

THURSLEY PARISH COUNCIL
Minutes of Meeting

Tuesday 1st September 2020 at 7.00 pm
Remote meeting via Zoom Video Conferencing

Attendees: Cllr J. Mendelssohn (Chair) Cllr H. Flavell Cllr P. Hunter
Cllr J. Luff Cllr R. Owen Cllr J. Swift
Mrs E. Felton (Clerk) Cllr M. de Vries (from 7.23 pm)

Also attending were: Cllr D. Harmer SCC (to 9.35 pm) Ms M. de Vries (to 7.23 pm)
Mr D. Sellars (to 7.23 pm) Mr P. Wedge (7.24 to 7.42 pm)

1.0 WELCOME AND APOLOGIES

It was reported that apologies had been received from Cllrs Jenny and David Else (WBC) who were not able to attend due to personal reasons.

Cllr Mendelssohn welcomed Ms Michelle de Vries and Mr David Sellars to the meeting.

2.0 CO-OPTION PROCESS

Cllr Mendelssohn explained that the Parish Council were in a fortunate position to have two strong candidates for the vacancy which exists following the retirement of Mr Sean Edwards as a Parish Councillor.

Mr David Sellars and Ms Michelle de Vries introduced themselves to Councillors and provided an overview of their experience and skills as per their statements which had been provided to Councillors in advance of the meeting.

Following a voting process, Ms Michelle de Vries was appointed as a Councillor. She signed the Acceptance of Office form which had been provided to her in advance of the meeting and joined the meeting in her role as a Parish Councillor.

It was noted that there may be a Councillor vacancy from May 2021 following a planned retirement of an existing Councillor.

Discussion took place about the possibility of Mr Sellars acting as a representative of the Parish Council in a liaison capacity with the MOD. **Cllr Mendelssohn agreed to consider this further.**

Cllr Mendelssohn thanked Mr Sellars for his interest in standing as a Councillor.

Mr Sellars left the meeting at 7.23 pm.

Mr Paul Wedge joined the meeting at 7.24 pm.

3.0 DECLARATIONS OF INTEREST

No members disclosed any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007.

PUBLIC QUESTION TIME

Mr Paul Wedge read out a letter asking for clarification of why the Parish Council felt it necessary to contact WBC to instigate them raising a complaint against his architect following his involvement with a planning application for Mr Wedge's property. He advised that the information supplied to WBC and the Architect Registration Board (ARB) was incorrect and misleading.

Cllr Mendelsohn advised that his understanding was that the architect is subject to a disciplinary process and it would therefore be inappropriate to discuss this matter at this stage of the process. He advised that all he could do at this time was to repeat key points on the matter which are already in the public domain.

Cllr Mendelsohn advised that the Parish Council were asked in August 2018 to consider a Certificate of Lawfulness application for the stables at Haybarn on the basis that they had been in existence for more than four years. It was noted that a Practical Completion Certificate dated 21st February 2014 was prepared by the architect and submitted with the application to support this claim.

Cllr Mendelsohn explained that the Parish Council subsequently received a satellite image dated July 2014 which appeared to show that the stables were not in existence at that time. Therefore on the basis of that apparent discrepancy, the Parish Council asked Waverley Borough Council, as the appropriate Planning Authority, to verify the facts before issuing the Certificate of Lawfulness. He advised that following WBC's enquiries, they issued a complaint to the ARB which is now the basis of the disciplinary process and that there is nothing further he could add.

Mr Wedge advised that WBC had investigated and at the end of May they had decided that no further action was required. He advised that it was his understanding that Cllr Mendelsohn had telephoned the architect and that during the course of that call he had taken notes of the discussion points including the discussion about the timing of completion of the Practical Completion Certificate.

Mr Wedge advised that he was seeking an explanation as to why Cllr Mendelsohn felt it necessary to speak to the architect, whether the other Parish Councillors were aware of his actions and why it was felt necessary to engage with Cllr Jenny Else (WBC Ward Councillor) on the matter.

Cllr Hunter highlighted that the Parish Council as a public body relied upon the professional advice of others as part of the planning process and that on this particular occasion the professional advice provided was not of the quality that any Council would usually expect to receive.

The Clerk reminded Mr Wedge of the time constraints that had been highlighted to him in advance of the meeting and that he had had the opportunity to speak for the allocated period. She confirmed that his comments had been noted and a response would be provided if appropriate.

The discussion point concluded at 7.36 pm.

