

# EWHURST PARISH COUNCIL

## WITH ELLENS GREEN

**Clerk of the Council: Jane Bromley**

**Tel: 01483 267646**

**email: clerk.epc@btinternet.com**

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MINUTES OF THE MEETING OF EWHURST PARISH COUNCIL WITH ELLENS GREEN PARISH COUNCIL

7.45 pm on MONDAY 19th February 2018 at the EYSC

Attendance: Parish Councillors: Mike Turner (Chair); Val Dixon Henry (arrived at 8.05pm during item 026(2018)); Julie Francis; Elaine Benson; Ian Davis; Tom Fawcett; Mike White; Robert Matthews. Jane Bromley, Parish Council Clerk. Approximately 50 members of the public.

022 (2018) APOLOGIES FOR ABSENCE: Parish Councillor Richard Cleaves; Waverley Borough Councillor, Kevin Deanus.

023 (2018) DECLARATION OF INTERESTS. Cllr Davis -item 028(2018); Cllr White- item 028(2018).

024 (2018) MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15<sup>th</sup> January 2018 and the Extra Ordinary Meeting held on 22<sup>nd</sup> January 2018. The Parish Council RESOLVED to approve the minutes as an accurate account of the meetings.

025 (2018) PARISH COUNCIL UPDATE. Cllr Turner advised the Parish Council that Cllr Matthews had resigned from the Parish Council for time constraints due to work and family commitments. He thanked Cllr Mathews for all his hard work for the Parish Council.

Cllr Turner reported the theft of the Vehicle activated sign whilst it was positioned on the Horsham Lane.

026 (2018) ADJOURNMENT: - Residents spoke on the following points with regard to the Penlan planning Application: Impact on Sayers Croft as a heritage site; loss of rural feel for Sayers Croft; ongoing fear that those who purchased bungalows might extend upwards; failure of developers to engage at all with Sayers Croft; access along Sayers croft boundary.; residents called for the application to go to Committee.  
A resident spoke about the possibility of alerting the residents of the village in some way to all of the planning applications currently in circulation. It was discussed that a map of the village could be created with the applications highlighted on the map with the current status. **ACTION Clerk**  
A resident spoke about the lack of a Neighbourhood Plan and why it was taking so long when this could provide the security the village needed from developers. Cllr Davis responded to say that there was a limit to the security the Neighbourhood Plan could provide without the existence of an up to date Local Plan. The Local Plan was due to be adopted by WBC tomorrow and therefore there was now every reason to progress the Neighbourhood Plan rapidly.  
A resident spoke concerning the BT cabinet that had begun to be erected in the conservation area near the Bulls Head in front of a listed property. For the time being the construction of the cabinet had been halted and the resident asked for the Parish Council's assistance to prevent the positioning of the cabinet in this area. **ACTION MT**

027(2018) APPENDIX 1- THE PLANNING COMMITTEE. The observations of the Planning Committee were noted.

028 (2018) PLANNING APPLICATION WA/2018/0255 - PENLAN, CRANLEIGH ROAD, EWHURST, CRANLEIGH, SURREY, GU6 7RN. Erection of 9 Dwellings with Associated Parking Landscaping and Amenity Space Following the Demolition of Existing Dwelling.

The above application was discussed by the Parish Council and the Parish Council RESOLVED that the draft of any comments to be submitted be delegated to Cllr Turner and Dixon Henry and the Clerk.

The Parish Council discussed the application and the following comments were made: noted that the application was a full application and not outline; 2 to 3 beds which according to the Surrey Community Action Housing Needs Survey was what the village required; bowls club members had expressed an interest in the site for downsizing; access road appears to lead to adjacent woodlands as if to continue the development into this area at a later time; impinges on Sayers Croft; Sayers Croft classed as a War Memorial; children's security at Sayers Croft compromised; ecological survey to be carried out in September so a decision will not be forthcoming for a while. Cllr Dixon Henry confirmed she had referred the application to Committee.

029 (2018) APPENDIX 2 - PARISH COUNCIL TO FORM A RESIDENT, PLANNING OFFICER AND DEVELOPER LIAISON COMMITTEE- The Parish Council RESOLVED to appoint Councillors Davis, White and Turner to this Committee. The Parish Council RESOLVED to adopt the Terms of Reference at Appendix 2.

030 (2018) APPENDIX 3 RECEIPTS AND PAYMENTS for January 2018 were noted.

031 (2018) REPORTS – Richard Cleaves – Finance and Extra Maintenance. No report.

Julie Francis - Ground Maintenance. Track marks had appeared on the grass by the playground and it was established these had arisen due to the removal of iron works by a vehicle from the recreation ground and would be made good by the football club.

Val Dixon Henry – Planning. Cllr Dixon Henry confirmed the Bulls Head application was to be called in. Cllr Turner pointed out correspondence from a resident suggesting the use of a consultant to comment on the Bulls Head application. The Parish Council discussed the precedent this would set and that the Parish Council felt this should be a resident initiative.

Elaine Benson – Community. The Annual Parish Meeting to take place on 9<sup>th</sup> May and awaiting confirmation from speakers. The village carnival was to take place on 14<sup>th</sup> July and the Parish council had been asked to run the Pimms stall.

