SEND PARISH COUNCIL
COUNCIL MEETING
HELD ON MONDAY 21st OCTOBER 2019 AT 7.45PM
IN THE UPPER ROOM OF THE LANCASTER HALL

* Cllr Philip Beddoes (Chairman)
* Cllr Janet Manktelow (Vice Chairman)
* Cllr Alex Beames
* Cllr James Brooker
* Cllr Guida Esteves
* Cllr Chris Heath
* Cllr Julie Munn
* Cllr Julia Osborn
* Cllr Pat Oven

* Present
  o Apologies for absence

Officer Present:
Mrs Debbie Hurdle (Parish Clerk)

Also present: County Councillor K Taylor, Borough Cllr Patrick Sheard and 2 members of the public (1 left after agenda item 8)

The Chairman, Cllr P Beddoes welcomed everyone to the meeting and explained the emergency procedures.

PUBLIC SESSION

The public were invited to express a view or address the Council in the public session:

SAFETY ON SANDY LANE

A resident explained his concerns about safety in Sandy Lane including:
  • Overhanging vegetation over the lane so that motorists cannot see children exiting the recreation ground
  • Vehicles parked on the pavement and verges at the junction reducing visibility for motorists exiting onto Send Road

It was agreed to arrange for the cutting back of the vegetation and to write to the local businesses to make them aware of the parking issues (copying in Surrey Highways, the County Councillor and the Police).

APOLOGIES FOR ABSENCE

There were no apologies for absence as all Members were in attendance at the meeting.

DECLARATION OF INTEREST

The following declarations of interest were received and accepted:
Cllr J Osborn – Agenda item 6a Guildford Local Plan – Contributor at the Local Plan Hearings/Inquiry and involved in her private capacity on request of Save Send Action Group.
Cllr P Oven – Agenda item 6a Guildford Local Plan – Contributor at the Local Plan Hearings/Inquiry and involved in his private capacity on request of Save Send Action Group.

COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held on 16th September 2019 meeting were approved by Members and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Council Meeting on 16th September 2019 be signed as an accurate record of the meeting

SEND NEIGHBOURHOOD DEVELOPMENT PLAN (SNDP)

Members considered the final copy of the SNDP in preparation for submission to Guildford Borough Council for the Regulation 16 public consultation. It was noted that this was a result of four and half year’s work. Thanks went to Cllr G Esteves for leading the project this year and all those who had worked on the SNDP.

Cllr G Esteves proposed and Cllr J Manktelow seconded and it was

RESOLVED: To approve the Send Neighbourhood Development Plan for submission to Guildford Borough Council for the Regulation 16 Public Consultation

GARLICKS ARCH DEVELOPMENT

PRE-APPLICATION RESPONSE

The Joint Parishes’ pre-application response was considered and amendments agreed. It was noted that Ripley PC was also approving the document at their meeting and that West Clandon PC had decided to respond separately by commissioning a traffic survey of the area. It was noted that once the response was approved, the consultant would present it as a letter to the developer of Garlick’s Arch. It was agreed to copy in the planning officers at Guildford Borough Council, The Villages Medical Centre and Send Primary School.

Cllr G Esteves proposed and Cllr J Manktelow seconded and it was

RESOLVED: To approve the Joint Parishes’ pre-application response to the Garlick’s Arch proposals (subject to minor amendments by Ripley PC and the consultant) and to send it to the Developer, Guildford Borough Council, The Villages Medical Centre and Send Primary School

SECTION 106 CONTRIBUTIONS

The Parish Council was invited by the developers of Garlick’s Arch to make proposals to secure any necessary ‘Section 106’ contributions from the development towards local infrastructure or services. Advice was obtained from the planning officer for Garlicks Arch and the S106 officer at Guildford Borough Council about types of project to include in the proposal and a requirement to cost the projects and place in order of priority.

It was recommended by the Finance and General Purposes Working Group on 30th September that the items in the CIL ‘wish list’ for the Send Neighbourhood Development Plan should be proposed.

It was also noted that part of the development’s Section 106 agreement would be to make a contribution to major services including improvements to the A247 and towards education facilities.

