



EWHURST PARISH COUNCIL

WITH ELLENS GREEN

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EWHURST PARISH COUNCIL WITH ELLENS GREEN PARISH COUNCIL MEETING.

Minutes of a meeting of the Parish Council held at 7.45 pm on **Monday 21st October at the EYSC.**

Present: Cllr V Henry (in the chair), Cllrs M Benoy, N Clowes, J Mitchell, X Riley, M White
8 members of the public

In attendance: The Acting Clerk, Mrs J Cadman

157 (2019) **APOLOGIES FOR ABSENCE:** were received from Cllr I Davis

158 (2019) **DECLARATION OF INTERESTS.** none were made

159 (2019) **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16th September 2019**

Members **resolved** to approve the minutes as an accurate account of the meeting.

160 (2019) **COUNCILLOR CO-OPTION:**

Three residents of the Parish offered themselves for co-option and their CVs were circulated prior to the meeting. Each candidate was able to introduce themselves, and to answer questions from the members. Voting on the candidates was carried out by paper ballot, with the following result: James Bloomfield, 6 votes; Julia Lilley 5 votes, Allan Webber 1 vote. Mr Bloomfield and Ms Lilley were duly co-opted to the Council and signed the Acceptance of Office.

161 (2019) **APPOINTMENT OF ADVISORY CONSULTANT FOR HIGHWAYS:** Mr Mike Turner, who had stood down from the Council at the elections, had continued to assist with Highway matters and was prepared to continue in this role to support the Council and Clerk. All members welcomed his assistance and thanks were recorded to Mr Turner.

162 (2019) **ADJOURNMENT:**

- a) Somersbury Lane: the improvements made by the resurfacing of the road at the Green leading to Somersbury Lane were welcomed.
- b) Village hall: the exterior of the village hall is much improved.
- c) Cllr Lilley commented on the potholes in Ellens Green and was advised to report them on SCC's website. The more people that report potholes, the better the result.

163 (2019) **NEIGHBOURHOOD PLAN:**

1. **Collated responses.** Next steps: Mr Hurley reported as follows:

Post Regulation 14 Actions

- We received 303 responses, which included six from official bodies, such as highways, other parish councils and energy companies.
- All responses from survey monkey, leaflets, emails and letters were all collated into two documents, responses to the neighbourhood plan document and responses to the land availability assessment document.
- They were collated as close as possible to the page, section and policy within the two documents.
- The responses received I believe are very constructive, ranging from editorial to in some cases individuals providing substitute wording and very detailed comments and reasons for change.
- It will provide an excellent start point for the next phase.

Next step.

- A consultant is employed to review the comments based upon a tight terms of reference in order that all comments are correctly evaluated and considered whether their inclusion will improve the strength of the NP as a planning document? (i.e. not changing the intent or the spirit).
- The consultant's report and the list of changes are reviewed by the PC.
- Dependent on the extent of changes to the draft NP a small team is assembled to rewrite the plan or make minor adjustments.
- The revised NP is confirmed by the PC.
- A public briefing document is prepared as well as an open evening explaining the changes and the rationale behind them.
- A statement of consultation is prepared by the PC NP lead with assistance as necessary.
- Preparation of Regulation 15 material.

Regulation 15.

The PC will need to submit to WBC:

- Map or statement which identifies the area to which the proposed neighbourhood development plan relates.
- A revised NP.
- Consultation statement; a document which:
 - Contains details of the persons and bodies who were consulted.
 - Details of individuals is not clear from other neighbourhood plans, Cranleigh for example put names and resident, others put full name and address.
 - Need to delineate between bone fide respondent and publication of personal information. If the PC are content with the names and addresses already provided, I would suggest only using resident unless a commercial interest.
 - How they were consulted;
 - Summarises the main issues and concerns raised by the persons consulted and describes how these issues and concerns have been considered and, where relevant, addressed.

Plan proposals Regulation 15

15. (1) Where a qualifying body submits a plan proposal to the local planning authority, it must include—

(a) a map or statement which identifies the area to which the proposed neighbourhood development plan relates;

(b) a consultation statement;

(c) the proposed neighbourhood development plan; and

(d) a statement explaining how the proposed neighbourhood development plan meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act.

