

TILFORD PARISH COUNCIL Minutes of Meeting

Thursday 4th February 2021 at 7.30pm Virtual Meeting via Zoom

Attendees: Cllr D. Lee Cllr S. Wilkinson Cllr I. Tahir

Cllr M. Shams Cllr N. Stewart Cllr A. Mack

Mrs J. Williams (Clerk)

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1.0 QUESTIONS FROM THE PUBLIC

Exhibition of Hope: a member of the public advised that she was organising An Exhibition of Hope to be held in May 2021 or if covid restrictions are still in place, September 2021. The two day festival will include exhibitions, workshops, maypole dancing, lockdown booklet, treasure hunt, celebration service and more. It is designed to be a fund raiser for the church and will be a community event for all to attend. A lively discussion around the event followed with parking being the key thing to consider. Cllr Wilkinson noted that the Islamabad Community had been very supportive during covid and should be included. Cllr Steward noted that she might be able to get a peace flame candle for the event. The PC have agreed to support the event with a donation of £500. The clerk noted that monies cannot be given to individuals and an alternative might be for the PC to cover the cost of the printing materials etc. The member of public to keep the PC updated with plans and to liaise with the cricket team who would likely be using the Village Green for matches. Cllr Lee and the clerk to discuss rules around the use of the village green with the organiser. (02/21) Minute to be removed next month.

2.0 APOLOGIES FOR ABSENCE

There were no apologies and all were present. Cllr Potts left the meeting at 8.30pm. **(02/21). Minute to be removed next month.**

3.0 DECLARATIONS OF PECUNIARY INTEREST

O209 Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the zoom session when the meeting discusses and votes on the matter. Clr S. Wilkinson declared an interest in planning application WA/2020/2042. There were no further declarations. (02/21). Minute to be removed next month.

4.0 PLANNING

Ref	Address	Application Detail
ne:	Address	Erection of single storey extensions to existing bungalow
WA/2020/2069	GREENHILLS LODGE, TILFORD ROAD, , TILFORD, GU10 2DZ	Tilford Parish Council notes that there has been significant creeping development on this site which does have a detrimental impact on the surrounding Green Belt. Tilford Parish Council has no comment for this application.
		Construction of entrance gates with brick wall and piers (revision of wa/2020/1537)
		Tilford Parish Council would like to query the validity of this application and would ask the planning officer to confirm to the Parish Council that all neighbours have been properly consulted and that it is a valid application.
		If the planning application is invalid, Tilford Parish Council cannot comment on the application.
	TILFORD BARROWS, FARNHAM ROAD, , TILFORD, GU10	Should planning officers find the planning application valid, Tilford Parish Council is concerned about the overall appearance and stability of the structure. The wall is very tall and the proximity of the wall and gates to the main road (B3001) are a safety concern for the Parish Council as access and visibility are hampered. The choice of colour and materials that have been used are not reflective of the Green Belt design code and for the reasons listed above Tilford Parish Council objects to this planning application.
WA/2020/2112	2AU	
WA/2020/2100	26 SHEPHERDS	Erection of extension and alterations to elevations including dormer window
	WAY, , TILFORD, GU10 2AB	Tilford Parish Council supports this application
WA/2020/2039	HAMPTON HOUSE, TILFORD ROAD, , TILFORD, GU10	Certificate of lawfulness under section 192 for extension and conversion of existing outbuilding into habitable space Tilford Parish Council cannot comment on this application.
WA/2020/2042	2DD	
	HESTIA, FARNHAM ROAD, , TILFORD, GU10 2AW	Tilford Parish Council supports this application and recognises the reduction in the size of this re-application. Tilford Parish Council would ask that if planning officers are minded to approve this application the following planning conditions are included: that the garage remains ancillary to the main dwelling in perpetuity and that there is no further development on this site.
WA/2020/2004	Pinewood, Whitmead Lane, Tilford	Erection of detached outbuilding (revision of WA/2020/1008)

Tilford Parish notes that this is a revision of previous application WA/2020/1008 however its' comments remain as before. Tilford Parish Council is still concerned that this is over development of a site and would ask that if planners are minded to approve the application the outbuilding should remain ancillary to the main property in perpetuity.

