



**SEND PARISH COUNCIL**  
**COUNCIL MEETING**  
**HELD ON MONDAY 17<sup>TH</sup> SEPTEMBER 2018**  
**AT 7.45PM IN THE UPPER ROOM OF THE LANCASTER HALL**

- \* Cllr P Beddoes (Chairman)
- o Cllr G Esteves (Vice Chairman)
- o Cllr J Brooker
- \* Cllr M Bruton
- \* Cllr M Clover
- o Cllr C Heath
- \* Cllr J Manktelow
- \* 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, 13 members of the public (11 left after agenda item 4)

The Chairman, Cllr P Beddoes 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. It was noted that the issues raised were items on the Council Agenda and the public's views would be taken into consideration by the Council.

#### ALLOTMENT TENANCY FEES

Mr H Turner, an allotment tenant thanked the Council for the opportunity to explain in person why he considered the intention to 'double' the allotment tenancy rents was unreasonable and should be reviewed. He requested that the Council focus on what its aim for providing allotments was and the matters that should be considered when determining the rent level. To support his case, he compared the Council's operation with those of other local sites and put forward an alternative proposal which was weighed in favour of local residents and in his view would not discourage others to take up this healthy recreational pursuit.

It was pointed out that the Send allotments lacked security, toilet and shop facilities, sheds and fruit trees were not allowed and the maintenance of pathways and fencing often had to be carried out by the tenants. The plots were often half the size of the plots on other sites compared with. The season had been poor and costly to the tenants. It was also suggested that as the Council received a large amount of income through its Precept and cemetery income that it should consider subsidising the allotments. A suggestion for a new rent structure was presented to the Council.

A number of other allotment tenants present at the meeting supported Mr Turner on his proposals.

#### RECYCLING DRINK CONTAINERS

Mr D Burnett explained his idea regarding recycling children's food pouches in the village (the current recycling scheme did not take the pouches). He was suggesting that a drop off point could be identified where people could dispose of the pouches and then they could be collected. One venue suggested was the Lancaster Hall.

SPC  
063/18

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr J Brooker, Cllr G Esteves and Cllr C Heath. It was noted that Borough Cllr S Parker had also sent an apology for absence.

SPC  
064/18

### **DECLARATION OF INTEREST**

Cllr M Clover declared an interest in Agenda Item 4 as an allotment tenant. He had requested and was granted a special dispensation by the Clerk to participate in the debate on the Agenda item regarding the allotments (Standing Order 13).

SPC  
065/18

### **COUNCIL MEETING MINUTES**

The Minutes of the Council Meeting held on 16<sup>th</sup> July 2018 were approved by Members and signed by the Chairman as a correct record.

In accordance with Standing Order 3r, Cllr J Osborn requested a recorded vote.

#### **RESOLVED: That the Minutes of the Council Meeting held on 16<sup>th</sup> July 2018**

*Voting: In favour – Cllr P Beddoes, Cllr M Bruton, Cllr M Clover, Cllr J Manktelow, Cllr L Truscott,  
Against: None, Abstained: Cllr J Osborn*

The Minutes of the Extraordinary Council Meeting held on 3<sup>rd</sup> September 2018 were approved by Members and signed by the Chairman as a correct record.

#### **RESOLVED: That the Extraordinary Council Meeting held on 3<sup>rd</sup> September be signed as an accurate record of the meeting**

SPC  
066/18

### **ALLOTMENTS**

#### **TENANCY FEES**

The Chairman reminded Members of the concern about securing the lease of the land knowing that a number of other allotment sites in the country had been sold for development. The news was therefore welcomed that the new lease had been secured for 20 years. Thanks went to the Council's Clerks who achieved this result at a very busy time whilst dealing with other matters such as the Local Plan Hearing.

The Clerk gave a report further explaining the Council's decision on setting of the tenancy rents which was to cover the costs of the large increase in the landlord's rent, consideration of the topic of concessionary rates, suggestions for liaising with Allotment Tenants in the future and notes relating to research carried out from other allotment sites. It was noted that the proposal set out by Mr Turner had also been circulated to Members prior to the meeting.

It was noted that the Council could not reverse a decision until 6 months had passed (Standing Order 7a) unless a special motion is proposed by two Members giving written notice.

The details were discussed and it was agreed that although the Council was not able to change its decision regarding the rent level this year, it would consider fees and concessionary rates for next year within its budget proposals. An Allotment Liaison meeting would also be set up to meet twice a year so that tenants could discuss concerns and improvements which could be made to the allotments.

