow Hill Road Bramley.
- 3) Minutes: Confirmation:** The Council considered and confirmed the minutes of the last Council meeting held on the 17<sup>th</sup> December 2015 and the minutes were then signed by the Chairman.
- 4) Councillor Report:** Cllr Mike Parsons reported that there were a number of important initiatives going within GBC. These included the Town Centre Masterplan, the potential railway station redevelopment and the forthcoming Local Plan Consultation due to commence in June. All ward councillors would be meeting with Cllrs Paul Spooner and Matt Furniss on their own ward issues during February. The Chairman commented that having attended the recent Guildford Society meeting about the station redevelopment he felt it fell well short of what could be achieved. Cllr Parsons responded that there were concerns about the high rise aspect of the development but that many local residents feel that the railway station has no real benefit to the town. He confirmed that GBC had not agreed a viewpoint yet. The Chairman urged members and residents to look at the planning proposals as there seemed to be few benefits for commuters.  
**Cllr Keane** reported that the width sign on Tilthams Corner Road had still not been replaced. Cllr Johnson confirmed that he had requested this some time ago.
- 5) Stonebridge site:** this item was deferred to a later meeting.
- 6) Crime Report:** the Clerk reported that it had been very difficult to extract the relevant crime stats from the information on the Surrey police website. Figures were only available until the end of November and that she would supply an up to date list for the next meeting. Cllr Cansell reported that a recent party at Shalford Village Hall had ended with some vandalism and criminal damage and local disturbance. Cllr Phillips agreed to raise this at the next Village Hall management meeting. Brookwood pavilion had been broken into just before Christmas causing damage to the main doors and theft of youth club equipment. Cllr Keane reported that at the recent meeting with PC representatives at

Mount Browne much concern had been expressed at the loss of input from PCSO's at Parish Council meetings and the system of one inspector being responsible for up to 80 officers at a time when national crime stats reported an increase in many areas of crime.

- 7) Public session:** a member of the public explained that he had recently taken over the position of Chairman of the PTA at Tillingbourne School and outlined a project that they were starting to refurbish the school swimming pool which had deteriorated over recent years. The Clerk suggested that there were a number of opportunities for grant aid and Cllr Johnson asked him to email both himself and SCC Cllr Keith Taylor with the details.
- 8) Planning: Current Planning Applications (Appendix 1):** The Council made no objections to any of the applications and agreed to set up a small working group to look further at the Dunsfold park application.
- 9) Crossing points on A281 Horsham Rd and A281 The Street Shalford:** following the brief discussions at the December meeting it was agreed that the Council would make a formal decision on whether to request the SCC funding currently agreed for a crossing point at the Poplar Road junction with the A281 to be allocated to funding a crossing point on The Street near the Infant School instead. There was much discussion over the merits of both these schemes and the responsibility of the Council to local residents at both ends of the village. While it was recognised that the two projects supported differing needs and were situated in different circumstances, one being a 30pmh area and one a 40mph area and therefore it was difficult to place one above the other in terms of importance. The members voted as follows for or against moving the funding:  
**For:** one **Against:** seven  
**Resolved:** to maintain the funding arrangements as they were at present.
- 10) Station Rd/Station Row bridge and Public Footpath:** the Clerk reported that following intervention from Anne Milton MP a letter from Network Rail recently confirmed that work had begun on preparing plans for the replacement of the bridge. It was anticipated that work on the structure should begin in June with an anticipated completion date of late July or early August 2016. The Council was grateful for the support of Anne Milton and would continue to monitor the situation over the next few months.
- 11) Communications:** Cllrs Wiggin and Hallam went over the proposals as outlined at the last meeting. They felt that at this stage it would perhaps be better to launch just one social media activity and it was agreed to start with Facebook and trial it for a month. Cllr Hallam would manage the page with all copy fed through the Clerk for adding to the page. Additional photos would be added of the whole parish and members were asked to sent any suitable pictures straight to Mark. He confirmed that while those viewing it could add comments they could not add material to the Facebook page. Once this was operating smoothly the Council would look again at launching a Twitter account.
- 12) Three Southern Counties Devolution Bid:** Cllrs Thomson and Keane agreed to attend the briefing meeting on 11th March to outline the proposals in this bid and report back to the march Council meeting.
- 13) Play area improvements:** the Clerk reported that GBC was in the process of drawing up a Play Strategy for the borough which included a review of all playgrounds including those under parish council control. This would be particularly useful in measuring the standards of the four PC play areas as well as helping in plans to improve them over the next few years. The annual inspection reports had been carried out and showed no major maintenance requirements or replacements so the Clerk would prepare estimates for the required work for the February meeting. These was still a large sum of money in the 2015/16 budget for replacement equipment at Pound Place. It was agreed that Cllr Phillips and the Clerk would prepare proposals for circulation within the working group. Looking ahead to the next financial year she reported that Chilworth2gether had offered to support improvements to

Hornhatch play area with money that had been offered to them through the Wrigley family fundraising Pimms and Picnic events this summer if the Council felt that this would be helpful in making improvements to the play area. It was agreed that the Clerk would thank Chilworth2gether and accept their kind offer and explain the research that was needed before any firm plans were made for the play area.