5.0 APPROVAL OF MINUTES OF PC MEETING HELD 3rd DECEMBER 2020

The minutes of the Parish Council meeting held on 3rd December 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(02/21). Minute to be removed next month.**

6.0 APPROVAL OF MINUTES OF EXTRAORDINARY PC MEETING HELD 18th JANUARY 2021

The minutes of the Extraordinary Parish Council meeting held on 18th January 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(02/21). Minute to be removed next month.**

7.0 MATTERS ARISING

- O127 A resident asked whether there was a benefit to setting up a group to discuss cycling. There has been no further action on this. Cllr Lee and the clerk to discuss before the next meeting. (10/20).
- Benches: it was agreed in the June meeting that Tilford PC would purchase 2 x benches for the land adjacent to the Barley Mow and in the September meeting councillors agreed a bench design. Prior to the December meeting Cllr Lee and the clerk met with The Barley Mow to discuss where the benches should be sited. It was agreed that they should be placed at the back of the land facing outwards towards the main Village Green as this would encourage people to stop and admire the view and/or picnic. As a result of the bench positioning it was questioned whether a half moon style bench in composite material would be better and it was agreed that this should be investigated. The Barley Mow will relocate the three benches that are currently on the land back to the highway land outside the pub wall when the new benches are installed. (12/20).
- O214 Stockbridge boundary: The clerk and Cllr Wilkinson met with residents to view the land adjacent to the Stockbridge carpark. Hedleys have confirmed that they do not have the original file any longer. Cllr Wilkinson and the clerk met with the landowners in December and since then there has been an exchange of correspondence. **(02/21).**
- O215 Posts: The post and rail work surrounding the village green has been successfully completed. Cllr Lee and The clerk to investigate whether the post and rail at the West Bridge corner of the village green hampers the natural walking route. **(02/21).**
- O216 Tilford East Bridge: The bridge reopened on 5th November. Cllr Lee and the clerk held a final update meeting with SCC on 14th December. The PC has been contacted by a number of residents over concerns with the lime mortar coming off the bridge and this has been fed back to SCC. SCC have undertaken a small amount of remedial work on this matter and the PC is waiting for a proposal to resolve this. Since the removal of the temporary tarmac footpath there is now a pooling of water. A meeting with SCC will be held in Spring 2021. (02/21)
- O217 Stockbridge carpark: The resurfacing quotes were over two years old. The clerk contacted one of the previous companies Katy Poulsam who re-quoted and engaged a new company, Axtell. Quotes

started from £14,450 subject to finish. The clerk has instructed a further company for a resurfacing quote. Due to the delay to the Riverside car park remedial works it was agreed that works to the Stockbridge car park would not take place until March 2021 as the winter is not optimum for surface dressing. It was agreed that this would be an agenda item for the March meeting to determine the best way to proceed - it was noted that whatever route was selected there it must be a permeable surface. (02/21).

- TIB West Bridge: The post and rail has been completed by SCC and a sign highlighting that this is a denoted area for conservation has been installed. Options for TIB were shared before the meeting. Councillors discussed this at length and agreed that this area should be turfed and native bulbs such as daffodils snowdrops, crocuses would be planted. A resident has kindly offered to turn the soil. The clerk and ClIr Lee to determine the land boundary and then to obtain 2 x quotes one for turf and one for turf with wild flower seed mixed in it. (02/21).
- Blocked ROW Crooksbury Hill: Councillor Mack shared information on this prior to the July meeting. Two access point near to Crooksbury Farm have been closed and one access point near to Crooksbury House has also been closed. Councillor Harmer advised that a letter had been sent about this. Cllr Mack advised that a second path had been closed and Cllr Harmer advised Cllr Mack to write to SCC Countryside to alert them to this matter. Cllr Mack advised that a notice had been sent to SCC last May and that it might take as long as three years for the decision to come through. Cllr Harmer advised that two officers will visit the site and prepare a report which will go to the local committee on 26th March (and failing this the next Joint Committee is in June). If the item is perceived to be contentious further work will be required otherwise a decision will be made at the meeting. Cllr Mack advised that the route was still barricaded. Cllr Mack and Cllr Harmer will pen a joint article on this issue for the next edition of Tilford Life (02/21).
- O220 Stonehills boundary: Cllr Wilkinson and The Clerk met with residents and looked at the boundary. A meeting was subsequently held with the landowner on 9th September 2020 who was very positive and agreed that the boundary line should be defined. Cllr Wilkinson confirmed that the posts and postcrete had been ordered. Councillors were asked to approve the cost of installing the posts at £450 which councilors did under their powers to acquire and maintain land for public recreation (Public Helth at 1875 s.164). The clerk to confirm a date for installing the posts and to notify the neighbouring land owner. (02/21).
- Oak Tree Sponsorship. A proposal from 1st Call was circulated prior to the meeting. Councillors were very supportive of the generous proposal to look after the tree for no charge however councillors debated the issue of sponsorship as Tilford has a no advertising policy on the green. It was agreed that Cllr Lee would look to see if a plaque were currently by the tree. The clerk shared a photo of the existing plaque prior to the meeting. It was agreed that this should stay on the side of the stone bench. The clerk has drafted a letter for approval. **(02/21)**.
- VAS: All Saints has reported that the VAS in currently not working and there is vegetation obscuring the signs. Cllrs Mack and Tahir removed, charged and replaced the battery with a reconditioned charger donated by SCC free of charge. The VAS is still not working and it was agreed that the clerk would purchase a new battery. The c £60 cost had been agreed previously. **(02/21).**
- Website: The clerk advised that all the data from the old website has been transferred to the new website however it is clear that some updating is required. Cllrs Lee and Stewart agreed to proof read the website material for accuracy along with the clerk. The clerk proposed that the website should be an agenda item in the March meeting at which further development should be discussed and agreed and a website policy would be ratified. Councillors were in agreement with this. (02/21).
- O224 Christmas tree: Cllr Wilkinson advised councillors that the tree had safely been removed. Cllr Wilkinson was thanked for organising the tree and the Barley Mow were thanked for providing new lights. (02/21). Minute to be removed next month.

- 0183 TCC User Agreement: The clerk had met with TCC and had obtained quotes for remedial work to the village green. Four companies were approached, 2 declined to quote and two quotes were received. Both quotes were similar Grasstex c £6,900 and Continental c £6,700. In addition some ball park costs for lawn mowing had been obtained, Grasstex quoted £2,850 (all of the main Village Green and surrounding area), grass cutting at Shepherds Way had been costed separately. Councillors discussed this at length and agreed that Tilford Parish Council should pay for the grass cutting of the Village Green. The issue of the remedial works was discussed and it was agreed that Tilford Parish Council would pay for the seeding and scarifying work councillors agreed with the Grasstex option and TCC have agreed to make a donation towards this work. The expenditure is agreed under the PC's powers to acquire and maintain land for public recreation (Public Health Act 1875 s 164). On-going remedial work would be discussed on a case by case basis. The clerk advised councillors that it was too late to plant grass seed this year so the remedial work would have to be deferred to Spring 2021. The clerk had circulated the previously drawn up agreement however the clerk advised that it would need to be changed as it references a monetary agreement. The clerk has now received updated exemplar user agreements and will amend the proposed user agreement ready for approval at the March meeting. (02/21)
- Other Groups Usage agreements: Cllr Lee advised that the clerk had received an email from an individual wishing to use the Village Green for personal training. Councillors agreed that there should be user agreements in place in order that there is clear visibility of risk assessments, insurance and knowledge as to what the Green can be used for. The clerk has now received updated exemplar user agreements and will amend the proposed user agreement ready for approval at the March meeting. It was noted that both Other Group User agreement as well as TCC User Agreement should be largely similar. (02/21)
- The clerk advised that a VDS was important as it becomes a useful reference point for planning and once adopted it becomes a material consideration for planning applications. A VDS can protect the integrity of a location and provide guidelines as to the size of properties, gardens, building materials etc. Cllr Lee advised that it would be beneficial to receive input from a range of people within the village and would canvas for anyone willing to get involved in the March issue of Tilford Life. Churt and Thursley have good examples of a VDS and the clerk had circulated copies. WBC are able to provide advice and support. A MOP volunteered to join the working party. (02/21).
- The Farnham Hedgehogs have written to the PC asking if they may use the PC's land for their annual cycle on 25th April and walk 24th April. Councillors agreed that it should not be a problem in principle but asked that the clerk request further details of the events. **(10/12)**
- 0227 The clerk advised that individuals had driven 4x4 vehicle for three nights running over the village green towards the end of November. TCC had contacted the police and a crime number has been generated. On the third evening a member of TCC had followed the vehicle. The clerk and Cllr Lee had responded to TCC on this point advocating that members of the public should not follow cars and that they must contact the police instead. Cllr Lee had contacted the PCSO who had not responded. Cllr Lee reminded councillors that this raised an interesting point that Tilford Village Green is one of only a few greens that are unprotected and that as a council measures should be investigated such as posts and/or bunds. Cllr lee reminded councillors that a neighbourhood watch scheme had been about to be launched just before the covid outbreak and that this should be reintroduced. At the meeting with the Barley Mow they had offered to turn their camera around so that it focuses on the green. The clerk thought that clear CCTV signage would therefore be required. The clerk also advised of an alternative option – a cube which is essentially similar to a hi res wildlife camera which can feed images back to a smart phone. It was agreed that ClIr Lee and the clerk would meet with Stephen Cake who would be able to advise on this matter. The meeting has been deferred until lockdown 3 restrictions have been lifted. (02/21).
- O228 Stock fence near East Bridge: The clerk advised that the resident had asked if a fence could be installed to prevent access to the river. The council agreed that this should be considered. A quote for the stock fencing was presented for approval the clerk was asked to obtain a cross quote as the estimate seemed expensive. (02/21).

