

# HAMBLEDON PARISH COUNCIL

## DRAFT MINUTES

of the meeting of the Parish Council held on 28 October 2015 in the Village Hall

Present: John Anderson (Chairman), Karen Jones, Paul Pattinson and Philip Underwood; Cllr. Anna James; and Jane Woolley (clerk)

Apologies: Mary Grove, Mike Parry, Stewart Payne and Cllr. Nicholas Holder

The Chairman welcomed Cllr. Anna James who was attending her first meeting of the Parish Council in her capacity as Waverley Councillor for the Witley and Hambledon Ward.

### 1. MINUTES

The minutes of the meeting held on 22 September 2015 were **agreed** and signed.

### 2. MATTERS ARISING

There were none.

### 3. REPORTS BY WAVERLEY BOROUGH COUNCILLORS

Cllr. James reported on a recent seminar on traffic issues as these affected the Waverley Local Plan; that work continued on the identification of potential development sites; and on the up-grade of Council properties.

### 4. TRANSPARENCY CODE FOR SMALLER AUTHORITIES

Noted that the Chairman, Paul Pattinson and the Clerk had met Anne Bott, Assistant Chief Executive, Surrey and Sussex Association of Local Councils and that Mrs Bott would conduct a briefing meeting for all Councillors on 5 November.

Arising from advice received from the Waverley Monitoring Officer regarding retention and disposal of documents, **agreed** that the Parish Council should retain minutes in perpetuity and registers of Members' interests, agenda and supporting papers, and financial information (including budgets and accounts) for six years.

### 5. FINANCE

#### Cheques

**Confirmed** the following

- Surrey Association of Local Councils: subscription, 2015-6	£109.14
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**Agreed** and signed the following

- Norris & Gardiner: cricket green cutting, September	£205.94
- Tim Coleman: September maintenance and post repairs	£194.00
- Workstation: ink	£ 34.14

## DRAFT MINUTES (contd.)

### 6. PLANNING

#### Planning applications

- WA15/1792: Nightingales, Vann Lane - variation of condition following previous grant of planning permission to amend design of balconies. Noted that this was a non-material consideration within the permitted 10 per cent increase and **agreed** not to object (in line with the decision on the earlier application).

- WA15/1955: 11 Hydestile Cottages, Hambledon Road - resubmission of planning application, change to size of first floor window to comply with Means of Escape. Noted the receipt of pre-application advice and **agreed** not to object (in line with the decision on the earlier application).

- WA15/1965: application for Certificate of Lawfulness for an existing use of “The Greenhouse”, Hambledon House, as residential accommodation. Noted that this was a re-submission of an earlier application which had been withdrawn due to a request for additional information by Waverley which the current application now sought to address by providing further evidence in support of the claim that the property has been continuously occupied over a four-year period. Noted that some evidence had been provided but that details of continuous payments (by tenants) of electricity bills were still awaited. **Agreed** that it was for Waverley to determine whether, if these details were not forthcoming, the information now provided was sufficient.

- WA15/1969: Hemingway House (formerly Mattery's), Rock Hill – application for planning permission for two-storey extension. Noted that the scheme had been redesigned as a result of pre-application advice that a less contemporary design, more sympathetic to the surrounding architectural character, be adopted; that the application made no references to previous extensions or to a change of use of what were previously garages; and that, despite the absence of detailed area calculations, the proposed extension appeared to be within the 40 per cent limit. **Agreed** not to object, subject to Waverley having taken the previous planning history into account.

#### Decisions on recent applications

Noted the following:

- WA15/1425: The Bungalow, Feathercombe Lane, demolition/extensions. Full permission.

- WA15/1603-4: Court Farm, Church Lane, demolition/extensions/alterations. Full permission and listed building consent.

#### Orchard Farm

Noted that ERHA were now anticipating that outline planning documentation would be ready before the end of the year; that they would advise the date for its viewing at a drop-in event in time for this to be announced in the December Parish Magazine and on the web-site; and that those announcements would also include the date for the Parish Council's subsequent open meeting.

**Agreed** that the Chairman, Mike Parry, Paul Pattison and Stewart Payne should constitute the working party to review the outline planning application and report back to the Parish Council.

Noted that ERHA had prepared a draft contract which envisaged the sale (freehold) of the community open space to Hambledon Parish Council, with ERHA providing a commuted sum to cover management/maintenance costs; that the contract would form part of the S.106 accompanying the outline planning application; that completion date would be a year after occupation of the properties (with ERHA maintaining the open space throughout the construction period); that the Parish Council would establish a Trust, representative of the

## **DRAFT MINUTES (contd.)**

whole village, to determine details of the use of the open space and subsequently to oversee its management/maintenance; and that suggestions had already been received as to what form the Trust might take.

