

**DRAFT MINUTES**  
**Shalford Parish Council Meeting**  
**on Thursday 21st June 2018 at Shalford Village Hall 7.30pm**

- 1) Apologies: Present:** Cllrs. Mary Phillips (Chairman), Alan Midgley (Vice Chairman) Adrian Cansell, Nigel Keane, Dave Newman and David Thomson.  
**Apologies:** Cllrs Mike Parsons and Jeff Cox.  
**In attendance:** SCC Cllr Keith Taylor, SCC and GBC Cllr Matt Furniss, Cllr John Peake St Martha PC, Nuala Livesey (Parish Clerk) , two members of the public
- 2) Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items, in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No 1464):** None
- 3) Cllr Matt Furniss, Deputy Leader and lead councillor on Infrastructure and Governance took questions from the council and members of the public regarding issues relevant to Guildford BC.**  
**GBC Local Plan:** the plan was currently being examined by the Inspectorate. GBC had been very robust pushing back on some of the comments made. The revised population OAN had been accepted. The inspector was very keen to ensure that the plan had the highest possible number but GBC was reasonably comfortable at present with their proposals. The figure for annual house building was hovering around the 650 mark which was broadly in line with the original proposals, despite the housebuilders wanting a figure up to 1000. Insetting of the villages had been decided in response to NPPF para 86 but was due for consideration at the examination in the next week.  
**Cllr Midgley** commented that the council was disappointed with this decision specifically for Shalford as no new development had been proposed in the plan and that the actual boundary lines did not seem to make real sense. He asked if the Woking housing number had been discussed. Cllr Furniss confirmed that more work needed to be done on this by GBC. The Inspector was very keen that GBC should take on Woking's need but the council was resisting. He reminded the meeting that there would be a full consultation specific to the recommendations of the examiner when the PC and members of the public could comment.  
**Cllr Keane** asked what the situation was with regard to the Wisley airfield site. Cllr Furniss confirmed that the site was still in the Local Plan as GBC believed it could still provide a feasible scheme as part of the approved Local Plan, but that the first application was not appropriate. He added that GBC would stipulate the mix of housing and the developer would have to justify if they could not meet the proposal.  
**The Chairman** commented that it seemed to be an exercise of judgement whether sites fitted the criteria for inseting or not. Cllr Furniss replied that it was not possible to please everyone all of the time but residents would benefit from the decision as this would make home improvements easier within the settlement boundary, but would not make new development any easier

**Commons Issues:** it was confirmed that grass cutting on the Common roadsides was the responsibility of Surrey CC but that GBC was contracted to do most of the work so any queries should be addressed to GBC. Grass cutting on major routes such as the A31 remained with SCC but the A281 was cut by GBC. Cllr Furniss explained that resolving the parking problems on the Common would take some time as it could involve identifying the rights of neighbouring landowners and all the correct documentation including road widths etc would be needed. He confirmed that some land exchange would be needed to provide more parking for residents around the Common. 250sqm could be removed from the Common without any special permission. He agreed to confirm the size of the Carnation Nursery site.

**The Chairman** asked that without wanting to push the parking problem to other areas, was it possible to protect the Common perhaps with a bund similar to Peasmarsh. Cllr Furniss advised that there would be a public meeting before any land transfer would take place

**Cllr Newman** added that it was important to give due consideration to the residents as well as the Common.

A local resident asked if grass cutting was covered by Commons regulations. It was confirmed that this was not the case but that there had been a change in approach to managing the Common focussing more on biodiversity and air quality.

With regard to proposals connected to the Dunsfold Park development it was confirmed that the developer would have to come up with proposals for the infrastructure improvements. SCC would oversee this, although GBC would work with the developer who would have to buy land to replace anything lost from the Common. This would need to be "in the vicinity of Shalford" as opposed to being adjacent to the Common.

**Shalford cemetery:** Cllr Furniss confirmed that plans for a new cemetery had been included in the Local Plan. However this would be discussed again due to the drop in the number of burials and the question of whether this was a service that GBC should provide or whether it should pass to the private sector.

**The Chairman** commented that Shalford cemetery would soon be full but was surrounded by Common land. Cllr Furniss was unsure whether Common land could be used or exchanged for cemetery use.

**Planning Enforcement:** Cllr Furniss explained that a recent consultation and review of the enforcement process had made a number of recommendations with the focus being very much to including the complainant, monitoring any planning conditions linked to applications and ensuring these were complied with. The intention was to make the process much more transparent.

**Crime stats:** it was confirmed that improved information would begin to come through in the next four weeks and suggested that the PC should let Cllr Furniss know what information was wanted. It was also suggested that linking in to Neighbourhood Watch was a good source of information.

**Traffic Management:** Cllr Furniss confirmed that both Shalford and Chilworth were part of the formalised parking controls in Guildford borough and were better served than many villages on account of being so close to the town centre. Although there was no confirmed schedule the villages were visited once or twice a week re parking infringements. A member of the public commented that speed was never monitored. Cllr Furniss explained that the role of the Joint Enforcement team (JET) was to work with all the other council agencies e.g. helping to deal with parking around schools, liaising with the Dog Warden, fly-tipping, antisocial behaviour and litter but that it had no specific parking enforcement powers. It was suggested that they could be helpful with parking issues around Tillingbourne School.

