

## HAMBLEDON PARISH COUNCIL

The next meeting of the Parish Council will be held on Tuesday 8 December at 20.00  
in the Village Hall

### AGENDA

#### QUESTION TIME

Members of the public who wish to raise any matters with the Parish Council are invited to attend between 20.00 and 20.15 when there will be an opportunity for them briefly to address the meeting.

#### FORMAL BUSINESS

1. MINUTES of the meeting held on 28 October 2015.
2. DECLARATIONS OF INTEREST
3. REPORTS BY WAVERLEY BOROUGH COUNCILLORS
4. FINANCE
  - Financial statement
  - Cheque for confirmation
  - Imperative Training: defibrillator (S.137) £1386.00
  - Cheques for signature
  - Gavin Jones Maintenance: cricket green cutting, October £ 205.94
  - Tim Coleman: October/November maintenance £ 360.00
  - CPRE: annual subscription £ 36.00
  - Citizens Advice: annual grant (S.137) £ 100.00
  - Workstation: ink £
  - Audit arrangements
  - Note attached
  - Budget, 2016-7
  - First draft attached.
5. PLANNING
  - Planning applications
  - WA15/2087 – 1 Nutbourne Cottages, Roundals Lane: Certificate of Lawfulness for single-storey rear extension
  - WA15/2164 – Enton End Cotage, Station Lane: planning application for demolition, extensions and alterations
  - Note attached.
  - Decisions on recent applications
  - To note the following:
    - WA15/1792 – Nightingales, Vann Lane: variation of condition to amend design of balconies: refused
    - WA15/1955 - 11 Hydestile Cottages, Hambledon Road: change to size of first floor window: oral report
    - WA15/1965 - Certification of Lawfulness for existing use of The Greenhouse, Hambledon House as residential accommodation: oral report
    - WA15/1959 – Hemingway House, Rock Hill: two-storey extension: oral report
  - Orchard Farm

To note that the outline planning application has yet to be finalised and that dates for the ERHA drop-in event and subsequent Parish Council-facilitated open meeting will be advised as soon as possible thereafter.

Oral reports on any other relevant developments.

6. LICENSING

To agree a response to an application for a new premises licence for Hambledon House for

- live music and recorded music, 18.00 – midnight, Monday to Saturday

- late night refreshment, 23.00 – midnight, Monday to Saturday

- on and off sales of alcohol, 11.00 – midnight, Monday to Saturday

- opening hours 11.00 – 24.30, Monday to Saturday

7. COMMUNITY PLAN

Note attached

8. VILLAGE MATTERS

Police

Oral report

Highways and village maintenance

Oral report

Footpaths

Oral report

Superfast broadband in Hambledon

Oral report

Defibrillator

Note attached

Village fete

Oral report

Other matters

Oral reports as required

9. VILLAGE ORGANISATIONS

Almshouses

Nursery School

Village Hall

Village Shop

Other organisations/groups – oral reports as required.

10. OUTSIDE MEETINGS

Waverley meeting with Town/Parish Councils, 30 November: oral report

11. CORRESPONDENCE

**Date of next meeting: Tuesday 12 or Wednesday 20 January 2016**  
(depending on dates of forthcoming Orchard Farm open meetings)

SSALC has advised us of arrangements that will apply from the start of the 2017-8.

At present we appoint an internal auditor (Raymond Smith) and also have the accounts externally audited for which we pay a fee (up to now £120). This arrangement will continue to apply in 2016-7.

After that, as a “smaller council” (ie with a turnover of less than £25,000) only an internal audit will be required. We can choose either to have an auditor appointed by a new Sector-Led Body (opting in) or to procure our own (opting out).

The Sector-Led Body (SLB) will be established by NALC, working with central government. The SLB will procure, deliver and manage audit contracts and appoint auditors for all those authorities who opt in. The fee is currently expected to be less than £100. We are automatically opted in (and in due course will presumably receive details of our new auditor) unless we choose to opt out.

If we decide to opt out we have to let NALC know by 31 January 2016 and at the very least

- establish an auditor panel
- follow a statutory appointment process, yet to be set out in regulations
- appoint an auditor by 31 December 2016 and provide the SLB with his or her contact details.

SSALC have no information about own-appointed auditors because they are advising all councils to opt in.

**The Parish Council is invited to decide** whether to opt in to the new audit arrangements to take effect from April 2017. On the assumption that it does, £100 has been included in next year’s budget to cover the fee.