(2) In this regulation "consultation statement" means a document which—

(a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;

(b) explains how they were consulted;

(c) summarises the main issues and concerns raised by the persons consulted; and

(d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

Future of the NP steering group.

1. Disband the NP steering group of Henning Von S, Tim H, Val H, Phil G, Mike Turner and Paddy G.
2. Disband the PC NP group of Ian and Michael.
3. Appoint a lead from within the PC with an assistant again from within the PC. This is their main task on the PC and ensures true ownership by the PC.
4. Co-opt individuals from outside the PC to assist on specific tasks ie a small team of editors / fault checkers to review final document, etc under direction of PC lead.

2. **planning consultant.** Members agreed to appoint an independent consultant, South Downs National Park Authority Planning Service, as recommended by Cllr Riley, to review the responses. Their fee is £375 per day, plus travel expenses. Members authorised a budget of up to £1,000 for the expected two days work.
3. **Appointment of Parish Council representatives to Steering Group:** Mr Hurley advised that the current Steering Group is now wound up and a new group, made up of Parish Council representatives and members of the community, should take this forward. The Parish Council now has control of the NP. Cllr Riley has started work on guidelines. Cllr Benoy will join him in this work, other members are sought.
4. **Appointment to Neighbourhood Plan portfolio :** Cllr Riley.

164 (2019) **THE PLANNING COMMITTEE** 17th September, 7th October. New Planning Committee meeting schedule. Members noted the minutes of the meetings and agreed the proposal to hold planning meetings monthly, on the same night as full Council.

165 (2019) **RECEIPTS AND PAYMENTS**

- **Receipts and payments** to end September 2019 and monthly expenditure against budget statement: noted and agreed.
budget 2020/21: members were requested to consider any projects or extraordinary expenditure that they would like considered for next year's budget. The Clerk requested that all proposals be sent her initially, before the 10th November.

166 (2019) **REPORTS:**

Planning – Val Henry: Cllr Henry considered the new planning meeting schedule to be a success, as it reduced the meeting commitment for members. A site visit will be organised for one application considered this evening. She updated the meeting on recent planning decisions and advised that the application for 9 further houses at Backward Point would go to appeal.

Finance – James Mitchell and Mike White: a finance meeting, to consider the budget for 2020/21, will be held on the 11th November.

Glebe Committee – Val Henry and Mike White: The MacMillan Coffee morning raised £350. There will be a social evening with carols on the 14th December. Members agreed that it would be helpful to keep a record of money raised by the Glebe committee for charity.

Communications and Technology – James Mitchell And Xavier Riley: Cllr Riley had gained access to the account that governs the old website and is in discussion with his technical contacts about how to remove it.

Ellens Green – Nigel Clowes:

- a) Cllr Clowes was very pleased to have another representative from Ellens Green, Julia Lilley, on the Parish Council, as he believed this more fairly reflected the parish in general.
- b) He hoped that it would now be possible to move ahead with the proposed defibrillator for the memorial Hall. Cllr Henry indicated that it might be possible to obtain some funding from a local business.

Parish Buildings – Mike White: nothing to report at present.

Environment – Xavier Riley: nothing to report at present.

Waverley Update – Val Henry:

- a) Volunteers will be invited to a thank you event at Charterhouse School and will meet the Mayor.
- b) No response had yet been received from WBC on the subject of whether the 100 houses allocation referred to the village or the parish. Cllr Riley will chase this up.