Cllr P Beddoes proposed and Cllr A Beames seconded and it was
RESOLVED: With regard to the Section 106 contributions for the Garlick’s Arch Development to propose the following projects with the costings given and in order of priority as listed:

- Refurbishment and improvements to the Lancaster Hall to ensure that the facility continues to meet the needs of the growing and changing community – Costing £250,000
- Creation and improvements of public open spaces including our recreation grounds to meet the leisure and exercise needs of the community. This includes new play equipment for Send Recreation Ground and Maple Road Playground in Send Marsh– Costing £100,000 (This item is related to playing pitches and sports grounds)
- Provision of a new pavilion at the Recreation Ground to meet increased community need for improved sport and leisure activities– Costing £50,000 (This item is related to playing pitches and sports grounds)
- Provision of additional public car parking particularly around the village centre/shop parade – Costing £150,000 (This item is related to playing pitches and sports grounds)

Other initiatives that the Parish Council supports are:

- The conservation of the River Wey and Navigation
- A contribution to community services e.g. The Villages Medical Centre and our school to fund expansion projects needed to meet the growing needs of Send Parish.

COMMUNITY IDEAS DATABASE

It was reported that the Parish Council has also been requested to update its general S106 ‘wish list’ with the items submitted for Garlicks Arch so that the list was available for other developments in the future.

RESOLVED: To update the Community Ideas Database with the items in the ‘wish list’ for Garlicks Arch

SPC 065/19

OTHER PLANNING MATTERS

GUILDFORD LOCAL PLAN

It was noted that the Judicial Review to challenge the Local Plan was to be heard at the High Court 5th-7th November.

GUILDFORD BOROUGH COUNCIL (GBC) PLANNING COMMITTEE 14th AUGUST 2019

As there had not been a response, as yet to the Parish Council’s appeal regarding its complaint on the procedure and conduct at the GBC Planning Committee on 14th August, it was agreed to follow this up.

RESOLVED: To follow up the appeal regarding the complaint about GBC’s Planning Committee on 14.08.19

WATER PROVISION IN SEND

As there had not been a response from the water companies to the Parish Council’s inquiry about how they would meet the increased demand in water supply with new developments, it was agreed to follow this up.

RESOLVED: To follow up the inquiry to the water companies about concern about water security in Send

PLANNING COMMITTEE MINUTES

Members considered the minutes of the Planning Committee meetings held in September and October and noted the Committee’s response to a number of planning applications.

RESOLVED: To note the minutes from the Planning Committee 16th September and 7th October 2019
**AMENITIES AND LEISURE SERVICES WORKING GROUP (ALSWG)**

**MEETING OF THE WORKING GROUP**

The minutes and recommendations from the ALSWG meeting held on 23rd September were considered.

Cllr P Beddoes proposed and Cllr C Heath seconded and it was

RESOLVED: To approve the actions of the ALSWG including:
- Extension of the Grounds Maintenance Contract for one year from April 2020 - 31st March 2021 (on the same terms as the current contract)
- £250 for planting at the recreation ground and £130 for a new tennis court net in the Budget 2020-21

**PAVLION REDEVELOPMENT WORKING GROUP**

Members considered the recommended Terms of Reference and membership of the new working group. It was noted that the date for the first meeting was to be confirmed.

Cllr P Beddoes proposed and Cllr C Heath seconded and it was

RESOLVED: To approve the Terms of Reference for the Pavilion Redevelopment Working Group and membership – Cllr J Munn (Chairman) Cllr A Beames, Cllr P Beddoes and Cllr C Heath

**TREE INSPECTIONS, SURGERY AND PLANTING**

**TREE INSPECTION AND RELATED WORKS**

Members were reminded that following the Parish tree inspection in 2017 there had been a tree programme created which had prioritised works relating to safety in accordance with the Council’s policy. Following the severing of ivy on 124 trees in the Parish, the next re-inspection of the trees was being planned. The budget was noted and estimates provided for the re-inspection. A quote was also received to carry out tree works in Sandy Lane to crown lift the canopy to the required legal level over the highway. (Although there was only one quote provided and as this work was considered urgent, it was agreed to appoint the tree contractor who was already carrying out other tree works for the Council).