Noted that ERHA had agreed to meet all legal costs associated with the transfer of the open space and the creation of a management regime.

Noted that, at their request, Cllrs. Nick Holder and Anna James had visited the site with Nick Hughes (ERHA), the Chairman and the Clerk.

Noted that, at their request, the owners of The Sheilings had met the Chairman, Mike Parry, Paul Pattison and the Clerk for a review and detailed discussion of the most recent drainage proposals.

### Hambledon House “event”, 25-26 July

Noted that, on the basis of information provided by the owner following the serving of a Planning Contravention Notice, no breach of planning control could be proved; that the enforcement case had accordingly been closed; but that this did not preclude further investigation should material evidence of a breach, including evidence that events had been booked to take place, be brought to the attention of Waverley at any time in the future.

## **7. COMMUNITY PLAN AND VILLAGE DESIGN STATEMENT (VDS)**

Noted that any grant from the Big Lottery Fund would have to be spent within a year of its receipt and, if approved, would be received four months after submission of an application; and that, to tie in with the launch date of the April 2016 Parish Assembly, the application would be submitted at the end of November which anticipated its receipt at the end of March. Noted that, in all other respects, the timetable remained as set out in the minutes of the last meeting

## **8. VILLAGE MATTERS**

### Police

Noted that the latest monthly crime statistics included one case of criminal damage.

Noted the appointment of PC Mike Patey as the new Neighbourhood Specialist Officer for Milford, Witley and Hambledon; that he had been invited to the next Parish Council; but that he hoped to introduce himself in any case to the village in an article in the December Parish Magazine (which would also be posted on the village web site).

### Footpaths

Recalled that, following the transfer of Coleman’s Copse to the Parish Council by Millgate Homes under Deed of Covenant, a number of villagers (including the Clerk in her personal capacity) had submitted evidence in support of the footpaths leading to it being given statutory status; that the Parish Council had supported this proposal; that a decision on making the necessary Map Modification Order would be considered by SCC’s Local Committee in Waverley in December; and that those who had submitted evidence might be called on to speak. **Agreed** that, if this were the case, it would be appropriate for the Clerk to speak and that Victoria Young, as Hambledon’s Surrey County Councillor, should be asked if she required any background information leading to the request for the making of the Order.

### Superfast broadband

Noted that anyone in Hambledon on the 01428 exchange who lived more than 2k from the BT cabinet at the A283/Lane End crossroads was unlikely to be able to access superfast and was therefore categorised as “hard-to-reach”; and that, to get Hambledon onto the priority

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list for funding to take superfast to all “hard-to-reach” households, as many as possible would need to “express a wish for superfast”. **Agreed** that a flyer to this effect should be hand-delivered to those on the 01428 exchange (with the forthcoming notice about the Orchard Farm meetings and the Community Plan) and that Surrey County Councillors Victoria Young and, via her, Peter Martin (Busbridge Ward Councillor and Deputy Leader, SCC, with responsibility for Superfast Surrey) should be asked for their support.

### Defibrillator

Noted that the Hambledon Community Foundation had made a grant of £1,250 to the Parish Council for the purchase of a second defibrillator for the village; that a letter of thanks had been sent; and that the Church Treasurer, who was leading this initiative, had been asked to make the necessary purchase and thereafter to advise on all aspects of its use, including training, insurance and location.

## **9. VILLAGE ORGANISATIONS**

### Almshouses

Noted that the new tenants had moved in; that a risk committee led by Karen Jones had been established; and that Audrey Monk had been succeeded as Clerk to the Trustees by Gill Darbyshire.

### Village Shop

Noted that the refurbishment programme had started with the construction of an opening between the deli area and the store room; and that the new EPOS till was now in use.

### Village Fete, 18 June 2016

Noted that the first meeting of participating organisations would be on 19 November.

## **10. OUTSIDE MEETINGS**

There were none.

## **11. CORRESPONDENCE**

There was none.

## **12. OTHER BUSINESS**

**Agreed** Wednesday 20 January as an alternative date for a Parish Council meeting, in the event of the open meeting on Orchard Farm being held on Tuesday 12 January

The Chairman closed the meeting at 21.10

**Date of next meeting: Tuesday 8 December**