



**SEND PARISH COUNCIL**  
**COUNCIL MEETING**  
**HELD ON MONDAY 16<sup>TH</sup> JULY 2018**  
**AT 7.45PM IN THE UPPER ROOM OF THE LANCASTER HALL**

- o Cllr P Beddoes (Chairman)
- \* Cllr G Esteves (Vice Chairman)
- \* Cllr J Brooker
- \* Cllr M Bruton
- \* Cllr M Clover
- \* Cllr C Heath
- \* Cllr J Manktelow
- o Cllr J Osborn
- \* Cllr L Truscott
  
- \* Present
- o Apologies for absence

Officer Present:  
Mrs D Hurdle (Parish Clerk)

Also present: Borough Cllr M Hurdle, County Cllr K Taylor, 2 members of the public (1 left after agenda item 8)

The Vice-Chairman, Cllr G Esteves welcomed everyone to the meeting and explained the emergency procedures.

**PUBLIC SESSION**

The public were invited to address the Council prior to the Council meeting.

**USE OF PREMISES**

A member of the public commented that the Lead Councillors from Guildford Borough Council who had visited Send had agreed to investigate whether an old factory in Send had planning consent to let it for business use. It was thought that permission had been given to lease it for 3-5 years but agreed to follow up the enquiry.

**DH**

**POPPY PROJECT**

It was reported that there had been an offer to borrow netting for the poppy display for Remembrance Day although this could be a problem when dismantling the display afterwards. It was agreed to discuss this when the Remembrance Day event was being organised.

**DH**

SPC  
041/18 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr P Beddoes and Cllr J Osborn. It was noted that Borough Cllr S Parker had also sent an apology for absence.

SPC  
042/18 **DECLARATION OF INTEREST**

Cllr M Clover declared an interest in Agenda Item 10 as an allotment tenant.

SPC  
043/18 **COUNCIL MEETING MINUTES**

The Minutes of the Council Meeting held on 25<sup>th</sup> June 2018 were approved by Members and signed by the Vice-Chairman as a correct record.

**RESOLVED: That the Minutes of the Council Meeting held on 25<sup>th</sup> June 2018 be signed as an accurate record of the meeting**

SPC  
044/18

**GUILDFORD BOROUGH COUNCIL (GBC) LOCAL PLAN**

PUBLIC ENQUIRY

Members received and considered the report from the consultant who had represented the Parish Council at the Hearing for the GBC Local Plan. The report included a summary of the key issues from the discussion about Send Marsh, Burnt Common and Garlick's Arch under the headings of Green Belt, Landscape and Environment, Land Use, Housing Needs, Integration with Existing Communities and Facilities, Traffic, Noise and Air Pollution, Public Transport and Cycling and Walking. Information on the next steps of the Local Plan process was also provided.

Members who had attended the Hearing session on 4<sup>th</sup> July provided further details. It was noted that the consultant's report would be published on Facebook, on the Parish website and on 'Send Info'.

VISIT FROM THE INSPECTOR

The Council was informed that the inspector had offered to visit Send and Ripley to view the issues in more detail particularly those relating to traffic congestion and other highway problems. A route for the visit was proposed which was along the full length of the A247 through Send and it was suggested that the Inspector might wish to continue into West Clandon to see the traffic issues there and to attend at times when the traffic was at its peak and at the school drop off times. Ripley PC has made its own request about issues in the centre of Ripley.

**RESOLVED: To invite the Inspector from the GBC Local Plan Hearing to visit Send on a suggested route at peak times for traffic including school drop off time**

SPC  
045/18

**SEND NEIGHBOURHOOD DEVELOPMENT PLAN (SNDP)**

SNDP WORKING GROUP AND TERMS OF REFERENCE

Members received the notes from the SNDP Working Group meeting held on 9<sup>th</sup> July 2018 which included a report on the Residents' Survey and Character Assessment Workshop. The Terms of Reference for the Working Group were recommended for approval at this meeting.

Cllr C Heath proposed and Cllr L Truscott seconded and it was

**RESOLVED: That the Terms of Reference for the Neighbourhood Development Plan Working Group be approved**

PROJECT PLAN

The updated Project Plan and timetable was provided and the progress of the SNDP reported. It was noted that there was to be a visit to update Guildford Borough Council on the progress of the SNDP and that some tasks had been given to the Working Group to identify the characteristics of Send.