Cllr Mendelsohn advised Mr Wedge that he was welcome to remain to attend the remainder of the meeting if he wished to do so.

Mr Wedge remained as an attendee at the meeting although was not visible to those present. He terminated his connection to the meeting at 7.42 pm.

4.0 APPROVAL OF PREVIOUS MINUTES

The minutes of the Parish Council meeting held on 14th July 2020 were approved by the Council and would be signed by the Chairman and provided to the Clerk electronically.

5.0 ACTIONS FROM PREVIOUS MINUTES

(5.1) Cllr Hunter advised that he had not received responses from Highways England to his enquiries regarding arrangements during unplanned closures of the Hindhead tunnel. Cllr Swift highlighted that arrangements for planned closures were also not satisfactory and that although he had spoken to contractors whilst on site, it continued to be an issue.

Cllr Harmer advised that lots of progress had been made following the meeting with all parties that Cllr Hunter had arranged previously and that possibly a further meeting was required to re-open the communication channels.

Cllr Hunter agreed to make the necessary arrangements.

(5.2) Cllr Luff reported that a communication had been received from Highways England in response to a letter sent to them regarding the access/egress arrangements at Warren Park which indicated that the project was still on the priority list of works. He asked whether it would be appropriate to request a copy of the priority list to ascertain how prioritised the project was in relation to other works.

Cllr Harmer suggested that the order of the priority list may change on a regular basis as other required works materialise.

Following discussion, **Cllr Hunter agreed to arrange for a meeting with Highways England to discuss the matter.** It was agreed that the meeting be separate from the discussions regarding tunnel closures.

(5.3) The Clerk confirmed that a letter of support for Mr and Mrs Powell had been sent to WBC.

(5.4) It was confirmed that Cllr Harmer had received the article regarding the LGBTQ+ pedestrian crossing.

(5.5) It was confirmed that the defibrillator in Bowlhead Green had been moved.

(5.6) Cllr Hunter confirmed that following his meeting with Mr Adrian Selby (SCC) on site at Brook Cottage to discuss possible resolutions to restrict the speed of vehicles, where it had been suggested that the bend in the road was the best speed possible inhibitor, he advised that he had subsequently received an acknowledgement from SCC to advise that they were looking at the matter including possible missing signage.

(5.7) Cllr Hunter advised that he had not received a response to his communications with Highways England with regards the loose fence panels on the A3 and that he would continue to chase them on the matter.

(5.8) It was noted that it was not possible to lengthen the zip wire due to statutory guidelines.

6.0 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS

(6.1) Cllr Harmer advised that many SCC staff were not available in their usual place of work and he apologised if responses to enquiries were being affected but that staff were doing the best they could in the current situation.

(6.2) Cllr Harmer advised that the Community Allocation fund was now open for applications so Councillors may want to consider whether there were projects for consideration.

(6.3) Cllr Harmer highlighted the Community Infrastructure funding available for projects such as a new village hall etc.

(6.4) Cllr Harmer advised that a Western Villages meeting was provisionally planned for later in the month to discuss road maintenance, infrastructure and Rights of Way (ROW).

(6.5) Cllr Harmer provided an overview of the SCC proposal for Surrey to be a unitary authority following recent Government legislation on the matter. He made reference to previous studies on the subject and suggested that there would be a need for a strong localist voice should the proposal be implemented so the Western Villages group would play a crucial role. He agreed to keep Councillors updated.

(6.6) Cllr Harmer reported that the County Council, Borough and District elections due to take place in May 2021 had been postponed.

7.0 PLANNING ISSUES AND COMMUNICATIONS

(7.1) WA/2020/1064 – Hounmere House, Pitch Place, GU8 6QS
Erection of an extension

Following discussion and review of the documents, it was agreed that the Parish Council had no comment regarding the application.

(7.2) WA/2020/1135 – Willow Cottage, Pitch Place, GU8 6QW
Erection of a garage following demolition of existing

Following discussion and review of the documents, it was agreed that the Parish Council had no comment regarding the application.

(7.3) WA/2020/1185 – Witley Park Estate, Haslemere Road, Witley
Erection of replacement storage building and glasshouse with landscaping and associated works following demolition of storage buildings and glasshouse.

Following discussion and review of the documents, it was agreed that the Parish Council supported the application.

(7.4) WA/2020/1197 – Ridgeway Farm, Sailors Lane, GU8 6QP
Construction of a canter track

Following discussion and review of the documents, it was agreed that the Parish Council had no comment regarding the application.

(7.5) Cllr Mendelssohn reported that he had spoken to Mr Michael Woodhouse and he had advised that the Environment Agency had removed their objection to the Hammer Pond application following amendments. It was noted that Mr Woodhouse had advised that they were making good progress with works due to commence in October 2020.

(7.6) Discussion took place regarding the three planning consultations and their relevance to Thursley. Cllr Swift highlighted the reference to an algorithm used to determine housing needs for an area and the need for a better understanding of any possible impact this may have on the village to ascertain whether the previous decision not to prepare a Neighbourhood Plan should be revisited.

It was noted that the decision not to prepare a Neighbourhood Plan had been taken as WBC had not identified any development sites in the parish but this may need further consideration if the plans change.

It was noted that the intention was that Mr Tom Horwood (WBC) would provide further information on the matter in due course.

Cllr Flavell advised that she would like to spend some time looking at the White Paper in more detail, possibly with a fellow Councillor. Discussion took place regarding the level of protection afforded by the Green Belt, AONB etc. Cllr de Vries highlighted her previous experience of Neighbourhood Plans.

It was agreed that the White Paper be included as an agenda item for the October Parish Council meeting.

8.0 FINANCE

(8.1) The following list of payments for August were presented. It was noted that they had already been duly authorised and approved for payment during August:

Voucher Reference	Payee		Amount
015	E. Felton	Salary & expenses August	£537.07
018	Imperative Training	Defibrillator pads/power supply	£124.80
019	Rospa Play Safety	Annual Inspection	£139.20
020	J. Farley	Defibrillator cabinet	£70.00
	TOTAL		£871.07

(8.2) The following list of payments for September were presented, duly authorised and approved for payment:

Voucher Reference	Payee		Amount
021	Richard Knight	Play area works	£52.00
022	Peter Hunter	Defibrillator supplies	£178.99
023	Elaine Felton	Salary & Expenses	tbc
024	HMRC	September payment	tbc
	TOTAL		£230.99

(8.3) It was noted that the payment amount to the Clerk (Voucher reference 0015) had increased to the amount reported at the July meeting due to and increased expenditure amount following the purchase of storage bins. It was noted that the increased amount had been approved electronically prior to payment.

(8.4) It was noted that the payments for voucher reference 023 and 024 would be confirmed following discussion about the Clerks pay due to take place under agenda item 23.

(8.5) It was noted that the contract for the tree works that were required had been given to 1st Call Trees Ltd. following receipt of quotes from three contractors.

(8.6) It was noted that the maintenance/repair works required in the play area, which had been highlighted in the annual play area inspection report, had been undertaken by Mr Knight.

It was further noted that a contract for the specialised work required to be undertaken by a play area repair company had been awarded to RJ Playground Services Ltd. following receipt of three quotes and that the work was due to take place following receipt of the required parts that were currently on order.

The Clerk advised that in addition to the works quoted for, she had asked the company to look at repairing the surface area where mesh had become visible.

(8.7) It was noted that the homeowner of the property which had previously supplied power to the defibrillator unit in Bowlhead Green had been adequately recompensed for the period of supply and that no further payment was required.

(8.8) It was agreed to arrange payment for Mr and Mrs Ranson for supplying power to the defibrillator unit in its new location for a seven-month period from 1st September 2020 to 31st March 2021 and then for annual payments in April each year

9.0 HIGHWAYS

It was agreed that all matters relating to Highways had been discussed earlier in the meeting.

10.0 LENGTHSMEN SCHEME 2021

Cllr Mendelsohn asked that sweeping of the narrow parts of Dye House Road be included on the list of works.

In response to a query about ROW, Cllr Harmer advised that funding for these came from the Countryside budget. He highlighted that two cycle routes were proposed to encourage cyclists and walkers; one from Elstead to Rodborough and one from Haslemere to Farnham.

11.0 VAS TRAINING

Cllr Swift confirmed that the training materials were now available. He suggested that a minimum of two volunteers were needed to support the scheme but additional people would be more beneficial so that a rota could be prepared to take responsibility for changing the battery.

It was noted that there are several volunteers already identified but **Cllr Mendelsohn and Cllr Owen agreed to see if additional volunteers could be recruited. They were asked to provide the names to Cllr Swift so that he could make arrangements for the training to take place.**

Cllr Harmer asked the Clerk if he could be provided with a copy of the communication from Peter Harris regarding the VAS training and arrangements.

Discussion took place regarding the traffic calming indicators which would be used.

Cllr Hunter highlighted that he had prepared an estimate for installation of the solar panels for the VAS unit. Following discussion **it was agreed that Cllr Swift would contact Steve Lindsey-Clark (SCC) to ascertain whether it was possible to erect the pole in the required position.** It was agreed that due to the low cost of the solar panel installation, the budget be approved if it is possible to erect the pole where required.

12.0 CYCLISTS

Cllr Mendelsohn advised that he had received complaints about the speed and aggressive nature of some cyclists on the common. It was agreed that it was a difficult situation as the common was available to all to enjoy but it would appear that not all users respected this.

Cllr Flavell suggested that the problem was exacerbated by cyclists going 'off piste' and travelling at speed. It was agreed that the number of cyclists had increased over previous months and that some were possibly inexperienced riders.

Cllr Owen reported that he is aware of cycle routes which have signage for cyclists asking that they be courteous etc. to other users but he suggested that this was not appropriate on the common.

Cllr Mendelsohn suggested that the new 'Friends of the Common', part of the Preserve Our Reserve project, may help but this was not yet in place.

Cllr Mendelsohn agreed to speak to a complainant about the discussions that had taken place.

13.0 RIGHTS OF WAY/SCC FOOTPATHS PROPOSAL

(13.1) Cllr Swift highlighted that some of the footpaths works listed on the spread sheet for the lengthsman scheme had already been completed. **Cllr Swift agreed to let the Clerk know which could be removed and new works that could be added to the list.**

(13.2) Cllr Swift highlighted that the Parish Council had agreed a budget amount of £400 allocated to support ROW work. He asked that this be mentioned at the Western Villages meeting to raise the profile of parish support for ROW maintenance.

(13.3) Cllr Mendelsohn reported that the footpath from the Church to Smallbrook had been partially cleared by the landowner but **he would check to see if further clearance works were required. The Clerk was asked to include the footpath on the ROW work that was required.**

Cllr Harmer suggested that it may be necessary for SCC to remind landowners of their responsibility to maintain footpaths on and adjacent to their properties.

14.0 RIGHTS OF WAY DE-REGULATION BILL

Discussion took place regarding the paper that had been prepared by a member of Surrey Countryside Access Forum (SCAF) and distributed to Councillors in advance of the meeting.

Discussion took place regarding the role of SCC and the protection of the rights of the landowner on whose land a footpath may be located. **The Clerk was asked to provide Cllr Harmer and Cllr De Vries with a copy of the paper.**

15.0 AF COVENANT – BENCH PURCHASE

Cllr Swift shared photos and provided an overview of the two bench options that were recommended. **Following a vote, it was agreed that he make arrangements to order a bench of the same design of that already located by the pond in Bowlhead Green.**

Cllr Swift was thanked for his research on this subject and subsequent proposal.

16.0 USE OF RECREATION GROUND

Cllr Mendelsohn confirmed that the recreation ground was now being used by two local residents to run keep fit classes. It was noted that the classes do not run at the same time, that the number of people attending has been limited and that there are guidelines in place with regards to sound limitations etc. Cllr Mendelsohn advised that the arrangements will be reviewed after six months.

17.0 THURSLEY FIRE DEBRIEF

Cllr Mendelsohn advised that the Thursley Fire Debrief document which had been provided to Councillors in advance of the meeting, was the second version which the Emergency Management & Resilience Team at SCC had prepared. It was noted that it had been distributed to all relevant interested parties including SFRS, the Police, WBC, Borough Councillors and Elstead and Thursley Parish Councils.

Cllr Mendelsohn reported that Cllr Jenny Else had written to the author following receipt of the document to raise concerns about the role of Parish Councils in the unfortunate event that a similar incident should happen in the future.

Cllr Harmer advised that it was unfortunate that the report did not reflect the level of support given by volunteers, such as the Goble family.

18.0 PRESERVE OUR RESERVE UPDATE

Cllr Mendelsohn reported that a meeting of the POR committee had taken place the previous week at which discussion had taken place regarding the reinstatement of the boardwalk. He advised that Natural England had received several quotes for the work with a range of varying costs but for budgeting purposes it had been agreed that a cost of £200 per metre be used.

It was noted that the outline plan which had been prepared showed four separate sections of the boardwalk of differing lengths. Cllr Mendelsohn reported that the intention was to prepare a CIL funding application for submission by 18th September 2020 showing the costs for each of the sections in order to maximise the opportunity of receiving funding.