It was proposed by Cllr P Beddoes and seconded by Cllr L Truscott and

#### **RESOLVED: To set up a Liaison Meeting between the Council and Allotment Tenants to meet twice a year**

It was proposed by Cllr P Beddoes and seconded by Cllr M Bruton and

**RESOLVED: To consider concessionary rates for Allotment rents in the 2019-20 budget**

#### NOTICEBOARD

It was proposed that the large noticeboard currently installed at Bush Lane Woodland be cleaned and reinstalled at the allotment carpark to replace the old allotment noticeboard which was in disrepair.

**RESOLVED: To move the noticeboard from Bush Lane Woodland to the Allotments (£160)**  
**DH**

#### GENERAL REPORT

There was a general report on the allotments which included details of the water system repairs and increased water rates and a report that a small tree had been damaged by a manure delivery.

#### ALLOTMENT LEASE

It was noted that the new allotment lease which expanded on the Heads of Terms agreed at the June Council Meeting was now in line with Allotment Legislation in respect of the Termination of the Contract and was recommended for approval by the Council.

It was proposed by Cllr P Beddoes and seconded by Cllr J Manktelow and

**RESOLVED: That the allotment lease of the land be approved and signed (£900pa)**

SPC  
067/18

#### **SEND NEIGHBOURHOOD DEVELOPMENT PLAN (SNDP)**

##### SNDP WORKING GROUP

Members received the notes from the SNDP Working Group meeting held on 3<sup>rd</sup> September 2018 which included a report on the progress of the Project Plan.

##### SCOPING OF SNDP

The Scoping for the SNDP, as recommended by the Working Group was presented to the Council for approval. It was noted that the content had been collated as a result of the feedback from the Household Survey.

In accordance with Standing Order 3r, Cllr J Osborn requested a recorded vote for this Agenda item.

Cllr J Manktelow proposed and Cllr M Bruton seconded and it was

**RESOLVED: To approve the Scoping for the Send Neighbourhood Development Plan**

*Voting: In favour – Cllr P Beddoes, Cllr M Bruton, Cllr M Clover, Cllr J Manktelow, Cllr L Truscott,  
Against: None, Abstained: Cllr J Osborn*

SPC  
068/18

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

The Chairman reported on the results of the Local Plan Hearing which were hugely disappointing considering all the time and money spent and representations made by the Parish Councils, Campaigning Groups and many individuals objecting to the proposals.

It was reported that the Inspector had come on two additional visits to Send to view the issues but unfortunately not at times requested but at holiday times when the roads were much less congested.

The new consultation on the Modifications to the Local Plan ran from 11<sup>th</sup> September to 23<sup>rd</sup> October. The consultant appointed to represent the Parish Council for this consultation had confirmed that the

costs were still within the original budget for their services.

SPC  
069/18

## **PLANNING COMMITTEE**

### **PLANNING APPLICATION**

The following planning application was received:

**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**

The recommended response from the Send PC Planning Committee was considered. It was recognised that the current building did not support the future plans and that the facility was an important part of the village. Although there was no objection to the expansion in principle, it was suggested that further thought was needed regarding the utilities for the residents, staff and visitors

Cllr J Manktelow proposed and Cllr L Truscott seconded and it was

**RESOLVED: To approve the objection to Planning Application 18/P/01580 The Old Hall**

### **PLANNING MINUTES**

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

SPC  
070/18

## **WW1 COMMEMORATION AND POPPY PROJECT**

A report was received on the meeting held on 4<sup>th</sup> September regarding the community project to commemorate the end of WW1 and plans to organise Remembrance Day on 11<sup>th</sup> November 2018.

SPC  
071/18

## **COMMUNICATIONS WORKING GROUP**

The notes and recommendations from the Communications Working Group Meeting held on 5<sup>th</sup> September 2018 were received and considered. Topics included the content, design and layout of the Parish Newsletter featuring the end of WW1 Commemoration, Facebook, the Website and use of a QR code linked to a new webpage on the parish website to provide information on the BT kiosk.

**RESOLVED: To approve the plans and content of the Parish newsletter**

**RESOLVED: To approve the use of a QR code link to the Parish website for information on the BT Kiosk**

SPC  
072/18

## **FINANCIAL AND OTHER COUNCIL MATTERS**

### **EXTERNAL AUDIT REPORT FOR 2017-18**

The External Auditor's report had not yet been received but it was noted that the Notice for Conclusion of Audit and the report once received would be published on the website by 30<sup>th</sup> September 2018.