SPC  
046/18

**PLANNING COMMITTEE**

It was noted that the Planning Minutes from the Send PC Committee meetings held in June and July 2018 were available to view on the Parish website.

SPC  
047/18

**RECREATION GROUND WORKING GROUP**

NOTES FROM THE MEETING

The notes from the Recreation Ground Working Group meeting held on 2<sup>nd</sup> July 2018 were received.

Topics discussed included plans for internal changes to the pavilion, the end of WW1 Commemoration, the anniversary of the recreation ground in 2020, and stickers for the pavilion shutters.

#### COMMUNITY PROJECT AND WW1 COMMEMORATION

Cllr C Heath explained the community project which was being proposed to mark the opening of the recreation ground which included the planting of an avenue of trees leading to an oak framed shelter with seating. It was proposed that the trees would be funded by a donation from the Rotary Club in France which was twinned with Send and Ripley Rotary Club and the shelter would be included in a Grant-Aid application for 2019-20.

Members discussed the details which included the types of trees to plant, the location of the project and whether it might affect the May Fair parking and stall plan and Cllr Heath reported on a shelter which he had seen with commemorative plaques installed on it. It was agreed to approve the project, to apply for the grant from the Rotary Club for the trees and to confirm the details of Grant Aid in September and other details of the project.

It was proposed by Cllr G Esteves and seconded by Cllr J Brooker and

**RESOLVED: To approve the community project to plant an avenue of trees and installation of a gazebo on the recreation ground and to apply for a grant of £4,000 towards the trees from the French Rotary Club (twinned with Send and Ripley Rotary Club)**

#### OTHER 2019-20 GRANT-AIDED PROJECTS

The Recreation Ground Working Group had suggested other ideas for Grant-aided projects which included installing a storage container on the recreation ground, picnic benches with disabled access, a BBQ by the pavilion and a new bench by the tree stump. The details were discussed however it was agreed that the majority of the projects could not be considered until the plans were agreed for the pavilion improvements. As the Grant Aid application needed to be submitted by 9<sup>th</sup> September, it was suggested that there could be a brief Extraordinary Council meeting after the Planning Committee meeting on Monday 3<sup>rd</sup> September to confirm the grant-aided projects to submit for 2019-20. The Clerk would confirm the date and meeting to Members.

DH

**RESOLVED: To hold an Extraordinary Council Meeting on 3<sup>rd</sup> September to confirm the Grant Aid application for 2019-20**

SPC  
048/18

#### WW1 COMMEMORATION AND POPPY PROJECT

A report was received on the community project to commemorate the end of WW1 and plans to organise Remembrance Day on 11<sup>th</sup> November 2018. Members were reminded of the sponsorship by local businesses and it was reported that the commemorative bench had been delivered.

The application for grant funding of 5 seated Soldier Silhouettes had been submitted to the Armed Forces Covenant Fund and Remembrance Charity.

The Mayor had confirmed that he and the Mayoress would be attending Send's Remembrance Day.

It was proposed that a Working Group be set up to coordinate the arrangements for the WW1 commemoration and Poppy Project.

**RESOLVED: To set up a Working Group to organise Remembrance Day and the Poppy Project (Ms L Parker-Picken, Cllr M Bruton, Mr N Freeman, Mrs C McCann, Mrs C Bright, Mrs C Bromwich, Rev T Shutt and assisted by the Clerk Mrs D Hurdle)**

SPC  
049/18

## **COMMUNICATIONS WORKING GROUP**

The notes from the Communications Working Group meeting held on 23<sup>rd</sup> May 2018 were received. Topics discussed included an update on GDPR and discussion on production of a Council newsletter.

Members discussed the details on the use of Facebook and it was generally agreed that it was a very helpful means of communication which enabled engagement with many local residents. There were reservations expressed by one member about the content but it was explained that the site was carefully monitored for the material being posted and suggested there needed to be a balance between allowing free speech and placing restrictions on people's views. It was noted that the Local Council Association had helped with training for the Council on the use of Social Media.