Ian Davis - Community Liaison. Cllr Davis had met with representatives from the Pre School and Ewhurst players to discuss cleaning issues. This had highlighted an issue whereby weekend users of the hall did not necessarily clean thoroughly after their use and left mess to be cleared up afterwards by the Pre school. This was discussed and it was thought the levée of a deposit in the form of a cheque held by the caretaker and only presented to the bank in the event that the hall was not cleaned adequately, however the hall would need to be checked as soon as the hirers had finished with the hall and this might pose a problem. In addition arrangements would need to be made to clean the hall before the pre school then used it again on a Monday. The Clerk was to undertake to discuss this with the caretaker. **ACTION Clerk**

Robert Matthews - Rights of Way. Coneyhurst Lane footpath- Thames Water had agreed to compensate for the loss of slabs by the footpath entrance and a cheque for £30 was to be sent to the Parish Council for the purchase of new slabs. Cllr Mathews would be replacing two finger post signs. Cllr Mathews had attended the late Doug Harris's funeral which had been well attended. The Parish Council agreed a donation of £60 to the Stroke Association in memory of Doug Harris who had been the diligent cleaner and bin maintenance officer for the Parish Council for many years. **ACTION Clerk**

Mike Turner - Website, Communications and Highways. The new website would shortly be populated with the up to date Neighbourhood Plan documents and thereafter the remains of the website would be built. Boxbroadband were live in Walliswood and it was making its way to Pitch Hill. Highways- SCC A. Povey had achieved the remedial works along part of Horsham Lane. Cllr White was to speak to SCC and the Clerk at Cranleigh to ascertain how the gutter cleaning had been organised by them. **ACTION MW**

Tom Fawcett – Parish Buildings. Reported that the Energy Certificates for the community buildings had been prepared and that these would now form the essence of a report for working towards the desired ratings required by the early 2020s. **ACTION Clerk/TF**

- 032 (2018) PARISH CLERK REPORT. The Parish Clerk reported on the meeting of the Clerks with the CEO Tom Horwood from WBC. The current WBC grounds maintenance contracts were to run out in May 2019 and alternative ways of carrying out this work would be investigated with the Parish Clerks. Planning Comments from Parish Council would now receive feedback when a decision was made on the decision form produced by the planning officer. A S106/ CIL officer was to be recruited who would have responsibility for communication regarding these matters with the Parish Councils and the position was to be integral to the Planning team unlike the current S106 officers. GDPR was being discussed by WBC in relation to Parish Councils and assistance may be offered in the form of the use of their DPO for Parish Councils.
- 033(2018) NEIGHBOURHOOD PLAN – Update. A meeting was to occur on 21<sup>st</sup> February after which time it was expected that a full update would be possible.
- 034 (2018) BOWLS CLUB LEASE RENEWAL AND RENT REVIEW- Update. The Bowls Club had requested a copy of the Parish Councils insurance documentation in order to inform their insurance company regarding the bowls club insurance quote. The Parish council agreed to this and a copy of the document was passed to Cllr White to pass on.
- 035 (2018) GLEBE CENTRE – Update. Residents and users had been invited to a meeting on 3<sup>rd</sup> March at 1pm. Kate Douglas from WBC would then speak on the arrangements for the Glebe transfer to the Parish Council. Cllr Turner proposed that the whole of the external area be part of the lease arrangement, seconded by Cllr Dixon Henry and all in favour.
- 036 (2018) APPENDIX 4 -FIRE SAFETY RISK ASSESSMENTS- The Fire Safety Officer at Surrey Fire & Rescue Service has approved the attached Fire Risk Assessments for the Village Hall the EYSC and for recommendation to the Bowls Club as tenants of the Bowls Club and the Parish Council RESOLVED to adopt the new fire risk procedures and to recommend the risk assessment to the Bowls Club tenants.
- 037 (2018) APPENDIX 5 -COMMUNITY ASSETS AND MANAGEMENT AND FINANCIAL RISK ASSESSMENTS- The Parish Council reviewed the risk assessments and RESOLVED to re adopt the assessments for the forthcoming year.
- 038 (2018) GENERAL DATA PROTECTION REGULATIONS – New procedures for data protection are to come into force on 25<sup>th</sup> May 2018 the Parish Council discussed the implications of this for the Parish Council management and day to day activities and proposed to await the report from the independent Data Protection Company and deliberations on this matter from WBC before making a decision as to implementations in order to comply with the regulations.
- 039(2018) BUILDINGS OFFICER- The Parish Council to discuss whether to advertise a vacancy for a buildings officer to carry out functions in relation to all the community buildings owned by the Parish Council to ensure compliance with risk assessments and the oversee maintenance and usage. The Parish Council to agree an initial way forward.
- The Parish Council discussed the increasing workload on the Parish Council and Clerk. They discussed the merits of having a village based Assistant Clerk who might at some point in the future occupy an office space within the village and carry out functions around the village and other duties as the Clerk may identify. Cllr Turner PROPOSED and seconded by Cllr Dixon Henry, all in favour, to initially advertise the position around the village for duties of 7 hours per week at a pay scale to be agreed dependent on experience and the exact role to be agreed with the candidate and the Parish Council to suit all parties but a broad outline of likely duties to be published. **ACTION Clerk**

040 (2017) PARISH BUSINESS; - Items for general discussion.

Cllr Dixon Henry was unable to Chair the Planning Committee meeting tomorrow 20<sup>th</sup> February and Cllr Turner agreed to take on this role.

Cllr White offered and the offer was accepted to fix the potholes temporarily at the Bowls Club recreation ground car park.

041 (2017) MATTERS FOR CONSIDERATION AT THE NEXT MEETING of the Parish Council, 19<sup>th</sup> March 2018  
Finance Committee; Glebe Centre; Data Protection; Replacement Councillor.

The meeting closed at 10.10pm.