- Surrey Community Project Funds / Community Farm: Information was been shared prior to the meeting. TPC also received information about a Community Vegetable Growing Opportunity which Cllr Stewart would like to champion similar to Farnham Community Farm. Cllrs Lee and Tahir were also interested in joining a working party about this which they would like to use monies from the above to fund the project. A zoom meeting to be held to discuss the project. (09/20).
- O229 Golden willow pollarding: following approval of the tree works 1st Call have submitted an application to WBC as this lies with conservation area. 1st call to undertake the work before March 2021. **(02/21)**.
- Scraping Back by Squires Hill Road: TPC has requested that the scraping back along the pavement between Squires Hill and Waverley Abbey should be prioritised by the lengthsmen sheme. The clerk was advised that works had been done but there appeared to be little difference. JF Garden Services to install the posts at Squires Hill and do a rigorous scraping back in February 2021 subject to quotation approval (note item 15) (02/21).

8.0 WBC UPDATE – CLLR B. ADAMS

- AONB: Surrey Hills Forum have published a new management plan following the change of law which has assigned AONB national park status. Surrey Hills does not have its own planning area but all six boroughs have signed up to standard policies relating to planning and it is now a statutory rather than an advisory capacity. To note it has a policy on night time lighting and large windows. The clerk to share the management plan with councillors and add to the website. (02/21) Minute to be removed next month.
- Boundary Review: this is to determine the number of councillors that WBC should have. The findings are unlikely to affect Tilford. **(02/21). Minute to be removed next month.**
- 0233 WBC Budget: WBC is due to meet on 23.02.2021to sign off 2021/22 budget. It is proposing a £5 increase on Band D (equivalent to + 2.77%). **(02/21). Minute to be removed next month.**
- O190 Cllr Adams advise that LPP2 is out for consultation (27.11.20 29.01.21). Cllr Lee and Cllr Adams to discuss with Clive Smith (SCC AONB) issues specific to Tilford including dark skies policy as this is not featured in LPP2. **(12/20). Minute to be removed next month.**

9.0 UPDATE FROM COUNTY COUNCILLOR – CLLR D. HARMER

- Road Improvements: Tilford Road section close to The Bel and Dragon is due to be repaired in 21/22. Beacon Hill also due road improvement. **(02/21). Minute to be removed next month.**
- O235 County Hall: SCC Offices in Kingston are now closed and the new site in Reigate has opened. **(02/21).**Minute to be removed next month.
- Dudget: SCC 21/22 budget due to be signed off w/c 8th February 2021. SCC were allowed to raise their part of council tax by +5% but felt this was inappropriate and have settled on +2.5%. **(02/21).** Minute to be removed next month.
- 0237 Local Elections: It has been confirmed that local elections will take place in May. **(02/21). Minute to be removed next month.**
- Unitary Authority a meeting to be held in three weeks to investigate how borough and county levels of local government can work better together. Is it possible to have small groups such as the Western Villages which work very well together? (02/21). Minute to be removed next month.
- O239 The clerk reminded councillors that Cllr Harmer was still able to receive nominations for members allocation funds. Cllr Lee advised that she had notified the Tilford Institute in case they had any

projects that would be suitable for applying or funding. No-one had come forward with any projects before the deadline. **(02/21). Minute to be removed next month**

10.0 RESPONSE TO WBC LPP2 CONSULTATION

0240 It had not been possible to form a small working party however comments were circulated to councillors and a comment relating to section 2.12 'climate change and energy efficiency' was submitted prior to the deadline of 29th January 2021. **(02/21). Minute to be removed next month.**

11.0 PROPOSAL FOR USE OF STONEHILLS FROM TILFORD CRICKET CLUB

0241 A synopsis of the proposal from Tilford Cricket Club had been circulated to councillors prior to the meeting. TCC would like a small area of the Stonehills Land (2%) on which to build a set of three cricket nets which were needed in order to retain their 15/16 year old cricketers. The cost was estimated at £40k with funding in place and once planning had been obtained it would take 3 weeks to install. A lively discussion ensued with plenty of support for the idea including from the chair of the tennis club. Cllrs did note that parking would likely be an issue and there were some concerns whether this would result in people parking along the BOATs which would not be allowed. Councillor Shams thought that the project was a great idea and that any problems could be solved easily. Cllr Lee noted that the PC are custodians for the land and that there have been a number of suggestions for Stonehills over the years including an arboretum, sensory garden etc. Cllr Lee also highlighted that the plan involved the removal of some trees which would need to be offset should the project get the go-ahead and noted that due to a clause in the tennis club's lease the facilities could not be shared. TCC explained that they had taken advice from an architecture who had offered to submit the plans without charge. The clerk advised that this would not be allowed under the PC's Code of Conduct and that, subject to the result of the public consultation, the working party should work towards obtaining costs from three architects and one would be selected from those that tender. It was agreed that a working party would be formed with a view to publicly consulting with the village on the proposals. (02/21).

12.0 PAVEMENT WIDENING

O242 Cllr Lee and the clerk met with SSE to discuss whether there was an option to remove two concrete steps and relocate the access to the substation thus freeing up space to widen the pavement. SSE have agreed but would require access via a small section of Diocese/SCC land. As agreed in the December 2020 meeting the clerk had contacted Keats Fearn to ask for an estimate of the purchase value of the remaining section of land. Keats Fearn advised that the land was worth between £2.5-£5k and advised that their negotiation fee for the land transfer would be £500. The clerk advised that there would be legal fees on top of this. Councillors agreed to this expenditure which the PC is able to undertake under its powers to enter into an agreement as to dedication and widening (Highways Act 1980, ss 47, 116). The clerk to contact Keats Fearn to progress. (02/21).

13.0 APPROVE TOR'S FOR TILFORD COMMUNITY FARM WORKING PARTY

The draft ToR for the Tilford Community Farm Working Party was circulated to councillors prior to the meeting. The ToR was ratified. **(02/21). Minute to be removed next month.**

14.0 RENOVATION WORK TO THE WAR MEMORIAL

The PC has been made aware that the inscription was difficult to read and some remedial work was required. The clerk has contacted WBC who have advised that planning permission from them is not required even though the monument is listed. The clerk advised that the closing date to apply for a grant to cover some of the remedial work is 31st March and councillors agreed that the clerk should seek quotations for the work with a view to submitting an application. The clerk advised she had contacted one company already and Cllr Stewart agreed to forward a monument cleaning contact after the meeting. Work on the war memorial can be undertaken under the PC's powers to maintain,

repair, protect and adapt war memorials (War Memorials (Local Authorities' Powers) Act 1923 s.1 (02/21).