The content of the newsletter was discussed.

**RESOLVED: To produce a Council newsletter in October 2018**

SPC  
050/18

## **ALLOTMENTS**

Cllr M Clover left the room for this agenda item as he had declared an interest as an allotment tenant.

It was reported that the draft of the new lease for the allotment land had not yet been received although it was expected in the next few days. It was agreed to send this to Members once received and the details had been confirmed. It was noted that the Council had already approved the Heads of Terms of the Agreement at a previous Council meeting which included the rent for the land – from a peppercorn rate of £5pa to £900pa (as calculated at market value by the Landlord).

It was therefore recommended that the allotment tenancy fees for 2018-19 would be agreed at this meeting and in order to cover the costs of the annual rent from the Landlord it was proposed that there would have to be a significant increase in the allotment rents per annum.

It was proposed by Cllr G Esteves and seconded by Cllr I Truscott and

**RESOLVED: To increase the allotment tenancy rents for 2018-19 from £24pa to £48pa per full plot and from £12pa to £24pa per half plot**

SPC  
051/18

## **FINANCIAL AND OTHER COUNCIL MATTERS**

### MONTHLY EXPENDITURE LIST

The monthly expenditure list for July 2018 (£7,959.29+VAT) as attached to record minutes was **approved and signed by two Members.**

### BUDGET REPORT FIRST QUARTER 2018-19

The Clerk reported on the budget for the first quarter of 2018-19. It was noted that a detailed report would be provided when discussing the budget at the Finance Working group meeting in September.

SPC  
052/18

## **COUNCIL POLICIES AND PROCEDURES**

### POLICY AND PROCEDURE FOR DEALING WITH ILLEGAL ENCAMPMENTS

Members received and considered a new policy and procedure for dealing with illegal encampments and a recommendation to install some additional security measures on land owned by the Council at the Triangle opposite the Villages Medical Centre in Send Barns Lane.

The details of the cost and use of Bailiffs were provided. It was agreed to approve two versions of the document, one as a general policy to publish and one with all the contact details and procedure as a working document for the Council.

It was proposed by Cllr G Esteves and seconded by Cllr L Truscott and

**RESOLVED: To approve the Policy and Procedure for dealing with Illegal Encampments**

As reported at the previous Council meeting, there had been a brief visit from Trespassers on the Triangle in June and recommended that further security measures should be installed to prevent a future incursion.

One proposal was to install wooden bollards on the perimeter of the Triangle however it was suggested that there were already many bollards in the area and that the natural and open outlook should be preserved.

The security measures proposed were to install some additional benches and plant trees along the perimeter to prevent the entry of large vehicles. An application would be made for emergency grant-funding for the benches (the costs were provided) and to via funds from the Council budget allocated for the replacement trees in the cemetery which was no longer considered to be needed.

It was proposed by Cllr J Manktelow and seconded by Cllr G Esteves and

**RESOLVED: To install security measures to prevent Illegal Encampments on the Triangle (2 benches – to apply for Grant Aid) (trees – to via budget for trees at the cemetery)**

GENERAL DATA PROTECTION REGULATION (GDPR)

There was an update on the ongoing review of the Council's processes relating to compliance to GDPR.

REVIEW OF COUNCIL POLICIES

The Council's Grants and Donations Policy was reviewed and some amendments made.

Cllr G Esteves proposed and Cllr M Bruton seconded and it was

**RESOLVED: To approve the Grants and Donations Policy 2018-19**

SPC  
053/17

**COMMUNICATIONS**

SURREY COUNTY COUNCIL LOCAL/JOINT COMMITTEE REVIEW GROUP

A communication was received from the Community Partnerships and Community Safety Team for Surrey County Council providing the results of the Review of the Effectiveness of the SCC Local Committees, how they engage locally and to make recommendations for improvement. There was an invitation for Members to view the report and find out more information about the Local Committees on line and a welcome for public questions and petitions at the meetings.

COUNTY AND BOROUGH COUNCILLORS' REPORTS

It was agreed to move the County and Borough Councillor reports to this part of the agenda:

Local Committees County Cllr K Taylor reported that there was positive feedback in the Review of the Local Committees and that the recommendations for improvements would be advised in due course.