### **INTERNAL AUDITOR 2018-19**

The recommendation was to appoint the current Internal Auditor for 2018-19. It was noted that he carried out audits for a number of other Parish Council's and was competent and independent. It was helpful to have an auditor who was familiar with Send PC's systems.

Cllr P Beddoes proposed and Cllr L Truscott seconded and it was

**RESOLVED: To appoint Mark Mulberry as the Internal Auditor for 2018-19**

## MONTHLY EXPENDITURE LIST

The monthly expenditure list for August 2018 (£15,848.26+VAT) and September 2018 (£14,143.48+VAT) as attached to record minutes were **approved and signed by two Members.**

## ELECTRICAL TESTS PAVILION

It was reported that there had been some electrical problems identified in the pavilion and an electrical test had been carried out. The report, recommendations and costs were provided. It was noted that some of the electrical fittings etc were outdated and works would be required for the service to be completed although there were no safety issues identified. It was agreed to approve the cost for the electrical test but to seek another quote for the recommended works.

Other works to improve the lighting and other electrical works were also being costed to improve the pavilion in the future.

Cllr P Beddoes proposed and Cllr J Manktelow seconded and it was

**RESOLVED: To approve the cost of the electrical testing for the pavilion (£370)**

## FINANCE AND GENERAL PURPOSES WORKING GROUP (FGPWG)

Dates for the FGPWG Meetings were approved. It was noted that the Council's budget would be discussed at these two important meetings.

**RESOLVED: For the Finance and General Purposes Working Group to meet on 24<sup>th</sup> September and 5<sup>th</sup> November 2018**

## INVESTMENT POLICY

The Council's Investment Policy was reviewed and it was confirmed that there would be no changes.

Cllr P Beddoes proposed and Cllr L Truscott seconded and it was

**RESOLVED: To approve the Investment Policy for 2018-19**

SPC  
073/18

## PARISH COUNCIL ELECTIONS MAY 2019

Members received and considered a proposal to hold a 'Become a Councillor' event prior to the Council elections in May 2019 and an induction for new Councillors after the elections. It was agreed to invite a Director from the Sussex and Surrey Association of Local Councils (SSALC) to lead these events in January 2019 and immediately after the elections. Members were invited to attend the first event to talk about being a Parish Councillor.

Cllr L Truscott proposed and Cllr M Clover seconded and it was

**RESOLVED: To invite a director from SSALC to lead a 'Become a Councillor' event in January 2019 in Send and an induction for new Councillors following the elections in May 2019. It was agreed to fund the associated costs of the events.**

SPC  
074/17

## COMMUNICATIONS

### RENAISSANCE CLASSICS TRACKSPEED HOUSE (RCTH)

There was a request from the Director of RCTH to make some improvements to the Parish Council owned land which was adjacent to the garage which included tidying up the boundary area and the construction of a wall.

**RESOLVED: To give permission for improvements to be made to the boundary area under Parish Council responsibility adjacent to the Renaissance Classics Trackspeed House**

SOCIETY OF LOCAL CLERKS (SLCC)

There was an invitation to a Branch meeting of SLCC on 21<sup>st</sup> September. The Clerk was to attend.

**DH**

SURREY ASSOCIATION OF LOCAL COUNCILS (SALC) AGM AND CONFERENCE

There was an invitation to the SALC AGM and conference on 15<sup>th</sup> November 2018. It was considered an important conference to be updated on Local Council issues and agreed that the Council's nominated SSALC representatives would attend and the Clerk.

Cllr J Manktelow proposed and Cllr L Truscott seconded and it was

**RESOLVED: For 4 delegates from Send PC to attend the SALC AGM and conference on 15<sup>th</sup> November 2018 (£45 per delegate)**

**PB CH JO DH**

SCOUT BONFIRE

Send Scouts requested permission to hold the annual bonfire on Send Marsh Green on 3<sup>rd</sup> November.

**RESOLVED: To give permission for Send Scouts to hold the annual bonfire on Send Marsh Green on 3<sup>rd</sup> November 2018**

SERVICE FOR THE JUDICIARY

There was an invitation from Guildford Borough Council to the Service for the Judiciary on 5<sup>th</sup> October.

GUILDFORD WALKFEST 2018

There was a notification of the two Guildford Walkfest walks organised for Send.

RECYCLING DRINKS CONTAINERS

There was a suggestion about having a local public drop-off point for children's drinks pouches where they could be collected for recycling. It was agreed to forward the details to the Lancaster Hall Committee for consideration.

**DH**

USE OF RECREATION GROUND

There had been a request by a new football team to use the recreation ground. It had been explained that Send United regularly used the pitches and the request had not been followed up by the enquirer.