Cllr Mendelsohn highlighted that to support the application it was important that the project be seen as being collaborative involving other Parish Councils, the community and local organisations.

Cllr Mendelsohn reported that he had met with Mr Alan Froggatt who had taken a lead role with others to coordinate the 'Friends of Thursley Common' group of volunteers. He explained that the intention was for the group to be visible on the common to support and educate visitors so that the common is used safely and users have a good visitor experience. It was noted that representatives of the group had visited a similar group already in existence in Chobham the previous week.

It was noted that Mr Froggatt was in the process of preparing a report which would be shared with Natural England and the POR Committee.

Discussion took place regarding other considerations if the scheme were successful and visitor numbers increased such as access issues, parking, restricted access to the SSSI areas etc.

Cllr Mendelsohn reported that along with the Clerk and the Clerk from Elstead Parish Council, he had visited a parishioner in Elstead who had raised approx. £1,000 for the fund by coordinating the creation of two ceramic pictures, one of which comprised of one hundred and twenty tiles.

He suggested that it was important that people are kept informed of the activities that are taking place following receipt of donations currently totalling approx. £40k.

Cllr Mendelsohn highlighted that the POR committee were an advisory body only and that all financial controls remained with the two Parish Councils.

He asked Councillors to approve expenditure to a maximum amount of £2.5k for the 'Friends of Thursley Common' group so that they could purchase initial investment items such as hi vis jackets, lanyards etc. This expenditure amount was approved.

Cllr Mendelsohn asked for further approval to allocate an amount of £20k to reinstatement of the boardwalks to support the CIL funding application. This allocation of funds was approved.

Cllr Harmer suggested that it may be possible to apply for sections of the boardwalk from the infrastructure fund.

19.0 THURSLEY CLIMATE AND SUSTAINABILITY GROUP – CLIMATE EMERGENCY

Cllr Swift advised that there appeared to be a belief that the Parish Council had declared a climate emergency whereas this was not the case although the Parish Council had shown a commitment to the process.

Following discussion it was agreed that Cllr Swift prepare a motion for consideration at the Parish Council meeting next month.

20.0 WBC CONSULTATIONS

(20.1) **Cllr Swift agreed to write some notes so that a response to the WBC Climate Emergency Action Plan consultation document could be considered the next meeting.** He highlighted that although the target date of 2030 is optimistic, the plan does include some good ideas.

(20.2) Following discussion it was agreed that the Parish Council would not comment on the Street Trading consultation document.

21.0 CORRESPONDENCE

Cllr Owen highlighted the damage to the recreation ground caused by vehicle misuse. It was noted that vehicle information for one of incidents had been passed to the Police and an incident number had been recorded but that it was unlikely that feedback would be received as to whether action had been taken.

Cllr Owen offered to attempt to repair the damage but it was suggested that it may not be necessary as the grass appears to be recovering quite quickly.

Cllr Flavell requested that all such incidents are reported to enable the Police to build up a pattern of events and inform future policing of the area.

Discussion took place about whether it was necessary to lock the barrier onto the recreation ground at night although it was recognised that this may impact legitimate visitors to the village who use the car park.

Cllr Owen suggested that an option may be to erect wooden posts to block access onto the grass area where parking is not allowed. It was acknowledged that there is sometimes a need for overflow car parking and people do use the area to play games on occasions.

22.0 MATTERS FOR CONSIDERATION AT NEXT MEETING

- Items carried forward from above
 - White Paper
 - Climate Emergency motion
 - WBC Climate Emergency Action Plan response
- Fixed Assets (to include the storage bins)
- Roles and Responsibilities
- Meeting Dates 2021

Cllr Harmer left the meeting at 9.35pm.

23.0 EXEMPT BUSINESS – to the exclusion of press and public

Cllr Mendelsohn explained that the annual salary amount for Clerks for 2020-21 had been agreed in accordance with national guidelines the previous week with effect from 1st April 2020.

He advised that he had distributed to Councillors in advance of the meeting a copy of a draft letter to the Clerk which he had prepared showing the new pay amount and he asked Councillors for their approval. It was noted that the pay scale remained the same and that additional hours be paid as per previous years. The letter was approved.

The meeting closed at 9.45 pm.

The date of the next meeting is **Tuesday 6th October 2020** at 7.00 pm.

Signed

6th October 2020