Resurfacing local roads - Cllr Taylor gave a reminder that a section of Send Marsh Road was to be resurfaced this year. It was noted that there had been a large number of road works in the local area recently due to emergency water leaks.

Guildford Local Plan - Cllr. M Hurdle reported on the Government Inspector's Hearing which was to determine the soundness of the Local Plan. Many speakers and groups had raised significant issues with the plan. Cllr. Hurdle thought that Send residents would find the outcome very disappointing.

Overall, during the 'highly technical' process, the plan had been judged by the inspector to be mostly 'sound'. The inspector had concerns about the capacity of the plan to deliver housing in the early years, and Guildford BC had 'hastily added' extra houses at Garlick's Arch and Aldertons Farm to fill this gap – in total a further 270.

Cllr Hurdle advised that the Borough Council will rapidly make a list of modifications. It is likely that the public will be consulted again on the changes, around September. The Borough Council will summarise the responses and the inspector will read this and write a report, by late autumn. It was suggested that people should respond as late objections may be picked up by the Secretary of State.

Crossing at Burnt Common - Cllr. Hurdle reported a request from a resident for a pedestrian crossing across the B2215 near the bus stop by the roundabout, to Waitrose – it was said that traffic at the roundabout concentrates on looking to the right and ignores the left. The same resident had asked for a shelter by the bus stop.

Cllr Taylor and Cllr Hurdle were thanked for their reports and work on behalf of Send.

#### CEMETERY

There was a request to install a small ashes memorial stone in front of a headstone at the Cemetery. It was explained that this was because there was no room on the headstone for an additional inscription. It was agreed to approve the request with a condition that the Parish Council would take no responsibility in the case of damage during the regular maintenance of the grave.

**RESOLVED: To give permission for a small ashes stone to be installed in front of a headstone on a grave at the cemetery**

#### OTHER COMMUNICATIONS

There were a number of Council publications to view.

SPC  
054/18

#### OTHER REPORTS

##### CHAIRMAN'S /CLERK'S REPORT

The Clerk reported on the following matters:

Electrical works pavilion – The pavilion is to have a 5 yearly electrical test and yearly PAT test as required. *It was noted that the contractor who had carried out previous electrical works on the pavilion was being employed to carry out the tests.*

Risk assessments – The Council's risk assessments will be carried out during the month of July.

Ripley Primary School closure -The decision on the future of Ripley School will be made this week. The Clerk will update the Council with the results of the consultation.

Toilet twinning – The certificate for the toilet twinning project with the toilet in Zambia has been received. *It was noted that a copy would be placed on the back of the toilet door, one in the BT kiosk and the framed certificate would be displayed at the parish office.*

Holidays – There was a reminder about advising the Clerk of holiday dates.

#### LANCASTER HALL

Cllr M Clover thanked the Council again for all the support provided for the recent improvements to the building. The new website and booking system were about to be launched. It was noted that the cost of clearing and tidying the back carpark were being investigated.

CEMETERY

A brief report on the cemetery was provided. The remembrance garden was beautiful despite the hot weather and there had been a recent burial of ashes there. It was helpful to have a tap in the new cemetery for access to water for passers- by.

SPC  
055/18

**CONFIDENTIAL**

**RESOLVED: In view of the confidential nature of the business to be transacted at Agenda Item 16, the press and public to be excluded from this part of the meeting**

SPC  
056/18

**CONFIDENTIAL ITEMS**

Members received and considered items on a member of staff's salary and a contractor's pay

**RESOLVED: To approve the pay for the Deputy Clerk for cover for the Clerk's holidays**

**RESOLVED: To approve a pay increase for the pavilion cleaner**

SPC  
057/18

**DATE OF THE NEXT COUNCIL MEETING**

The dates of the next Council Meetings were noted:

- No meeting in August
- Monday 3<sup>rd</sup> September 2018 (Extraordinary Council Meeting to follow Planning Committee to approve grant aid application) – to confirm
- Monthly Council meeting - 17<sup>th</sup> September 2018.

The Vice-Chairman closed the meeting at 9.25pm.

**Action: Initials in bold**

Date approved:

Chairman: