



TILFORD PARISH COUNCIL
Minutes of The July Meeting

Thursday 1st July 2021 at 7.30pm
Tilford Institute, Lutyens Hall

Attendees: Cllr D. Lee Cllr I. Tahir Cllr N. Morland
Cllr M. Shams Cllr N. Stewart
Mrs J. Williams (Clerk)

6 x MOP Cllr D. Harmer

1.0 WELCOME

0456 Cllr Lee welcomed councillors and Members of the Public to the meeting. **(07/21) Minute to be removed next month.**

2.0 APOLOGIES FOR ABSENCE

0457 Apologies for absence were received from Cllr Mack which members accepted. Apologies were also received from Cllr Adams and Cllr Potts. **(07/21) Minute to be removed next month.**

3.0 DECLARATIONS OF PECUNIARY INTEREST

0458 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. There were no declarations of pecuniary interest. **(07/21). Minute to be removed next month.**

4.0 CO-OPTION OF A NEW COUNCILLOR

0392 Councillors recognised that the unsuccessful candidate had many skills and questioned whether it was possible for the PC membership to be expanded to 7. Cllr Lee explained that some work had been done on this matter by the previous clerk but that it was quite complicated. The clerk to investigate. **(06/21). Minute to be removed next month**

0459 Cllr Tahir noted that on the WBC website Tilford PC was listed as having 7 seats. Councillors were surprised at this. The clerk contacted WBC who confirmed that Tilford PC is a 7 seat council. WBC also advised that it was not necessary to re-advertise the vacancy as the advertisement still stood from the 2019 election. **(07/21). Minute to be removed next month.**

0460 A second resident stepped forward to be co-opted. The clerk had checked the protocols on this prior to the PC meeting and WBC and Surrey ALC both determined that the individual should be allowed

to be considered. Both candidates gave a brief speech. A signed ballot was held and Cllr Rahman was duly elected. **(07/21). Minute to be removed next month.**

5.0 ROLES AND RESPONSIBILITIES

0461 The clerk had circulated a list of roles and responsibilities prior to the meeting. Councillors discussed these and the clerk to circulate an amended version. **(07/21) Minute to be removed next month.**

6.0 QUESTIONS FROM THE PUBLIC

0462 There were no questions from the public. **(07/21) Minute to be removed next month.**

7.0 PLANNING

WA/2021/01359	REDMIST LEISURE LTD THE DUKE OF CAMBRIDGE TILFORD ROAD FARNHAM GU10 2DD	Erection of extensions and alterations to public house external wc block new vehicular access and associated works. <i>Tilford Parish Council cannot comment on this application as there is insufficient detail and some of the information from Highways has not been uploaded. The clerk to write to WBC Planning requesting the missing documentation and requesting a time extension in order for councillors to properly review the information on this planning application.</i>
---------------	---	--

8.0 APPROVAL OF MINUTES OF THE ANNUAL PC MEETING HELD 3rd JUNE 2021

0463 The minutes of the June Parish Council meeting held on 3rd June 2021 were agreed and were signed by the Chairman. **(07/21). Minute to be removed next month.**

9.0 MATTERS ARISING

0398 A resident asked whether there was a benefit to setting up a group to discuss cycling in the October 2021 meeting. The clerk noted that there was already a forum established with members of the western villages and suggested she ask to see if Tilford could participate. The clerk noted that the forum had been successfully awarded CIL funds to extend cycleways around Waverley and that there were active projects been championed by Cllr Harmer for Milford – Estead cycleway and Haslemere – Farnham cycleway. **(06/21).**

0464 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. Cllr Lee had researched half moon benches and has found one that is bespoke. Cllrs approved the bench and the revised cost. **(07/21).**

0401 VDS: 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 and another MOP agreed to join in the June meeting. **(06/21).**