**14) Finance: Finance Report:**

**14.1) Report for the year up to the end of December 2015 (Appendix 2):** Income totalled £1,609.81 for December being mainly allotment rents and interments.

Expenditure for the month was £42,057.40 incl VAT being mainly regular monthly outgoings, and the cost of the play equipment project at Brookwood Sports Field (£37,992.01). The cash balance at the end of December was £75,577.22, compared with £116,024.35 at the start of the month. In comparing actual with budget, expenditure at 54.9% was comfortably within budget for the year.

**14.2) Request for a donation from Age Concern (Shalford branch):** the Council agreed to provide a grant of £400 for local work in the community.

**14.3) Review of spending 2015/16:** the Clerk outlined the areas of under spend on the annual budget. It was agreed that estimates for the repair of the remaining bus shelters would be obtained and any other under spend would be held in a dedicated reserve for special projects.

**15) Authorisation of Expenditure:** None.

**16) Queen's 90<sup>th</sup> birthday and other events in 2016:** the Clerk outlined the events taking place over the summer at which the PC had already to participate or could attend. It was agreed that the first volunteer session of the year would be held in conjunction with the Clean Up For The Queen initiative on the weekend of 4-6 Mar and that the PC would have a tent at Shalford fete on Sunday 12<sup>th</sup> June in conjunction with Shalford Mill and The Tillingbourne Trails project. Attendance from members would be required at all these events. The heritage Open Weekend would take place on Sat and Sun 10-11<sup>th</sup> September. It was agreed to liaise with St Mary's Church and Shalford Mill before agreeing when to open the cemetery chapel. The Clerk confirmed that progress was being made on replacement of the remaining bench on Shalford Common. It was agreed that this would be used to commemorate those who died in the Great War for the whole parish Members were asked to consider appropriate wording for an inscription on the bench. The Council agreed to send loyal greetings to the Queen on the occasion of her 90<sup>th</sup> birthday and to identify potential sites for planting trees to mark the occasion.

**17) Peasmarsh allotments:** the Clerk reported that the status of two plots was still unclear as members had not been able to meet with the ploholders yet. One new tenant had taken on a plot in January and two people were interested. This would mean that all available plots could be filled before the spring. Since the discussions at the end of last year tenants had made some efforts to tidy the site and clear some of the areas of bramble so that in general the whole site was looking tidier. The tenants had requested new chestnut fencing and posts for the boundary of the site with the access lane. They would be happy to erect the fencing if it could be provided. It was agreed to authorise up to £300 for fencing.

**18) Cemetery Chapel Restoration:** the Chairman reported that following a period of illness John Deal the architect had not been able to complete the revised specs for the next phase of work. It was hoped that these would be ready for the February meeting. It was agreed that the catafalque would be moved from the chapel to the mortuary in the meantime so that the space within the chapel was clear.

**19) Parish Christmas trees:** the Chairman reported that the experience of organising the Shalford tree over the past two years covered a range of permissions and responsibilities in order to ensure it met with the necessary health and safety and public liability regulations. In order to ensure that all arrangements were properly checked and covered the PC should

take on the responsibility for the erection and removal of the tree and lights. Addition of extra decorations etc and carol singing could then be organised by Friends of Shalford. There were likely to be additional costs associated with this, which would have to be included in the 2016/17 budget.

**Resolved:** to cover all arrangements for the erection of the Christmas tree

**20) Newlands Corner Development proposals:** the Council agreed that there was no need to make representation at the moment. If a planning application comes forward the Council will consider it on its merit at that time.

**21) Correspondence:** the Clerk reminded members of a number of forthcoming meetings that had been notified and agreed to send an email separately with all the dates included and agreed to suggest the meeting with St Martha PC be held at The Percy Arms Chilworth

**22) Members reports: Cllr Birkett** reported that he had attended the Guildford Society meeting regarding the Guildford Station development. The application has been submitted by a subsidiary company of network Rail and is the biggest application ever received for the town centre. The general opinion of the Guildford Society was that it did not gel with the Town Centre Masterplan or improve the station facilities so did little to improve the town centre. He urged members to look at the application and comment on it as it was a one off opportunity to influence change at the station. He also reported that St Martha PC had agreed to change their meeting schedule to every month, the next meeting being on 24<sup>th</sup> February. He asked if a rotation of attendance could be organised from all the PC members. Cllr Birkett had attended the recent Quiet lanes and decluttering meeting and would be asking members for help in auditing the road signs across the parish to see if any were redundant or unnecessary. This needed to be submitted by the middle of March.

**Cllr Wiggins** reported that there was water leak opposite The Seahorse pub which had been there for some time. The Clerk agreed to check the status with Thames Water

**Cllr Thomson** reported parking problems at the end of Hornhatch Close. It was agreed that this was a problem for the GBC Hornhatch Estate manager

**Cllr Keane** reported that there was a large manhole close to the bus stop on Shalford green which sat high above the surface and could be a tripping hazard for pedestrians. The Clerk agreed to check who was responsible for it

**Meeting closed at 10.30pm**

**Date of Next Meeting:** Thursday 25th February at **Chilworth Village Hall**

**Signed.....Chairman**

**Date.....**