- 167 (2019) **ROAD TO ALLOTMENTS:** the claim against the contractor for damage to the access road is ongoing
- 168 (2019) **ELLENS GREEN MEMORIAL HALL PLAYGROUND REFURBISHMENT:** the primary concern had been to make the playground safe and renovate the equipment. This had been done, with new fence and direction sign, and repairs and refurbishment of the roundabout, swings and sandpit. Cllr Clowes gave the thanks of Ellens Green to the Parish Council for instigating this work. He agreed to establish whether there is a function in the hall that a playground celebration could be linked to.
- 169 (2019) **FIRE RISK ASSESSMENTS:** A summary of recent assessments had been circulated to all members. The action points had been noted and will be acted on.
- 170 (2019) **TREES AND WILDFLOWERS:**
The tree survey of the recreation ground had recommended some work. A proposal will be tabled at the November meeting.
Cllr Riley proposes to explore a suitable place for a wildflower habitat.
- 171 (2019) **CCTV :** it had been established that some people had necessary access to the cupboard that housed the CCTV equipment. Cllr Mitchell recommended that a locked box be sourced for the recorder and this was agreed.
- 172 (2019) **FOOTPATH TO THE STREET:** the SCC Countryside Access officer had agreed that a gate could be put across the path before it reached the road, as old plans showed that there had been one there in 1952. Cllr White Proposed, Seconded by Cllr Riley, that a new gate be put in place, to slow walkers and dogs down before reaching the steep steps to the road, and that new railings be put on each side of the steps. This was agreed by all present.
Thanks were recorded to LEAP for their work in clearing the path, cleaning the steps and cutting back the sight lines at their recent working party.
- 173 (2019) **CLEANING PAVEMENTS AND VERGES:**
Cllr White Proposed that the village handyman be employed to work through the village, clearing the pavements of weeds, debris and leaf mould, clean the area around the Glebe bus shelter, the village hall car park, around the war memorial, the school, and the path to the EYSC, at a cost of £400. Cllr White further proposed that the village handyman remove posts from around the war memorial, filling the holes with topsoil, dig out by the drainpipe at the village hall and fill with gravel, seed the area by the Glebe bus stop and enclose a triangle piece of land with a railway sleeper, at a cost of £550. This was Seconded by Cllr Benoy, with all in favour.
- 174 (2019) **WAR MEMORIAL:** members agreed that the posts and chains surrounding the grass each side of the war could be removed, as they are unsightly, subject to the agreement of the householders on each side of this area.
- 175 (2019) **HARD WIRE TESTING ALL PREMISES:** this work is currently in progress.
- 176 (2019) **EWHURST GREEN POND:** a resident had complained that, following the recent work by WBC to clear the pond, it was again full of weed and reeds. The resident had sent pictures of the pond as it had been in the last century. Cllr Bloomfield said that there should be an ongoing commons maintenance programme, to include the pond, which would ensure more regular maintenance but primarily for conservation purposes. He will draw up some recommendations
- 177 (2019) **CLIMATE CHANGE:** WBC had declared a climate emergency. Cllr White suggested that the Parish Council consider solar panels on its buildings, together with other energy saving initiatives. It was agreed that this should be pursued where practical.
- 178 (2019) **BULLS HEAD GREEN:** the promised report, following a meeting with WBC officials attended by Cllr Henry and Mike Turner, had not been received from WBC. Cllr Henry undertook to follow this up.
- 179 (2019) **RICHARD CLEAVES MEMORIAL:** the tree had been purchased and it was hoped that the plaque would be

completed soon. It was agreed to hold a small celebration for Richard's life at the EYSC, attended by past parish councillors and contractors who had worked with him. Date to be agreed.

180 (2019) **APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER:** The Acting Clerk, Mrs Joanna Cadman, had agreed to take on the permanent role of Clerk and RFO. The appointment was proposed by Cllr Clowes, seconded by Cllr White, with all in favour. The Clerk will draw up a new contract, with the appointment to commence on the 1st December.

181 (2019) **CHRISTMAS ARRANGEMENTS:** Cllr Henry proposed a Christmas tree at the village hall and the Glebe, and Christmas lights outside the Glebe, and Christmas celebrations at each. This was agreed, dates will be established.

182 (2019) **PARISH BUSINESS;** - Items for general discussion.

- a) *Ellens Green:* Cllr Clowes was aware that most items for discussion this evening had concerned Ewhurst, and hoped that Ellens Green would take a greater part in Parish Council plans and debates in the future.
- b) *Cleaning the Parish:* residents will be asked to look after the boundaries of their properties.
- c) *Communciations:* Cllr Mitchell asked for consideration to be given to better communications, including creating a Whatsapp group for members.

183 (2019) **MATTERS FOR CONSIDERATION AT THE NEXT FULL MEETING of the Parish Council: 18th November 2019, 7.45pm, EYSC**

- a) Tree survey recommendations
- b) Christmas celebrations
- c) Commons management

Members of the press and public are welcome to attend the meeting but may speak only during the adjournment.