RESOLVED: To approve the contractor to crown lift the recreation ground trees overhanging Sandy Lane (£860+VAT) and to ask the contractor to cut back the underhanging vegetation over Sandy Lane (Cost tbc)

**TPOS ON TREES AT GARLICKS ARCH**

It was noted that Cllr C Heath had mapped the trees in Burnt Common Lane along the perimeter of Garlicks Arch and the request had been submitted to Guildford Borough Council to place TPOs on the trees. There was no further information provided at the meeting and it was agreed to follow up the application.

RESOLVED: To follow up the application to place TPOs on the trees on the perimeter of Garlicks Arch

**COMMUNITY TREE PLANTING**

Two requests were considered from the Young Farmers and Send Primary School to plant Woodland Trust trees on Parish land. Members were pleased to approve the requests and areas were identified for planting.

RESOLVED To approve the plans to allow the Young Farmers and Send Primary School to plant trees on Parish land
ALLOTMENT LIAISON MEETING

The notes and recommendations from the Allotment Liaison meeting held on 14th October were considered. It was reported that 15 allotment tenants attended and it was a positive meeting.

RESOLVED: To approve the actions agreed at the meeting including
- No increase in allotment tenancy fees in 2020-21
- Hire of a skip for a weekend in November (tenants to organise supervision) - £190+VAT (to organise another skip in the spring if required)

COMMUNICATIONS WORKING GROUP (CoWG)

Members considered the minutes and recommendations from the CoWG meeting held on 15th October 2019 including the review of the Council’s Communications Policy. An amendment was agreed to the policy.

Cllr G Esteves proposed and Cllr J Munn seconded and it was

RESOLVED: To approve the actions of the CoWG including:
- The update of the Communications Policy
- To postpone the next issue of the Council’s newsletter from the autumn to February 2020, but to have an A5 leaflet which would inform the public about the Send Neighbourhood Development Plan

FINANCIAL AND OTHER COUNCIL MATTERS

FINANCE AND GENERAL PURPOSES WORKING GROUP (FGPWG)

Members considered the minutes from the meeting held on 30th September. The revised budget recommendations and the proposals for 2020-21 projects were noted. The final budget would be presented to the next FGPWG meeting on 2nd December and recommended for approval at the January Council meeting.

RESOLVED: To note the minutes from the FGPWG on 30th September 2019

BUDGET REPORT

The Clerk presented the budget report for the second quarter 2019-20. It was explained that a new improved system of reporting was being used. It was reported that the income and expenditure were on target for the half year. However the Council was reminded it had been drawing on its reserves to fund additional projects such as the donation to the Judicial Review and if it wished to continue to fund new projects next year it would need to carefully consider where its sources of funding would be.

RESOLVED: To note the budget report for the second quarter 2019-20

CHRISTMAS LIGHTS

On recommendation from the ALSWG and due to the timescale and costs, it was agreed to postpone the project to improve the Christmas lighting in Send to 2020 and to seek sponsorship. However it was agreed that it was urgent to install a new pipe base for the large Christmas tree at the shop parade and to accept the quote from the Surrey County Council approved contractor.

RESOLVED: To approve postponement of the Christmas light project to 2020 and the installation of a new pipe for the large Christmas tree (Cost £450+VAT)
GRIT BIN

Members considered the notification from Surrey County Council (CC) that it was no longer able to fund the grit bin at the junction of Stringhams Copse/Linden Way in Send Marsh and an invitation to the Parish Council to fund its retention. On discussion however it was agreed to request permission from SCC for the Parish Council to take on full responsibility for the bin which it would stock along with the other bins it had in Send.

**RESOLVED: To approve the request to Surrey County Council for Send PC to take full responsibility for the grit bin at Stringhams Copse/Linden Way, Send Marsh**

INTERNAL AUDIT 2019

It was noted that the date for the Interim Audit 2019-20 was 25th October 2019.

MONTHLY EXPENDITURE

The monthly expenditure list for October (totalling £19,537.41 +VAT) as attached to record minutes was approved. Two members were allocated to authorise the payments and sign the bank reconciliations.