CLANDON HOUSE FIRE

There was an invitation by the Rotary Club to a fundraiser in aid of repairs for the Clandon House fire.

OTHER COMMUNICATIONS

The following other communications had been received after the Agenda had been prepared:

Recreation ground litter – There was an email from a resident who regularly picked up litter on the recreation ground about the amount of broken bottles and glass. It was agreed to contact the local PCSO to come and speak to the young people who were carrying out this antisocial behaviour and to request some anti-litter posters from Guildford Borough Council Cleansing Department.

Lovelace Neighbourhood Plan Consultation – There was notification of the consultation for the Lovelace Neighbourhood Plan. It was agreed to discuss a response at the next Council meeting.

## **HIGHWAYS**

### **VILLAGE ENTRY SIGNS**

A report was provided on the meeting held with Surrey Highways to discuss the locations for the Village Entry Signs. It was noted that 3 signs had been allocated Grant Aid by Guildford Borough Council and an additional location was also proposed. The costs would be confirmed and whether the approval for all 4 sites had been provided by Surrey Highways at the next Council Meeting.

It was proposed by Cllr J Manktelow and seconded by Cllr P Beddoes and

**RESOLVED: To approve the following 4 locations for the Village entry signs (subject to Surrey Highways Approval):**

- **Start of Broadmeads at Old Woking (alongside Guildford Borough sign)**
- **Top of Send Barns Lane entering Send (to replace the current sign)**
- **At Send Dip (Start of Send Marsh Road) towards Send**
- **On the boundary of Send on Portsmouth Road towards Burnt Common**

DH

### **RELOCATED DISABLED BAY IN SEND BARNES LANE**

Following a Surrey Highways Road Safety Audit outside Send Primary School, the disabled bay was to be relocated to a site adjacent to Nos 25 and 26 Send Barns Lane and there was a request to place a small disabled sign on the Parish Council's lamp post at this site.

**RESOLVED : To give permission for a small disabled sign to be fixed to the lamppost outside 25 and 26 Send Barns Lane**

### **GENERAL REPORT**

It was reported that there were currently a large number of cars from the garage parked in Sandy Lane.

## **OTHER REPORTS**

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

The Clerk reported on the following matters:

Parish Liaison meeting - The following topics were discussed at the meeting: Rural Policing by Surrey Police Commissioner and the Guildford Inspector (including issues regarding Travellers this summer in Surrey), Grant Aid and Parish Precepts, Guildford Community Lottery, Our History and Identity, Local Elections, Update on the Local Plan (including details of the consultation on the Modifications to the Plan) by the Leader of Guildford Borough Council, Ethical Standards and GDPR training for Parish Councils, Guildford Joint Committee and Matters Arising from Parish Clerks.

Freedom of Information Request – There had been 3 Freedom of information requests received. The Clerk explained that they would require a considerable amount of her weekly working hours to complete at a very busy time with all the other projects. The Clerk wished to make the Council aware of the current workload.

*One Member commented that it was disappointing that the local group who had made the request did not come and discuss the issues directly with the Parish Council.*

The Chairman reported on the following:

Bulb planting – The Chairman, Vice Chairman and Cllr J Manktelow had donated and helped plant 300 daffodil bulbs along the verge by the recreation ground which would create a nice spring display.

## COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS

County Cllr K Taylor reminded Members about the reduced resources that the County Council had for projects. They were continually looking at cost cutting at the Local Committee meetings. A topic recently discussed had been the monitoring of air quality in the area.

Borough Cllr M Hurdle reported on the results of the Guildford Local Plan Hearing and the Inspector's request to see a plan for 'early delivery' of houses. It was important for the public to continue to respond in the consultations. Everyone was thanked for the representations already made.

### LANCASTER HALL

Cllr M Clover who was also the Chairman of the Lancaster Hall Committee reported that the hall bookings and payments were on line now. It was agreed to include a budget item at the Finance Working Group meeting for improvements for the Lancaster Hall. Cllr M Clover was asked to identify a suitable project for funding.

**MC**

### CEMETERY

There was a brief report on the grounds maintenance work at the cemetery.

### RIPLEY AND SEND MATTERS

It was noted that the next edition of Ripley and Send Matters was due to be published.

SPC  
077/18

### **DATE OF THE NEXT COUNCIL MEETING**

The date of the next Council Meeting was noted as 15<sup>th</sup> October 2018.

The Chairman closed the meeting at 9.50pm.

**Action: Initials in bold**

Date approved: 15.10.18

Chairman: Cllr P Beddoes