**Rice's Corner:** this was really an issue for SCC. SCC Cllr Keith Taylor commented that although there was a very small pot of money for local projects there was never enough money for things like this, particularly because the main criteria were road safety and personal safety not driver error and/or congestion. Rice's Corner was a combination of the two and when reviewed in the past had not scored highly enough to be added to the Local Committee running list.

**The Chairman** commented that it seemed an intractable problem as the B road from Womersley had priority and perhaps this could be addressed, reminding the meeting that the A248 through Chilworth was part of the unofficial southern by pass for Guildford.

A member of the public asked if access for a current planning application in Chilworth could be reviewed and diverted through an existing access route rather than creating a new access onto New Road. It was confirmed that this was really an issue for the developer.

Another member of the public commented that he felt Shalford was generally becoming scruffy and that there had been a noticeable deterioration in the area over the last five years. The quality and frequency of grass cutting was a problem and repair of potholes was a perennial problem.

**The Chairman** reminded the meeting that the Volunteer Group carried out sterling work in Shalford helping to keep the village tidy. The PC had been warned on a number of occasions that SCC could no longer maintain footpaths and public areas to the standard that they had done in the past so we all had a responsibility to try and help keep things neat and tidy

**Future concerns:** GBC had just adopted a new Corporate Plan for 5 years ahead with the focus being on Community, Place making and Innovation. The council had shouldered around £2m of SCC responsibilities and that in order to help, parish councils would need to look ahead and prepare to be more self-sustaining and work in cooperation with other parishes or local groups to maintain some of the services that would no longer be provided by GBC and SCC.

**4) Minutes: Confirmation:** The council considered and confirmed the minutes of the last Council meeting held on the 24<sup>th</sup> May 2018. The minutes were then signed by the Chairman.

**Resolved:** to accept the minutes of the meeting on 24<sup>th</sup> May 2018

**Proposed:** Cllr Midgley, **Seconded:** Cllr Cansell

**5) Councillor Report: SCC Cllr Matt Furniss** reported that he had a positive meeting regarding a crossing point on Christmas Hill alongside Ashley Court. It would require a sleeper crossing over the ditch but was certainly feasible. He added that he would be happy to support the scheme from his Members Allocation. He confirmed that the New Pond Road bridge project was on schedule for completion by 13<sup>th</sup> July.

**SCC Cllr Keith Taylor** reported that due to the unusually large number of works going on across the borough street works were proving to be problematic despite the fact that there was more money going in to infrastructure which was a positive thing. Chilworth had been particularly affected during May and June despite considerable thought being given to mitigating the problems associated with the road works. The Chairman commented that all the road works locally had been very well signposted and that despite the long diversion routes around Chilworth the parish council was grateful for works being carried out. Cllr Taylor confirmed that works between Chilworth and Albury and on the Farnham Road bridge were both scheduled for later in the year.

**6) Crime Report:** the Clerk presented the published crime figures for April which are included at the end of these minutes. Cllr Midgley asked how we might use improved crime information. He felt that the Neighbourhood Watch information was more informative and that perhaps the PC should encourage people to use them. The Clerk agreed to find out if it was possible to access Neighbourhood Watch information across the parish.

**7) Public session:** it was agreed that most questions had been covered during agenda item 3. There were no further questions in the public session.

**8) Planning: Current Planning Applications (Appendix 1):** The council considered each application and agree to either support all applications except:

**18/P/01026 41 Poplar Road Shalford, Rear Orangery:** a copy of the letter of objection can be seen on the GBC planning website

**9) Highways Issues:** Cllr Cansell reported that the VAS currently situated in Kings Road Shalford was averaging 16,000 triggers each week with little change from week to week. He added that he had been asked when it would be placed in Peasmarsh. The Clerk advised that as the speed limit in Peasmarsh was 40mph it was accepted that the VAS would not have any real value and that it would be necessary to consider a "Slow Bend" sign on the approach to Oakdene Road instead.

**10) Shalford War Memorial:** The Chairman reported that three companies had been identified and contacted with regard to providing a new lectern for the War Memorial in time for Remembrance Sunday 2018. Most operated on a four to six week timetable so it should be possible to agree something within the timescale. The Clerk confirmed that she was still trying to contact the Conservation officer at GBC to confirm what permissions might be required.

**11) General Data Protection regulations 2018:** the Clerk confirmed that she had attended the first workshop organised by the GBC Data Protection Officer. It appeared that GBC was still proposing a fee of £600/year for support and service but it became clear from the meeting that every parish council had different requirements and that such a rigid proposal might not work. It was agreed to remain with the proposal for the time being. The Clerk confirmed that new email addresses were now ready for members and that details would be circulated.