- 0403 The clerk has reported 2 x broken panes of glass in the telephone box near to the East Bridge and it has been repaired. **(06/21). Minute to be removed next month**
- 0465 War memorial renovation: 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 has contacted two stonemasons and received one quote to date. He clerk has spoken at length to the war memorial Association who have advised the clerk to submit a pre application. 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. The clerk to follow this up. **(06/21).**
- 0318 A resident raised a concern regarding excessive car parking on a bridleway that leads to a permissive footpath. Those parking are ignoring the no parking signs and causing a danger to equestrians. Cllr Harmer advised for photos to be taken and for the clerk to send them to HG in countryside who might be able to install extra posts. Cllr Lee contacted the resident with an update. The BW is currently closed and once reopened photos will be taken if the problem persists. **(04/21).**
- 0466 Shepherds Way tree planting: A resident has noted that she would like to plant cherry trees and install post and rails to deter parking on the verges in Shepherds Way. The clerk has contacted SCC Highways who have provided information as to how to apply for a tree license. SCC Highways noted that cherry trees would not be allowed nor would post and rail fencing. The clerk had written to Matt Furniss (SCC) in April and has followed this up again at the end of May. Matt Furniss has now advised that the resident should apply online! The clerk to advise the residents an offer to help with the application. **(07/21).**
- 0467 FAQ: Following the March meeting it was agreed that the clerk should upload an FAQ sheet to the website on parking and street lighting as these are frequently raised issues. Following a discussion with Cllr Lee, the clerk circulated a list of themes to councillors prior to the July meeting. The clerk to complete the detail and upload onto the website. **(07/21).**
- 0408 Greener Forum: Cllrs Lee and Stewart attended a meeting along with Thursley, Witley, Womersley, Churt Parish Councils. It was clear from the meeting that all the parish councils shared a common interest but were all at different levels. Thursley and Churt had undertaken the most amount of work and both had a lot of information on their websites – Churt has established a net zero environmental charter which was something that Cllrs Lee and Stewart would like to propose for Tilford PC to adopt. It was noted that whilst Tilford considered the environmental impact of its decision making this would enable it to take it further as well as support SCC's and WBC's green direction. It was agreed that Cllr Lee will draft a charter to present to Tilford Parish Council and an article on this matter will be published in Tilford Life. Cllr Adams noted that there was a lot of good information in the Surrey Hills Management plan which Cllrs might refer to whilst drafting the charter. A further meeting has been held where the EV contact from WBC attended and gave a presentation. **(06/21)**
- 0409 Drones: Cllr Lee had advised that a member of the public had taken photographs using a drone to illustrate the remedial work that had been undertaken on the village green. The photograph had inadvertently included images of residents' gardens. Cllr Wilkinson had forwarded information on drone usage prior to his resignation. The Clerk and Cllr Lee to follow up and will form an agenda item at the July meeting. **(06/21).**
- 0468 TIB Turf and Bramble removal: The Clerk advised that the work has been completed. Councillors agreed that the post and rail should be continue to a section of rail beyond the stake. The clerk advised that this would cost c £300 which councillors approved. **(07/21).**
- 0469 Adopt a phone box: A resident asked whether it would be possible to adopt the phone box by the East Bridge with one idea being for it to become a prayer pod. Cllr Lee advised that this had been considered in 2018 and at that time cllrs voted against it. Cllr Lee noted that there were some villages

with very successful phone boxes eg Compton who's phone box has its own instagram account! Cllr Stewart noted that it could be a good idea and that perhaps responsibility for it could be shared between the different clubs and organisations. The clerk has already discussed advantages and disadvantages with the former clerk of Frensham. The item was added to the May, June and July agendas but is deferred to September due to the availability of the resident proposing this idea. **(07/21). Minute to be removed next month as will form an agenda item.**

- 0414 Tilford Enterprise Centre: a letter was received from TEC proposing the removal of the leylandi trees and the building of a cricket pavilion and Parish council building that would be leased at a peppercorn rent. TCC have contacted the PC and advised that they will be guided by the PC. Cllr Lee contacted The Institute. The clerk sent a response on behalf of the PC to the landowner. There has been no further communication or update from the land owner. **(06/21).**
- 0416 CCTV / ANPR: Cllr Lee and the clerk met with Stephen Cake (DOCO) regarding recent incidents of anti social behaviour on the village green. SC noted that the signage needing improving. Bunds and the height of the kerb was also discussed as a deterrent for vehicles driving across the green. SC offered to look into ways of getting some free ANPR cameras which might help with traffic calming and can be used for gathering evidence. The clerk to follow up as there has been no update. **(06/21).**
- 0470 Mollie's Ride: a resident had written to the PC advising that unless members of the public stopped leaving dog waste along the pathway the owner would have no choice but to reluctantly close the access route. Councillors discussed the issue at some length with all agreeing that education was the route and that signage was a better option than the risk of overflowing bins. The clerk advised the land owner that the PC would be looking into signage. **(07/21). Minute to be removed next month as covered under agenda item 19b**
- 0471 Shepherds Way residents wrote a strong letter of complaint to Waverley Abbey School regarding the fact that their residential street is effectively a "no go" area from 3-3.30pm every day. It was noted that residents had not approached the PC to help first however it was agreed that the PC should send a letter asking if the school can provide some form of parking control. The clerk sent a letter to Waverley Abbey who advised that they had covered anti social parking in a recent newsletter. The clerk to share this information with resident. **(06/21). Minute to be removed next month.**
- 0431 Electric Vehicle (EV) charging point: The Clerk had circulated an email from WBC which had asked for towns and villages to nominate electric car charging points. The clerk met with WBC who advised that street lamps were not a pre-requisite for providing EV charging points. WBC advised that there was a project being funded by SCC under which priority was being given to areas where residents park vehicles. The clerk had nominated Riverside car park and The Institute (it was noted that this was not owned by the PC but by a Trust) for the purposes of being able to understand whether they would be acceptable locations and/or could potentially be included within the project. **(06/21).**
- 0433 Councillor Lee proposed getting a shed in which some packaging eg crisps can be collected for recycling. Councillors discussed where it could do with some suggesting at All Saints School to maximise recycling opportunities or on Institute Land if Trustees approved this. Councillor Lee to provide quotes for the July meeting. **(06/21).**
- 0472 Stonehills land proposal: A synopsis of the proposal from Tilford Cricket Club had been circulated to councillors. 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 working party of 9 has met to brainstorm in the woods at Stonehills. The idea generation has been a very collaborative process resulting in numerous ideas being proposed. Views of residents has been informally canvassed and every idea was discussed and noted. The land was also recognised for the fact that it forms a wildlife corridor and connects Hankley Common (and Thursley NNR) with The Flashes and Frensham Common and therefore the special land designations that surround Stonehills such as AONB, AGLV and conservation land must be taken into consideration at the project

planning stages. The challenging aspects of car parking and ensuring that the scheme does not become a honeypot were also discussed. **(06/21)**.

0473 Stonehills tree survey: It was noted that the trees need to be surveyed. The clerk shared a quote of £880 which councillors accepted under their powers to maintain land for public recreation (Public Health Act 1875 s.164). The work is scheduled to be completed 13.07.2021. **(07/21)**.

0419 Stonehills leaflet: Councillors approved £30 for a leaflet to advertise the survey and project which it does under its powers to provide information (Local Government Act,1972, s.142). **(06/21)**.

0448 Thursley PC has written to all Western Village citing issues with regards planning matters. Western villages were asked to contact Thursley should they wish to be included in the letter. Tilford PC noted a number of issues and The clerk to advise Thursley. **(06/21)**. **Minute to be removed next month.**

0450 An email was received from WBC regarding a 'Welome Back Fund'. Cllrs were advised to contact the clerk if they had any ideas for projects to access the funds and the clerk would share with WBC. The letter also noted that WBC would be undertaken signage cleaning and the clerk to follow up as the signage in Tilford really needs cleaning. **(06/21)**.

0451 The clerk had contacted WBC planning with regards WA/2021/0156. The clerk noted that further correspondence from the architect had been submitted after the PC had replied. The clerk asked if this was allowed and the planning officer had said it was and that if the PC wanted to submit further representations it could. **(07/21)**. **Minute to be removed next month**

10.0 WBC UPDATE – CLLR B. ADAMS & CLLR J. POTTS

0420 Cllr Wilkinson asked whether there was any update on the Islamabad planning issue. Cllr Potts advised that both she and Cllr Adams had been working on this together and advised a planning contravention notice) PCN has been served. Cllr Wilkinson also asked whether there was an update on the light pollution area of concern. Cllrs Potts and Adams advised that Environmental Health officers had analysed the lighting last year and said in their view it wasn't harmful however that was not the opinion of local residents. Enforcement officers will need to note the recent changes in the Surrey Hills Management Plan and review the lighting via a site visit at night time with this guidelines. Cllr Mack suggested that officers should view the area from Crooksbury Hill and The Reeds Road as both areas clearly showed the light pollution. Cllr Potts advised that enforcement have noted that some steps have been taken to reduce the impact of the lighting but that a meeting with Ward Cllrs and representatives of the PC would be advisable. Prior to the June meeting Cllr Potts circulated meeting dates for Cllr Lee and the clerk to meet with Williams Gibb. **(06/21)**.

0474 Full Council Meeting to be held on 6th July at Farnham Maltings. Council to discuss the LGBC proposal for a reduction of councillors (57-50). Councillors will also debate options for collaboration with Guildford Borough Council and finally councillors will discuss a confidential property matter. **(07/21)**. **Minute to be removed next month.**

11.0 UPDATE FROM COUNTY COUNCILLOR – CLLR D. HARMER

0475 SCC Highways is being restructured with a move away from localism to a more centralised approach. This could be a disadvantage for rural parishes where the clerks have a good rapport with their local highways team. **(07/21)** **Minute to be removed next month**

0476 B3001 closure. Councillors noted that the signage and diversion route was poorly advertised. Cllr Harmer noted that utility companies do not have to sign post a diversion route. **(07/21)** **Minute to be removed next month**

0427 Frensham Common – concerns over destruction caused by trail bike riders. NT, WBC and local communities are in discussion as to how to protect the commons and SCC are trying to find solutions. SCC currently looking for support from neighbouring parishes. **(06/21)**.

0477 Waverley Abbey School exit: vegetation is making the exit difficult. SCC Highways had been asked to cut it back on a number of occasions but have not. Cllr Harmer explained that was due to the extent of the highways land. A resident offered to cut the offending vegetation and was thanked. **(07/21). Minute to be removed next month.**

12.0 TILFORD COMMUNITY FARM

0478 TCF: progress has been made with the 5 strong committee and there might be an option of land. TCF committee would like to do something to start to advertise the community farm and it was agreed that 2-3 barrels would be placed on the mound by the west bridge and planted with herbs and flowers. The cost was £100 per barrel and councillors approved this under their powers of providing allotments and under its powers to acquire land (Small Holding & Allotments Act 1908 s23 and Local government act 1972 ss. 124, 126 and 127). **(07/21).**

13.0 POST AROUND THE VILLAGE GREEN

0479 ASB: A resident advised that a group of people had behaved unacceptably on the east side of the village green. The resident noted that as wooden posts had been installed on the other side of the village green it had set a precedent and the resident asked whether anything could be on the east side to prevent something similar happening again. The clerk met with highways who advised that there was a complicated network of services under the ground and advised that a gap would need to be left for access to a pumping station. The clerk received quotes in the region of £3k from two different suppliers, a third was not able to quote. Councillors maintained their view that this was a one off event and whilst sympathetic, agreed that post and rail could not be considered at this moment however a couple of flowers barrels might be considered for this area. The clerk to advise the resident. **(07/21). Minute to be removed next month.**

14.0 STOCKBRIDGE CAR PARK

0480 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 who also quoted in July 2020. Quotes started from £14,450 subject to finish so in real terms was likely to be in the region of £20k. 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. The clerk discussed this with Katy Poulsam at a recent site visit. Katy advised that a better option would be to do annual maintenance on the car park as any surface will degrade with horse boxes driving over it. Annual maintenance could be £1500-£2k and a new surface would only last at most 10 years. Councillors agreed with this suggestion and the clerk contacted another company for a comparative quote. The second company suggested that doing an annual maintenance program was not the best option and recommended that the car park be resurfaced. It was agreed that a meeting be set up with this company to determine why a resurface was a better option and to look at different surface materials as the land is common land. **(07/21).**

16.0 PAVEMENT WIDENING PROJECT

0481 Pavement widening: 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. Keats Fearn negotiated a fee of £2.5k for the land transfer. The clerk met with Katy Poulsam in April who advised that this scheme would cost £45k. The clerk met with SCC highways on May 25th who advised that if the bank were supported the 2m of land would not be needed as the pavement and the bank up to the fence is all highways land. SCC stated that environmental assessment works would need to be conducted and a lot of vegetation would have to be removed before undertaking the work. SCC explained that if this was an SCC project there would be a full design session first which would also include adding gullies into the road as it was noted that there was an issue with excess rainwater running down from the school and along the side of the road. This would increase the

project cost to £100k. If the PC briefed SCC to do the design work it would not be done for year and would cost £10k. Councillors met on site to review the scheme and to understand the vegetation that needed to be cut back. After much discussion it was agreed that this is capital project and the PC to write to Cllr Harmer to understand how this can be funded. **(07/21)**.