Jane Woolley  
Clerk

Budget, 2016-17 (first draft, 29.11.15)

EXPENDITURE	2015-16	2016-17
General administration		
Clerk's salary	2,280.00	2,280.00
Local Council Review subscription	30.00	
SALC/NALC subscription		216.38
Insurance	710.00	550.00
Audit fee	200.00	150.00
SLB fee		100.00
Surrey Community Action subscription	300.00	300.00
Surrey Community Action subscription	30.00	30.00
P Assembly, Village clean-up	100.00	100.00
Postage, stationery, ink, photocopies	300.00	300.00
Data protection fee	35.00	35.00
Election expenses	700.00	
Sub-total	4,685.00	4,061.38
Village maintenance/improvements		
Grasscutting/village up-keep: general	1,850.00	1,850.00
Grasscutting: cricket green	1,300.00	1,300.00
Grasscutting: Hambledon Hurst	240.00	240.00
General maintenance (additional to SCC)		
Village pond	50.00	50.00
Sub-total	3,440.00	3,440.00
Grants		
Football club	350.00	350.00
Cricket club	350.00	350.00
Village Hall	400.00	400.00
Village shop	400.00	400.00
Hambledon Village Trust	400.00	400.00
Hambledon PCC	400.00	400.00
One-off project(s)		
Village Fete		1,000.00
Playing Fields Association	40.00	40.00
Rural Fund Initiative (CPRE)	40.00	40.00
Citizens Advice Waverley	100.00	100.00
Hoppa Community Transport	100.00	
Sub-total	2,580.00	3,480.00
Other expenditure		
Village projects		
Community plan		2,540.00
Welcome pack (book, map purchases)	100.00	50.00
	100.00	2,590.00
Total expenditure	10,805.00	13,571.38
INCOME		
Interest	5.00	5.00
Compensatory grant	820.00	740.00
Council Tax support grant	126.00	108.00
Total income	951.00	853.00
Shortfall (precept)	9,854.00	12,718.38

Members of the Planning Committee have reviewed the following applications and recommend as follows:

WA15/2087 – 1 Nutbourne Cottages, Roundals Lane: Certificate of Lawfulness for single-storey rear extension

One of the criteria - (i), Class A.1, Part 1, Schedule 2, GPDO 2015 - is that the enlarged part of the dwelling house should not be within two meters of the boundary of the curtilage and that the height of the eaves of the enlarged part should not exceed three meters. The application states that the extension is considerably more than two meters away from the boundary of the adjacent property but the plans suggest that it is extremely close to the next door house and that the height of part of the extension is more than three meters.

Providing that Waverley is satisfied that the application does meet the above criterion, Hambledon Parish Council has no objection to the granting of a Certificate of Lawfulness.

WA15/2164 – Enton End Cottage, Station Lane: planning application for demolition of existing conservatory and erection of extensions

The proposed extension is of good design and in keeping with the rest of the property. It does not exceed Waverley's 40 per cent limit and meets relevant NPPF criteria. The Parish Council has no objection to the granting of planning permission.

**The Parish Council is invited to decide** whether to endorse the above recommendations.

Jane Woolley  
Clerk

It is virtually certain that Hambledon will not be earmarked for any development in the forthcoming Waverley Local Plan, due to take effect in 2016. Assurances have also been received that a Hambledon Community Plan and associated Village Design Statement (VDS) will be regarded as material consideration by Waverley in dealing with future planning issues.

The Community Plan/VDS will therefore be formally launched at the Parish Assembly on 14 April 2016. Gill Darbyshire and Jon Peterson have already volunteered to create a questionnaire and to input and analyse the responses. Liz Bourne will provide professional advice on an as-needed basis and an application has been made to Big Lottery for funds to cover costs other than those associated with the questionnaire.

A call for volunteers to assist with the preparation of both documents, for which preparatory work can be carried out during January – March, will be included in the January Parish Magazine and posted on the village web site.

Jane Woolley  
Clerk

The second AED, owned by the Parish Council, purchase funded by a grant from the Hambledon Community Fund, has now arrived. It will be kept in the Village Shop and can be transferred on an as-needed basis to the Village Hall and the Cricket Club. It can also be accessed by Oakhurst Cottage.

The AED owned by St Peter's Church will be kept outside the church in a locked cabinet that can be opened by code known to key villagers and those trained in its use. It can be transferred on an as-needed basis to the Merry Harriers, the Nursery School and the Football Club.

Each owner will insure its own AED. There will be no increase in the Parish Council's insurance premium which already covers street furniture (under which heading the AED comes) to the value of £30,000.

Helena Hockridge is undergoing free training at Barts as part of its AED support project. She will then be qualified to train volunteers from the village (who will have to pay £20 to cover course costs) on the use of AEDs. It is hoped to run the first course in the new year with a trainer from Barts, aided by Helena. Volunteers will be sought via the Parish Magazine and the village web site.

A steering group of key people is being established to take matters forward. It is suggested that this should include Alison Martin (Treasurer, St Peter's Church), Jenny Holford, Helena Hockridge, a representative of the Parish Council, a representative of the village sports clubs and a representative of the Nursery School.

**The Parish Council is invited** to comment on the make-up of the steering group and agree its representative on it.

Jane Woolley  
Clerk