**12) Pound Place Play area:** the Clerk updated the council on proposals for the new climbing frame for Pound Place confirming that the preferred proposal was from Proludic Ltd and that the cost of the equipment would be £28,258.00 + VAT. This would be funded largely by a S106 contribution of £22,666.03 and then by council reserves. The Clerk requested approval to waive the Financial Regulations relating to tendering with regard to this project as it was not possible to obtain like for like equipment from different suppliers or to take advantage of special offers available periodically.

**Resolved:** to waive the Financial Regulations relating to tendering with regard to this project

**Proposed:** Cllr Keane, **Seconded:** Cllr Cansell

**Resolved:** to commission Proludic Ltd to provide a new climbing frame for Pound Place Play area as per the spec presented to the council at a cost of £28,258.00 +VAT

**Proposed:** Cllr Cansell, **Seconded:** Cllr Keane

**13) Finance report:**

**13.1) Report for the year up to the end of May 2018 (Appendix 2):** Income for May totalled £867.50 consisting of cemetery fees, allotment rent and Brookwood Field hire fees. Expenditure for the month was £9,593.87 incl VAT. Including regular outgoings and the annual insurance premium, contribution to the joint Downslink clearance project, allotment maintenance and annual audit fees. The cash balance at the end of May was £122,376.13 compared with £131,970.00 at the start of the month. In comparing actual with budget, expenditure at 17.3% was high for this point of the year but having included annual premiums was comfortably within budget. The bank reconciliation for May was signed by the Chairman

**Resolved:** to accept the finance report as presented

**Proposed:** Cllr Cansell **Seconded:** Cllr Keane

**13.2) Appointment of Internal Auditor:** the council approved the reappointment of Mulberry and Co as Internal Auditor for 2018/19

**Resolved:** to appoint Mulberry and Co as Internal Auditor for 2018/19

**Proposed:** Cllr Midgley, **Seconded:** Cllr Cansell

**13.3) Authorised Bank Account signatories:** the council was asked to add Cllr Midgley to the bank account signatories as a result of the resignation of Cllr Birkett.

**Resolved:** Cllr Newman, **Seconded:** Cllr Cansell

**14) Authorisation of Expenditure:** None

**15) Shalford fete:** the Chairman reported that the recent fete had been a very busy day, hosting and saying goodbye to Mr and Mrs Punatar, presenting the PC gift of a photograph and the gift from local residents of over £500 and cards with over 100 signatures. She added that the council was grateful for the attendance of Cllr Keane for the presentation despite being unwell. As the council had in fact been thin of the ground on the day, (for legitimate reasons), for promoting the work of the council she felt that it would be useful to consider whether the PC wished to continue being represented at the fete before committing to next year. It would be useful to consider what the council gets out of the fete and what the residents get out of the PC

attendance but acknowledged that it was a good opportunity for face to face contact with residents. The council was very grateful to Mr Paul Birch for running a tent to promote the parish allotments which had attracted some interest.

The Clerk reminded the meeting that Heritage weekend was Sat and Sunday 15<sup>th</sup> and 16<sup>th</sup> September and that the chapel would be open from 2-5pm on both days and a rota would be needed to cover the opening

- 16) Report from St Martha PC meeting:** Cllr Cansell confirmed that there had been no meeting since the last Shalford PC meeting. St Martha Cllr Peake reported that they had applied for Local Listing of West Lodge at the Gunpowder Mills and confirmed that they were very disappointed at the decision of GBC over the building. The Clerk confirmed that the decision over 74 New Road Chilworth had been deferred to the next planning committee and would probably be considered in mid July
- 17) Correspondence:** The Clerk reported one letter from Mr J Oliver regarding increasing rather than reducing protection of Common land and one from Ms S James regarding the condition of Shalford pond.
- 18) Members reports: Cllr Cansell** reported that there was a water leak at Brookwood Field near the changing rooms. He would try to identify the location so that it could be repaired.  
**Cllr Newman** reported that the area where the commercial fair had been on Shalford Common had been badly churned up leaving a very uneven surface which could be dangerous particularly for anyone walking at night. The Clerk agreed to report to GBC Countryside team

Meeting closed at 9.30pm

**Date of Next Meeting:** Thursday 26th July 2018 at **Chilworth Village Hall.**

**Signed**.....**Chairman**

**Date**.....

Crime stats April 2018

All locations are identified as "in or near"

**Chilworth**

- 1 x antisocial behaviour New Road
- 1 x Antisocial behaviour New Road
- 1 x Burglary Lakes Close

**Shalford**

- 1 x vehicle crime East Shalford Lane
- 1 x public order offence Grantley Close
- 1 x public order East Shalford Lane
- 1 x burglary Kings Road
- 1 x shoplifting Kings Road
- 1 x violence/sexual offence Chinthurst Park
- 1 x violence/sexual offence Gosden House
- 1 x violence/sexual offence Dagley Lane
- 1 x theft Pound Place Close

**Peasmarsh**

- 1 x shoplifting Petrol station
- 3 x vehicle damage Petrol station
- 1 x criminal damage Petrol station
- 2 x criminal damage Oakdene Road
- 1 x drugs offence Oakdene Road
- 1 x other crime Oakdene Road

3 x theft Oakdene Road  
2 x shoplifting Oakdene Road  
2 x vehicle crime Oakdene Road