

HAMBLEDON PARISH COUNCIL

MINUTES

of the annual meeting of the Parish Council held on 17 May 2016 in the Village Hall

Present: John Anderson (Chairman), Mary Grove, Mike Parry, Paul Pattinson and Philip Underwood; Jane Woolley (clerk); and six members of the public

Apologies: Karen Jones and Stewart Payne

FORMAL BUSINESS

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

On a proposal by Philip Underwood, seconded by Mike Parry, John Anderson was elected Chairman.

On a proposal by John Anderson, seconded by Paul Pattinson, Philip Underwood was elected Vice-Chairman.

QUESTION TIME

Hambledon House weddings

At the request of the Parish Council, Blank Canvas (Lyn and Heidi) outlined their arrangements for managing five weddings for which they would be responsible during June – August 2016 (additional to private events that would be managed by the house owners).

They would be adhering to appropriate legal requirements and stressed their concern to avoid the disturbances caused by the event held at the house in July 2015. A full report is attached. [Note: this takes into accounts points clarified with Blank Canvas following the meeting.]

Blank Canvas also confirmed that no camping, firepits or fireworks would be permitted in connection with any further events which they might be asked to organise at Hambledon House.

Car Parking, St Peter's Church

At their request, the Rev. Catherine McBride and Richard Cooke outlined proposals (previously circulated) for additional parking at the church, the present facility being insufficient to accommodate the needs of the congregations that were now attending many of the services.

FORMAL BUSINESS (contd.)

2. STANDING ORDERS AND FINANCIAL REGULATIONS

These were **confirmed**, subject to the financial regulations, para. 6.1, reading “All payments shall be made by cheque, BACS or Standing Order” and para. 6.3 reading “All payments shall be authorised by two members of the Council ...”.

3. REGISTERS OF MEMBERS' INTERESTS

Noted that amendments were needed to those of the Chairman and Mike Parry and that other Councillors' interests remained unchanged.

4. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

- to the Trustees of the Hambledon Almshouses: Mike Parry and Paul Pattinson
- to the Trustees of Hambledon Nursery School: Stewart Payne
- to the Village Hall Committee: Mary Grove.

5. MINUTES

The minutes of the meeting held on 19 April 2016 were **agreed** and signed.

6. MATTERS ARISING

There were none.

7. DECLARATIONS OF INTEREST

Chairman: Director, Hambledon Village Shop; Trustee, Hambledon Almshouses;
Trustee, Hambledon Football Club
Mike Parry: Trustee, Hambledon Almshouses
Paul Pattinson: Trustee, Hambledon Almshouses
Mary Grove: Member, Village Hall Committee; Trustee, Hambledon Football Club.

8. FINANCE

Financial statement

Noted that the current account was in credit.

Clerk's salary

Confirmed that in 2016-17 this would be paid at the rate included in the budget approved on 12 January 2016 (£2,280 pa)

Cheques and other payments

Confirmed the following

- Hascombe Parish Council: share of the cost of the Dunsfold Park transport assessment (in place of a previously approved but bank-mislaidd bank transfer) £ 65.16

Agreed and signed the following

- Tim Coleman: April maintenance £180.00
- Workstation: copy card, laminating £ 86.48

Annual accounts, 2015-6

Noted the final accounts (previously circulated).

Noted the enhanced level of fidelity guarantee and the requirement to review this annually; noted that the maximum cash assets held at any one time were c.£16,500 and that these were never held anywhere other than in one of the two Parish Council accounts with Lloyds; and **agreed** that, as two Councillors' signatures were required before any funds could be withdrawn from either account, the cost of any extra insurance would be disproportionate to the risk involved and could not be justified as a charge against the precept.

9. PLANNING

Planning applications

- WA16/0782: Marepond Farmhouse, Markwick Lane – listed building consent for creation of basement space. Noted that this met planning criteria and **agreed** not to object.

- WA16/0820: Hambledon House workshops – erection of 6 dwellings following demolition of existing commercial buildings. Noted that this had just been received and that comments were due by 10 June; and **agreed** that the application should be reviewed by all Councillors.
- St Peter's Church: additional car parking. **Agreed** to defer consideration/comments pending receipt of an application.

Orchard Farm

Noted that ERHA were now hoping to submit a detailed application before the end of June and that a deferred date for a public meeting would be agreed thereafter.

Dunsfold Park

Noted that the Vision review (summary previously circulated), commissioned by the Joint Parishes, of the Mott McDermott transport report as it related to the traffic and transport implications of the Dunsfold Park application had been sent to Waverley and **agreed** that a copy of the press release should be circulated.

Agreed that the formal thanks of the Parish Council should be sent to the Chairman and Clerk of Hascombe Parish Council who had been mainly responsible for initiating and ensuring the wide dissemination of such a comprehensive review.

Farm Cottage, Malthouse Lane

Arising from the grant of a Certificate of Lawfulness and having regard to the sensitivity of any development that could thereby occur, **agreed** once again to seek listed building consent for the property so as to ensure that any subsequent planning application would be submitted to rigorous scrutiny.

10. PARISH PLAN

Noted that Robin Knibb had agreed to chair the steering committee and that requests for further volunteers were being sought via articles in the June Parish Magazine and on the village web site.

11. VILLAGE MATTERS

Highways

Noted that the Clerk would shortly be following up various matters that remained outstanding with SCC; the on-going problems with surface water at the Church Lane/Hambledon Road junction; and that SCC had been carrying out work on the A283 immediately to the north of the Lane End crossroads.

