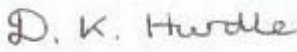




SEND PARISH COUNCIL

12th September 2018

Members of Send Parish Council are hereby summoned to attend the
monthly meeting of SEND PARISH COUNCIL to be held on
Monday 17th September 2018 at 7.45 p.m. in the UPPER ROOM of the Lancaster Hall
for the purpose of transacting the following business
Public Session Members of the public are invited to express a view or ask any questions of the Council
between 7.45 p.m. and 8.00 p.m. and then are welcome to observe the rest of the meeting

Signed:  Mrs D. K. Hurdle (Clerk)

Agenda

1. **Apologies for absence**
2. **Declaration of interests by Members on agenda items**
3. **Minutes of Council Meeting 16th July 2018 and Extraordinary Council meeting on 3rd September 2018**
– to sign as a correct record of the meetings
4. **Allotments**
 - a) **Tenancy fees** – to consider how to approach concessionary rates in the future for tenancies
 - b) **Noticeboard** – to consider moving a noticeboard from Bush Lane Woodland to the allotments
 - c) **General report** – to receive a report on any other issues at the allotments including maintenance and to approve the setting up of an Allotment Liaison Group with the tenants
 - d) **Allotment lease** - to approve signing the final draft of the lease for the allotment land (the approval of the Heads of Terms agreed June 2018)
5. **Send Neighbourhood Development Plan (SNDP)**
 - a) **SNDP Working Group** – to receive the notes from the meeting held on 3rd September 2018, an update on the progress of the Project Plan and approve actions
 - b) **Scope of SNDP** – to approve the Scope of the SNDP
6. **Guildford Borough Council Local Plan** – to receive an update on the next steps and timetable for the Local Plan and confirmed costs from the consultant appointed by the Parish Council to make a representation on the modifications to the plan in the next public consultation
7. **Planning Committee**
 - a) **Planning Application** – to receive and consider the following application:
18/P/01580 The Old Hall, Send Marsh Road -The erection of a new care home following the demolition of an existing three storey care home building - to receive the recommended response from Send PC Planning Committee to the application
 - b) **Planning Minutes** - to note the Planning Minutes from the meetings held in August and September 2018
8. **WW1 Commemoration and Poppy Project** – to receive an update on the community project and approve plans for organising Remembrance Day on 11th November 2018

9. **Communications Working Group** - to receive the notes from the meeting held on 5th September 2018 and approve actions including the timetable and content of the next Parish newsletter
10. **Financial and other Council Matters**
- a) **External Audit report** – to note the end of year 2017-18 audit and matters arising
 - b) **Internal Auditor** – to approve the appointment of an internal auditor for 2018-19
 - c) **Monthly expenditure/bank reconciliation for August and September** – to approve and sign
 - d) **Electrical tests at the pavilion** – to receive a report and recommendations from the electrician carrying out the electrical tests at the pavilion and to approve the work
 - e) **Finance and General Purposes Working Group** – to approve dates for working group meetings
 - f) **Investment Policy** – to review the policy
11. **Parish Council Elections May 2019** – to approve the plans for a ‘Becoming a Councillor’ event and induction of new Councillors after the elections
12. **Communications**
To receive and consider the following requests and communications:
- a) **Renaissance Classics Trackspeed House, Portsmouth Road** – a request to make improvements to an area of Parish Council-owned land
 - b) **Society of Local Council Clerks (SLCC)** – an invitation to a branch meeting on 21st September
 - c) **Surrey Association of Local Councils AGM and conference** – an invitation for 15th November
 - d) **Scout Bonfire** – a request to hold the annual bonfire on Send Marsh Green on 3rd November
 - e) **Service for the Judiciary** – an invitation to the service in Guildford on 5th October
 - f) **Guildford Walkfest 2018** – a notification of the 2 walks organised for Send
 - g) **Recycling** – a request to introduce a scheme to recycle drinks containers
 - h) **Use of recreation ground** – a request for football training by a local team
 - i) **Clandon House Fire** – to receive an invitation by the Rotary club to a talk by the National Trust
 - j) **Other Communications** – to report any other communications received after the agenda has been issued (for information only or to be discussed at a future Council meeting)
13. **Highways**
- a) **Village entry signs** – to receive a report on the meeting with Surrey Highways regarding the installation of new entry village signs and to approve action
 - b) **Relocated disabled bay in Send Barns Lane** - to give permission for a small disabled sign to be attached to a Parish Council owned street-light
 - c) **General report** - to receive any other highways issues to report to Surrey County Council
14. **Other reports**
- a) **Chairman/Clerk’s report** – the Clerk to include a report on the Parish Liaison Meeting at Guildford Borough Council on 14th September 2018
 - b) **Lancaster Hall** – monthly report
 - c) **Cemetery** – monthly report
 - d) **Ripley and Send Matters** – monthly report
15. **Date of next Council Meeting** – to note the date of the next Council Meeting is Monday 15th October 2018

The Chairman will close the meeting