15.0 FINANCE

- O245 Councillors reviewed and noted Bank Account balances: £59,610.17 (current) and £34,905.51 (deposit). Bank reconciliations had been completed and circulated before the meeting and Cllr Wilkinson confirmed that they were approved. Bank statements to 1st January 2021. **(02/21).**Minute to be removed next month
- O246 Cheque listing was circulated to councillors December 2020 £2,149.19 (8 x cheques of which 2 were +£500: Comley oak posts and clerks salary £608.73) and January 2021 £895.55 (7 x cheques of which 1 was +£500 clerks salary £608.73. **(02/21). Minute to be removed next month**
- O113 Financial record keeping: The clerk advised that there are issues with separating out invoices on the Rialtas system which means that it is not accurate in the way that monies are coded to cost centres. Equally it is hard to post VAT when not all items on an expense form or an invoice are VAT related. The clerk to liaise with Rialtas. (09/20).
- O247 Proposed FY21/22 budget: following the December 2020 meeting Cllr Wilkinson and the clerk had gone through each line of the proposed budget and Cllr Wilkinson had signed it off. The clerk submitted the precept request to WBC on time. **(02/21). Minute to be removed next month.**
- O248 Charity returns: to note the clerk submitted the annual charity return for Stonehills and the village green before the deadline. **(02/21). Minute to be removed next month.**
- Interim internal Audit Report: The PC's internal Auditor conducted a mid term review of the PC on 27th January 2021. A copy of the report was circulated to councillors in advance of the meeting. The auditor disagreed with the findings of the external auditor that there had been a lengthy delay between approving the accounts and publicly posting them the time difference was as a result of covid restrictions and a new clerk taking over. The auditor found out that there were many examples of good practice. Areas for the PC to consider include: improvements to the website (the clerk noted that this was under review and had sent the link of the new website to the auditor who said this was much improved in terms of transparency), noting cheques over the value of £500, ensuring that the annual risk assessment references covid, displaying the website accessibility statement on the PC's website, noting the total number of payments per month with the overall value total. The auditor confirmed that whilst in covid restrictions, minutes could be signed in batches. (02/21). Minute to be removed next month.
- Annual Risk Assessment: The annual risk assessment was circulated prior to the meeting with any amends highlighted. Councillors approved this. **(02/21). Minute to be removed next month.**
- Asset register: The asset register was circulated prior to the meeting with no changes. Councillors approved this. **(02/21). Minute to be removed next month.**
- O252 Stock fencing: A quote for stock fencing on conservation land adjacent to the river was circulated prior to the meeting. Councillors felt this was high and the clerk to obtain a cross quote. **(02/21).**
- O253 Scraping back: A quote for installing wooden posts and scraping back the pavement by Squires Hill was circulated prior to the meeting and approved by councillors. The work to be scheduled for late February 2021. (02/21). Minute to be removed next month.

16.0 REPORTS & CORRESPONDENCE

The clerk had attended the Boundary Review Briefing and had circulated the documents to councillors after the meeting. **(02/21). Minute to be removed next month.**

- The clerk has reported three brown bins that have been abandoned on BW7 near to the shop. WBC have placed a notice of intent to remove them and as no one has collected them the bins will be uplifted. (02/21). Minute to be removed next month.
- 0256 The clerk has reported 2 x broken panes of glass in the telephone box near to the East Bridge. (02/21).

17.0 MATTERS RAISED BY MEMBERS

- A lot of rubbish had been left on the green. Cllr Tahir to organise a community litter pick for which he was thanked. **(02/21). Minute to be removed next month.**
- O258 Cllr Stewart advised of a number of tyres that had been dumped on a track. Cllr Stewart to forward details to the clerk who would report. **(02/21). Minute to be removed next month.**
- O259 Cllr Lee advised that she had removed Cllr Harmer's conservation sign and it was agreed that Cllr Wilkinson could remove the green heras fencing by the West Bridge. **(02/21). Minute to be removed next month.**
- Residents had reported an ice cream fridge that had been 'dumped' at Stockbridge Carpark. The clerk to arrange for it to be uplifted. **(02/21) Minute to be removed next month.**
- 18.0 DATE OF NEXT MEETING: Thursday 4th March 2021. 7.30pm.

Meeting closed at 23.00