Noted that St Dominic's School, as part of its initiative to become more involved in the village community, had suggested that working parties of pupils, accompanied by a member of staff, might be able to assist with litter picking; welcomed this initiative; but **agreed** that it would best be done off-road.

"Bags of Help" grants

Noted that this Tesco initiative funded capital projects that provided community benefit, including informal play areas; and that the Clerk had signed up to receive bulletins about future funding rounds.

SCC review of community bus services

Noted that SCC's Cabinet would be invited at its meeting on 24 May to approve proposals to retain both the 503 (Hambledon-Godalming) and the 523 (Milford Hospital-Godalming) services and congratulated Stewart Payne on his tenacity in arguing against their withdrawal.

Assets of Community Value (ACVs)

Noted that the Merry Harriers' new leaseholders were now in residence but that any application for its registration as an ACV should continue to remain on hold and perhaps be included as a matter for consideration in the forthcoming Parish Plan.

Village Fete/The Queen's Bench

Noted that the final fete meeting would be held on 31 May; **agreed** that the Clerk should liaise with John Hindley, responsible for fete PR, to ensure that this included publicity for the unveiling of the Bench; and queried whether a TEN was needed for the ball in the fete tent on the evening of 18 June.

Other matters

Noted and expressed the formal thanks of the Parish Council to St Peter's Church for the purchase of an all-weather safe for the AED that would be located outside the Village Shop.

12. VILLAGE ORGANISATIONS

Almshouses

Noted that work still had to be carried out on the exterior landscaping.

Village Hall

Noted that two firms had been contacted about installing air source heating, that an energy audit had been commissioned, that new carpeting (perhaps carpet tiles) was being considered for the committee room and that one of the light bulbs in the committee room needed replacing.

Village Shop

Noted that Wendy Knibb had now taken over as Volunteer Co-ordinator and that, despite the increased number of volunteers, more were required at week-ends to keep pace with the busy summer trade.

Noted that the Hambledon Village Trust hoped to construct an outside toilet, probably just inside the back garden of Pendle Cottage, for the use of shop customers; that this would require up-grades to the shop/cottage drainage system which could involve reconfiguration of the drains that lay under the land immediately above the village pond; that tree work was also about to take place on that land; and that it would be advisable to adopt a holistic plan for the whole area, including the possible provision of an informal play area.

13. OUTSIDE MEETINGS

None to report.

14. CORRESPONDENCE

None to report.

The Chairman closed the meeting at 22.05

Date of next meeting: Tuesday 21 June 2016

Weddings at Hambledon House

Hambledon House will again be the venue for outdoor weddings this summer. Some of the immediate neighbours will already have received a letter from Vanessa Swarbreck together with a visit from Blank Canvas, the company that will be managing the events, advising that there will be no repetition of what occurred last July; but the general level of concern throughout the village has suggested that considerable reassurance is required. Heidi and Lyn, from Blank Canvas, were therefore invited to come along to the Parish Council meeting on 17 May and the following is a summary of what they had to say.

Blank Canvas will be managing five events that were directly booked with Hambledon House some time ago; they therefore have to honour some of the obligations that went with the bookings. The booked dates, all Saturdays, are 4 June; 16, 23 and 30 July; and 13 August (with fireworks). One further, private, wedding will take place on 2 July. There will never be more than 12 events per year and Blank Canvas are not accepting any more bookings than the five they already have in 2016.

Blank Canvas are imposing conditions on the five events to be managed by them:

- music, whether live or amplified, will slowly quieten down at 23.30 and will cease at midnight
- a sound level meter will operate on-site and will regularly take readings to ensure that noise does not accede permitted levels;
- the start time of each event will vary but at any time when music is being played sound checks will operate
- in the case of amplified music, the amplifier will be pointed away from Vann Lane (ie towards the south)
- some of the wedding guests will be camping on site on 4 June, 16 July and 23 July but they will not have access to amplifiers and generators
- copies of Temporary Event Notices, when appropriate, will be forwarded in advance of each event to the Parish Council; all Blank Canvas' caterers hold personal licences and the TEN application will be in their names
- the Parish Council will also be notified in advance as to whether Heidi or Lyn will be on site throughout each of the events that Blank Canvas are managing.

Each wedding will be different in terms of the transport organised to and from the event and it is one element of the day over which Blank Canvas have little control. The majority of guests will be departing at various times over the day and evening, with most of them gone by midnight. In addition to those guests who will be camping on three of the nights, a few will be staying locally (including at the Merry Harriers) and may be returning for Sunday brunch.

To help overcome traffic disturbance, wedding couples have been asked to provide clear directions to everyone. Signs will be produced that can be clearly seen on departure asking guests 'Please leave quietly to avoid disturbing our local neighbours and drive carefully in the narrow country lanes. Thank you.' Marquees will be set up on Thursdays/Fridays and taken down on Mondays, to minimise congestion along the Cricket Green on Saturdays.

Blank Canvas are anxious to start with a clean slate and are hoping for the support and understanding of the village. Their over-riding aim is to keep disruption to a minimum but in the event of any complaints they can be contacted by e-mail at info@blankcanvasweddings.co.uk. If any serious issues occur during the actual events, the Hambledon House telephone number is 01428 683815. However, please bear in mind that, on the day, everyone will be busy co-ordinating the event and may not be able to respond immediately to e-mails or telephone calls.