16.0 TELEPHONE BOX

0482 Agenda item deferred as MOP was unavailable. **(07/21)**. **Minute to be removed next month.**

17.0 CLIMATE CHANGE POLICY

0483 Agenda item deferred. **(07/21)**. **Minute to be removed next month.**

18.0 VILLAGE GREEN USER AGREEMENT (general)

0484 A draft user agreement based on the User Agreement that was created for Tilford CC was circulated to councillors prior to the meeting. Councillors approved the agreement. **(07/21)**. **Minute to be removed next month.**

19.0 SIGNAGE

0485 Councillor Lee advised that the signage on the Village green needed updating both in terms of content and design. Listing the bye laws was also discussed so that it was easier for these to be referenced if someone has contravened any of them. Cllr Morland agreed to look at drafting the signage and Cllr lee to forward photos of what was on the signage originally. Councillors felt that at this stage it was not necessary to have no parking signs on the post and rails at each corner of the village green as this is a highway code rule not to park right be a junction. Sign designs are in progress and will be available for the next meeting. **(07/21)**.

0486 Dog waste signage: the clerk shared an example of no dog waste created by Thursley and it was felt that a more pictorial signage might create more impact. Dog waste signage to go at Mollie's Ride, FP5, Shepherds Way, Stockbridge car park and River side carpark. The clerk had drafted some signage but want to work it up and asked to represent at the next meeting. **(07/21)**.

20.0 WARDENS

0487 Wardens: seven wardens are now working and covering Tilford daily from 12-6 / 7.30 on weekends. Councillors agreed expenditure of up to £15 per top if additional/new tops were required. **(07/21)**. **Minute to be removed next month.**

21.0 FINANCE

0488 Councillors reviewed and noted Bank Account balances: £83,009.19 (current) and £34,907.36 (deposit). Bank reconciliation had been completed and circulated before the meeting and Cllrs confirmed that they were approved. Bank statements are to 1st July 2021. **(06/21)**. **Minute to be removed next month**

0489 Cheque listing was circulated to councillors in advance of the meeting. 9 cheques were raised in June totally £3003.95 with 2 cheques being over £500, turf and bramble removal part payment £1,795 and the clerks salary. **(07/21)**. **Minute to be removed next month**

0490 There was nothing extra-ordinary to note on expenditure and income. **(07/21)**. **Minute to be removed next month**

0491 To note that the agar and accompanying paperwork was sent to the external auditor in advance of the deadline. The notice of the public exercise of rights was advertised on 11th June via the PC's

website and noticeboard and the public rights of exercise commenced on 14th June and will finish on 23rd July 2021. **(07/21). Minute to be removed next month.**

22.0 REPORTS & CORRESPONDENCE

0492 Stockbridge boundary dispute: Hedleys have written to the clerk and confirmed that time limitations have been exceeded. The clerk will write a letter accordingly and the matter is now closed from the perspective of the Parish Council. **(07/21). Minute to be removed next month.**

0493 Conservation: following a post of Farnham Rants, Jeremy Hunt has contacted WBC about the removal of the bramble and referenced this in a constituency newsletter. The clerk had posted a statement from the council on the website explaining that all due care had been taken in the removal of the bramble and that this was part of a larger project. The clerk to write to Jeremy Hunt seeking an apology and highlighting the council's green proposals. **(07/21)**

0494 A resident requested where it was possible to get a copy of "The Story of Tilford" by J.E. Franklin. Cllr Lee advised that she would forward a link. **(07/21) Minute to be removed next month.**

0495 The clerk had investigated planning training. SALC can provide a bespoke session at £400 and will take 2-3 hours. Zac Ellwood noted that this is something that WBC might be running in the future so it was agreed to wait to see what happens as this might be a cheaper option. **(07/21).**

0496 Goal, Shepherds Way: the clerk reminded councillors that the goal for shepherds way is outstanding and that funding has been received for this. Cllrs lee, Rahman and the clerk to meet on site and agree location and type. **(07/21).**

0497 CIL: the next round of CIL funding is open for applications from WBC. **(07/21).**

23.0 MATTERS RAISED BY MEMBERS

0498 Bench Shepherds Way: Cllr Stewart asked if a memorial bench could be installed at Shepherds Way. **(07/21).**

24.0 DATE OF NEXT MEETING: Thursday 2nd September 2021. 7.30pm. Tilford Institute.

Meeting closed at 22.00