**RESOLVED: That the Monthly Expenditure list for October 2019 be approved and to note that the bank reconciliations were signed**

DIRECT DEBIT

Members approved a new direct debit for the pavilion and cemetery water supplies.

**RESOLVED: To approve a payment by direct debit for Castle Water (cemetery water supply and pavilion waste water)**

COUNCIL POLICIES

It was noted that the policies relating to Data Protection were to be reviewed at the next Council meeting.

REMEMBRANCE DAY

The arrangements for Remembrance Day on 10th November were provided including details of the parade, road closures, service, the bugler for the last post and the wreath-laying at the war memorial. All Members were invited to the event.

**RESOLVED: To approve the arrangements for Remembrance day on 10th November 2019**

HIGHWAYS MATTERS

DAMAGED BUS SHELTER AT BURNT COMMON

The incident where a large vehicle had collided with the bus shelter at Burnt Common was reported. The police and insurance company were dealing with the claim. It was noted there was £250 excess to pay.

PARKING AND HIGHWAYS WORKING GROUP

It was agreed to arrange a date for a meeting of the Parking and Highways Working group in November particularly to discuss issues in Potters Lane. One other issue of concern was about HGVs being diverted along the A247 when other roads were closed. Cllr J Osborn was also investigating HGVs’ licencing.
COMMUNICATIONS

The following requests and communications were considered:

CLIMATE CHANGE

There was an invitation to have a talk by Guildford Environmental Forum on Climate Change.

RESOLVED: To approve a public meeting on climate change with a talk by Guildford Environmental Forum in February 2020

GUIDLFORD INNOVATION AWARDS 2019

The Guildford Innovation awards’ for businesses was reported.

RESOLVED: To publicise the awards

SURREY COUNTY COUNCIL (SCC) SCHOOL TRANSPORT CONSULTATION

The details of the School transport consultation were provided for Members and the details discussed.

USE OF THE PAVILION ON 31st OCTOBER 2019

Send Evangelical Church (Send EC) requested use of the pavilion for its ‘Light Event’ on 31st October 2019.

RESOLVED: To approve Send EC’s use of the pavilion for its Light Event on 31st October 2019

OTHER COMMUNICATIONS

No other communications were reported at the meeting.

OTHER REPORTS

CHAIRMAN/CLERK’S REPORT

The Chairman reported the following matters:
- The leader of Guildford Borough Council was interested in coming to a Send Parish Council meeting and a date was being arranged
- One thousand daffodils had been planted around Send by Councillors and volunteers

The Clerk reported on the following matters:
- Centenary project - A card was read out from the Mayor of Guildford Cllr Richard Billington thanking the Parish Council for inviting him and his wife to the event
- The Clerk had attended the Send Help AGM on Saturday 19th October 2019
- Send Primary School had been provided with help for their project to litter pick around the village
- There had been filming carried out at a grave in the cemetery to help people coping with loss

BOROUGH/COUNTY COUNCILLORS REPORT

County Cllr K Taylor advised on the following matters
- The current school transport consultation did not affect Send specifically but related to transport in Surrey for those with special educational needs. Surrey CC had reduced spending on transport
for these children with a view to encouraging them to benefit from using public transport

- Tree programmes and expenditure for Surrey CC

Borough Cllr P Sheard had provided a report which included the following topics:

- A total of 81 new houses had been approved for Send since the Local Plan in April
- Cllr J Rigg had taken Cllr S Parker’s place on the Borough Council’s Executive
- The Judicial Reviews to challenge the Local Plan would be held at the High Court on 5th – 7th November
- Cllr S Parker had submitted a motion to impose a moratorium on greenfield building but this was rejected by the Borough Council
- Garlick’s Arch – the developers had test-driven a vehicle along Kiln Lane. The planning application for the site may be submitted by 31st December 2019
- An update on current planning applications in Send

LANCASTER HALL

It was reported that the Centenary celebration for the Lancaster Hall had been postponed from October to next spring.

It was noted that a liaison meeting with the Committee was still to be arranged.

DATE OF THE NEXT MEETING

The date of the next monthly Council Meeting was noted: Monday 18th November 2019.

The Chairman closed the meeting at 9.44pm

Signed: Date: