

These are draft minutes and are subject to approval at the next meeting



Minutes of the Meeting of the Council held at 7.30pm on the 14 March 2013 in the Small Village Hall

Present: *Chairman:* Shirley Round
 Councillors: Geoff Herbert, Nick Hayes, Kate Hallett, Mark Sugden, Ken Huddart
In attendance: *Parish Clerk:* Freda Collins

3 members of the public

126. Apologies for Absence

Jimmy Cartwright who has resigned
Anthony Sheppard who had a business commitment
Alex Coomes who had a business commitment
Noel Isaacs who was on holiday
These were accepted.

127. Declarations of Interest in Items on the Agenda

Cllr Herbert declared that he is a Borough Councillor, Chairman of the Youth Club Committee and a member of Elmbridge Rent Start.

Cllr Round declared she is Secretary to the Trustees and Lettings Manager of the Claygate Village Hall Association.

Cllr Sugden declared that he is a Trustee of the CRGT.

Cllr Huddart declared that he is Chairman of the Trustees of Claygate Village Hall Association, President of the CVA and Acting-Chairman of the Claygate Conservation Areas Advisory Committee.

Cllr Hallett declared that she is a Trustee of Claygate Village Hall Association and is Secretary to the CVA.

128. Confirmation of the Minutes

The minutes of 10 January 2013 and the extraordinary meeting of 7 February 2013 were confirmed and signed.

129. To report on the actioning of items from the last meeting

AP30- EBC meeting-done

AP31- Settlement ID plan vs. Neighbourhood Plan for the purposes of CIL. – Cllr Isaacs contacted Leslie Underwood. Leslie has now resigned and Mark Behrend has temporarily taken over. Cllr Isaacs is still awaiting an answer.

AP32- Cllr Hallett to examine the title deeds of both car parks.-it was not possible to view the title deeds on-line, so it is not known if car parks have title deeds.

AP33- application for a QR code -outstanding

AP34- concern over level of SCAPTC subscriptions- the Chairman wrote to Trevor Leggo. It is now known that a reorganisation of both SALC and SCATPC will occur; this may reduce the subscriptions.

AP35- Cllr Sheppard to circulate the amended spreadsheets for 2013/2014- done

AP36- The Clerk to write to Rob Moran to give the precept figure of £48,685 for 2013/14, noting that the figure is conditional upon the grant from EBC of £2,379.-done

AP37- reduction in the number of copies of LCR-this has been reduced from 11 to 2 copies which will be circulated.

All other action points have been carried out or are agenda items.

130. Report from the Chairman

130.1 A number of Claygate Parish Councillors attended the EBC Review Meeting.

130.2 Cllr Sugden was circulated with details of new councillors training but was unable to attend. It is anticipated that more training opportunities will be available after the May election.

131. Report from the Parish Clerk

131.1 The Clerk will start a list of potential Community Assets to be registered with EBC. This will be on the agenda for the next meeting.

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131.2 The date of the next (Annual) meeting may have to be changed as many councillors will be involved in the Borough Elections. The Clerk will research a suitable date.

132. The Planning Committee Report

Minutes of the Planning Committee have been circulated.

Cllr Isaacs circulated a written report prior to the meeting.

132.1 We are currently very concerned about the lack of impetus by EBC in their role of Enforcement with the three sites currently being investigated in Claygate. One especially has been very tardy; a time line was drafted and a visit to a local resident was recently carried out. As a Parish Council we have written to Richard Morris expressing our deep concerns in regard to this. We attached the time line and notes from the meeting with the resident about the resurgence of activity at that site and are awaiting a response. In April there will be a Planning User Group meeting, which Cllrs Round and Isaacs will be attending. Here we will air our concerns again. If no response has been forthcoming from Richard Morris by the next CPC planning meeting it is intended that a further letter be written, but this time it will be to Rob Moran.

It was noted that reply has been received from Richard Morris about this matter. EBC have employed a new Planning Enforcement Manager starting 25 March. He will personally lead on the case in question.

132.2 In April we will see the implementation of the Community Infrastructure Levy (CIL). At present we have not had it clarified as to where we stand regarding the receipt of payments from this. The current government guidelines state that Parish Councils without a Neighbourhood Plan will only receive 15% whereas those with one will get 25% from developments in their area. Currently EBC are undertaking a Settlement Plan in lieu of the different areas in Elmbridge doing their own Neighbourhood Plans. Cllr Isaacs has been in contact with Mark Behrend trying to sort where we stand in regards to CIL payments; as yet no answer is forthcoming. It has been indicated that EBC will be prepared to give CPC 25% CIL payments if we accept the Settlement ID plan; but this has not yet been verified.

132.3 The Statement of Community Involvement was passed by Elmbridge Borough Council. The Settlement ID document is on the EBC website, but hard copies are not yet available. It will be going out for a consultation period which will commence 8 April through to May 20th. Zoe Belton will be contacting the Clerk shortly with a choice of dates for meeting up with EBC for us to put our comments/views across regarding this document. Once the consultation has finished there will be a redraft and the final consultation will happen later in the year.

It was noted that this matter will be discussed at Planning, but we may have to call a meeting of the full council to make any decisions on this document.

It was agreed that we should advertise that this document exists. This fact will be included in the Courier. Hard copy will be available from 8 April and we will put copies available for inspection in various village locations.

133. The Highways & Transportation Committee Report

Cllr Huddart circulated a written report prior to the meeting.

The Committee met on 28 Feb 13, and the minutes have been circulated. Issues discussed included the car parks, on-street parking, the bus service, Claygate station, maintenance of roads and Rights of Way, traffic calming, cycle parking provision, and street nameplates.

133.1 Mike Bennison has telephoned Cllr Huddart regarding maintenance of the north end of Telegraph Lane (BW28), for which he has allocated funds. He was thanked for this. He also reported that Surrey C.C. was in dispute with a resident there; Cllr Huddart gave his personal opinion, but made it clear that this is a matter for Surrey C.C.

133.2 The Old Claygate Lane track has a patch of water logging just north of the plank bridge. We have quotes for maintenance, but are not convinced that they would work, and have not commissioned any work. Cllr Huddart spoke to Surbiton Golf Club, which recognises a pipe across its land, being one of three pipes we have found under the track. Dave Page has, informally, considered the situation, and will look again to see what can be done. He hopes to rod the suspected pipes in the area. The prime suspect at the moment is a 6" cast iron pipe in poor condition, which could be discharging water under the track. There is also a high pressure gas main, which needs further investigation, and limits the use of mechanical diggers. Cllr Huddart has arranged a meeting with the Golf Club for 18 March 2013. It was noted that the track is not our responsibility but is used by Claygate residents.

133.3 Councillors Huddart, Sheppard and Hayes together with Cllrs Coomes and Herbert met the Leader and others of Elmbridge B.C. for a productive meeting on charges for and the use of the two car parks. It was pleasing that the meeting was friendly, candid and collaborative. Everyone listened to each other and expressed a wish to work together. Draft minutes have been circulated to those present at the meeting, and when once agreed, they will be circulated to all members of the Council. An item has been agreed for *The Courier*.

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It was noted that we do have a good rapport with Elmbridge BC.

There were two issues to discuss with EBC: increased parking charges and the possible sale of the Claygate car parks. It was recognised by CPC members that we are not going to change the EBC Borough-wide policy to prevent increased car parking charges, but we may be able to prevent the sale of the car parks. It was agreed that we should continue to fight for separate treatment for village car parks so that they should not be treated the same as town car parks.

Thanks were given to those CPC councillors who attended.

In an effort to mitigate the effects of Saturday charging, concessions have been offered to the CRGT in the form of some free parking tickets and discounted season tickets for sports players.

EBC have also allowed parents free parking during school drop-off and pick-up times.

It was noted that season tickets have now increased from £205 to £244. It was also realised that a relatively small amount of season tickets need to be sold (20?) in order for the car park to make a profit.

It was recognised that we need to publicise season ticket costs, concessions and parents parking. It was suggested that we produce an A5 flyer to hand out to parents and commuters. An article can also be produced for the Courier.

CPC can provide members of a Working Group to work with EBC to publicise parking costs and concessions.

133.4 Some of the plane trees in Hare Lane have been pollarded, but not that at no. 74, which was promised two years ago. The complaint is being processed by Surrey C.C.

133.5 Extra cycle racks have been installed on the UP platform, but were not being fully used. The increased rack for cycle parking on the DOWN platform is now being installed at the station, as promised. This has meant removal of the existing racks so a temporary rack has meanwhile been installed and is well used. This has also led to more use of the racks on the UP side.

134. The Environment Committee Report

Cllr Sheppard sent a written report prior to the meeting. All minutes have been circulated.

134.1 The Committee has agreed in correspondence to accept Gerald Abrahams' quote for improvements to the HGS at Red Lane and Glenavon Close. He has been asked to carry out this work as soon as possible and to invoice us by the end of March. Letters asking the two frontagers at Red Lane to trim their hedges have been issued.

134.2 Laura Dowsett from the Environmental Enforcement team at Elmbridge has offered us the use of a Streetsmart team and/or Veolia on the Clean Up Day (20 April). Please let the Clerk know as soon as possible if there is work that either of these organisations could do to help on the day. So far, Cllr Sheppard has received one suggestion that Streetsmart could help. Suggestions will need to be received in advance of the Clean Up day so that Streetsmart/Veolia can plan.

134.3 Mark Sugden will be co-ordinating the Clean Up Day.

134.4 Bill Chilcott hand-picks litter from Woodstock Lane South. He asked if there was somewhere that he could leave the filled bags of rubbish prior to collection by EBC. No where suitable has yet been located.

135. Communications Report

Cllr Round gave an oral report to the meeting

135.1 Cllr Round thanked everyone for their contributions. The copy will go to the page setter on Monday. The magazine will be ready to go out at the end of March. If anyone knows of a resident willing to take on distribution duties please let Jehan know.

136. Finance Report

136.1 A copy of all receipts and payments from the last meeting and all payments made since the last meeting were circulated prior to the meeting.

136.2 Bank Reconciliations for all months since the start of the financial year have been prepared by the Clerk and signed by the Chairman.

136.3 All payments made since the last meeting were APPROVED.

137. Plan for Expenditure

A copy of the detailed Income & Expenditure by budget was circulated prior to the meeting. More information has been included on the notes to the accounts. 'Miscellaneous' and 'Public Projects' are now detailed and a rough breakdown of the current financial situation was included.

The review of finance showed a balance of about **£9,500** for the year after all expenses have been taken into consideration.

It was proposed that reserves should be increased; this will be discussed at the Strategy Meeting. CIL payments will be available from 1 April 2013. It was noted that CIL payments will be project driven, not just handed over.

Post meeting note:

CIL money raised must be used for “ funding the provision, replacement, operation or maintenance of infrastructure “ (Sections 205 (2) and 216 of the Planning Act 2008 as amended). It will be for the Council to determine which types of infrastructure and which projects it sees as priorities. The Localism Act clarifies that CIL monies can be spent on the ongoing costs of providing infrastructure if the spending can be demonstrated to support the development of the area. The Levy should not though be used as an alternative to normal sources of maintenance funding or for revenue costs such as salaries. Until the additional guidance is published in 2012 it is not known what percentage of CIL will be returned to the local communities but whatever proportion of CIL is set this will be based on that proportion multiplied by however much CIL liable development takes place within the specific community.

As yet it is not known what proportion of CIL will go back to local communities. It is intended that some of the money raised through CIL will be passed back to the Town and Parish Councils in the area from which the CIL was collected for use at a local level on infrastructure identified as important by the local community. Further guidance on this is still awaited from Government due September 2012.

Money can be passed to other infrastructure providers, such as Town and Parish Councils; the only restriction is that the money must be ultimately spent on infrastructure to support the development of the area. This is likely to be the case for things like highway improvements and education where the County Council are the responsible agency and similarly with flood alleviation which is the responsibility of the Environment Agency.

Parish and Town Councils will only receive CIL monies if growth occurs in their area that attracts CIL, unless there is a specific infrastructure project which the District Council prioritises for CIL within their community.

The Town or Parish Council will use the proportion of money returned to the local community for infrastructure projects which are seen as important locally, thus the choice of project is theirs subject to it being an appropriate project for CIL money. It will be possible for the community to spend the money on their local projects themselves or to return it to a main infrastructure provider if their priority is best provided by another stakeholder. E.g. a Parish may require a new flood alleviation scheme which the Environment Agency (EA) have indicated is not within their current programme and may chose therefore to pass their money to the EA in order to get the flood defences earlier than planned.

138. Claygate Christmas Lights

138.1 Cllr Hallett circulated a grant application from the CVA for a sum of £528 towards the cost of the 2012 Christmas Lights and also a 4 year plan on refurbishment of the current trees and lights (*report1*).

The 2012 Christmas Lights event made a loss due to the cost of extra electrical work combined with reduced donations and reduced contributions from shops.

Resolution 2.

It is RESOLVED that this Council consider the grant application from the CVA for a grant of £528 toward the cost of the 2012 Christmas Lights event.

PROPOSED by Kate Hallett

SECONDED by Nick Hayes

5 votes FOR

1 ABSTENTION

AGREED

The Clerk will raise a cheque upon receipt of a copy of the electricians invoice.

AP38 The Clerk to action.

138.2 Cllr Hallett then reported on the 4 year replacement plan of the current trees and lights. It is planned to replace 30 trees if a good source can be found. Trees with integral LED lights would be useful but LED lights are not bright enough. Perhaps when LED technology improves, the next set of trees will have integral LED lights. Derek Huff has revamped all the current lights which will now last until 2015. It is expected that a phased replacement programme will cost £1.5-2k per year over 4 years. Grants will be sought from other sources than CPC. It was noted that if a good source of trees and lights are found it may be more economic to replace all the trees and lights in one go rather than pay piece-meal for a rolling programme. This will have to be researched carefully as bulk purchases can be a mistake if problems are discovered after purchase. Cllr Hallett was thanked for an excellent report. She will report again at the next meeting.

138.3 The Clerk was contacted by an organisation wishing to organise a Festival of Lights procession at the Christmas event. Cllr Hallett has contacted them and has arranged a meeting. They are a commercial organisation, so this may be another potential revenue stream for the Lights event.

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139. Claygate Network

We have been invited to join the Claygate network which is a new on-line group within LinkedIn. It was AGREED that there would be no benefit for CPC to join this organisation.

Post meeting note: The Chairman has spoken to Ian Yates

140. Flower Show 2013

The Flower Show will be on 20 June this year. It was noted:-

- i. It was AGREED to book a double pitch and to erect our marquee.
- ii. Cllr Hallett will assist Cllr Round with the display.
- iii. Cllr Hayes will be away.
- iv. Malcolm McKenzie of Neighbourhood Watch will be invited to join us in the marquee.

This item will be on the agenda of the next meeting.

141. The Green

Cllr Huddart spoke to Peter Linacre, the manager of the Hare & Hounds. Mr Linacre is willing to support our request to EBC that The Green is made a village green.

Cllr Hallett has drafted a letter for EBC. This was discussed and slight changes made. Cllr Hallett will redraft.

AP39 Cllr Hallett to action.

She will also provide a form of words for Mr Linacre to send to EBC in support of this project.

142. Claygate Car Parks

Already dealt with.

143. Winter Warden Scheme

Cllr Hallett reported on this scheme. She has spoken to local groups about this matter; everyone thinks it is a good idea, but no-one has come forward to champion it. Cllr Hallett suggested that, rather than try to organise one large scheme, CPC encourage small groups to set up and run their own schemes; whether it is a group for one particular area of the village or a group to clear the way to the shops or the school.

CPC could provide a toolkit such as an information leaflet and perhaps some equipment. This would be a constructive way of helping without having to organise a large scheme.

Cllr Hallett agreed to design an information leaflet after the summer ready for the September PC meeting. The leaflet will contain factual information and links to other organisations which provide services and information such as the Church and SCC.

AP40 Cllr Hallett to action.

144. Village Meeting

The Village meeting will be on 16 May 2013. Arrangements:-

- i. The new Police Commissioner, Kevin Hurley, has been invited to speak at the meeting. The banner and Courier will be used to advertise that he will be speaking.
- ii. Set up will be at 7.15pm, with the meeting starting at 7.45pm.
- iii. Chairs and tables will be used to provide informal seating.
- iv. Refreshments will be provided by the Clerk prior to the start of the meeting.
- v. Cllr Isaacs will set up the display and Cllr Sheppard will look after the guest speaker.
- vi. Chairs of Committees will be invited to give a short report

Apologies were given by Cllrs Round, Hallett and Hayes.

145. Resignation of Jimmy Cartwright

Cllr Jimmy Cartwright resigned on 4 March 2013. EBC have been informed and the statutory notices have been posted. If no-one asks for an election by 28 March 2013, then we will be able to go ahead and fill the vacant post by co-option.

If anyone knows of anyone interested in becoming a councillor they should ask them to contact the Clerk for information.

146. Grant application from CRGT

In September 2012 the CRGT were awarded a grant in order to install Geogrids at the entrance to Dalmore Avenue. They had asked for £3,500 so both entrances to the ground could be strengthened, but were given £1380 just for Dalmore Avenue. They were invited to re-apply later in the financial year for assistance for the Church Road entrance.

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They have now put in an application for £2600 in order to do the work to Church Road. The two sums of £1380 and £2600 add up to £3980, which is £480 more than the original application of £3500. Steven Wells explained that this is due to the increased cost of having the work done at two separate times. It was noted, however, that due to the bad weather, the work to Dalmore Avenue has not gone ahead, so all the work could now be carried out at the same time. The resolution was put forward.

Resolution 1.

It is RESOLVED that this Council consider the grant application from the CRGT for the sum of £2,600 for Geogrid installation at the Church Road entrance
PROPOSED by Noel Isaacs

Cllr Hallett proposed that it be amended to -

Resolution 1.

It is RESOLVED that this Council grant the CRGT the sum of £2,120 payable on completion of the Geogrid installation work to both the Church Road and Dalmore Avenue entrances.
SECONDED by Shirley Round
5 votes FOR
1 ABSTENTION
AGREED to amend the resolution. A vote was then taken on the resolution

SECONDED by Shirley Round
5 votes FOR
1 ABSTENTION
AGREED
The Clerk will inform Steve Wells

AP41 The Clerk to action.

147. Matters for information only

None

148. Date of next Meeting

The next meeting will be:-

The next meeting should be Thurs 2 May 2013 at 7.30 pm in the Small Village Hall but it was agreed to try to change the date of this meeting as many councillors will be uninvolved in the Borough Elections. So the next meeting will be on

WED 8 May 2013

Signed.....as a true and fair record of the meeting.

Date.....

Please note: Agenda items and resolutions need to be sent to the Clerk **two weeks** prior to the next meeting.

Report 1

**CLAYGATE VILLAGE ASSOCIATION
Christmas Lights Funding**

February 2013

Background

In 2000 the Christmas Lights committee was set up under the umbrella of the CVA to take responsibility for putting up Christmas decorations in the shopping streets and organising the annual switch-on event. The lights that were inherited from the chamber of commerce were strung across The Parade and had to be erected by professionals which was very costly. In 2002 they were replaced by trees above the shops in The Parade, and over the years these have been extended. In 2012 we put up 75 trees above shops, 6 illuminated trumpets, one illuminated star and two large trees.

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Financing the trees, lights and infrastructure

The project would never have happened without the support of the Parish Council which has been the main provider of funds for capital expenditure (trees, lights, brackets and electrical circuitry), as follows:

Total CPC Cost funding

2002 46 trees & infrastructure in The Parade & Hare Lane £5,700 £4,500
2003 extra light strings and bulbs, lamp post connections £1,740 £1,740
2004 16 trees & infrastructure in the old village, bulbs £4,600 £2,500
2005 6 trees & infrastructure, replacement bulbs £1,000 -
2006 new lights & replacement trees £900 -
2007 4 trees & infrastructure, Star and replacement trees £3,000 £2,000
2008 4 trees & infrastructure, replacement bulbs £2,500 £2,000
2009 - -
2010 - -
2011 6 trumpets £1,560 £1,290
2012 - -

The Parish Council also agreed from the outset that it would assume ownership of all the trees, lights and infrastructure.

As such, it currently owns:

76 brackets, electrical circuits and connection boxes
63 artificial Christmas trees (see below)
150 strings of lights
Quantity of bulbs
Illuminated star
6 illuminated trumpets

In January 2013 a full review of the state of the equipment was undertaken and most light strings were stripped from the trees for maintenance work. This resulted in the disposal of 12 artificial trees, which were no longer fit for purpose. We urgently need to replace these 12 trees and it is anticipated that the remaining 63 will only last one or two more years.

Current state of Infrastructure

Last Christmas the electrical circuits were tested at a cost of £528. We have been unable to recoup this cost. We also experienced escalating issues with the light timers and electrical connections, which though safe, proved particularly problematic in terms of access and settings. This resulted in an increase cost for support from a qualified electrician. We would like to alter some of the circuits before next Christmas to make them easier to access.

Financing the event

The CVA aims to make the switch-on event cost-neutral. Expenditure is now about £3,000 a year but income is variable and unpredictable. In 2012 the event made a significant loss of £680, primarily down to the cost of electrical testing and maintenance, though a fall of £328 in donations from the traders and the public were contributory factors. A bid is being presented to the Parish Council to cover the cost of the electrical testing (£528). If successful this will reduce the deficit to £152 which will be met from CVA reserves.

Sponsorship:

The event has always relied on the regular and generous sponsorship of a number of local businesses including Holy Trinity Church and Dairy Crest along with direct donations via the purchase of the 2 large trees from Claygate PC and Gascoigne Billingham.

From 2013 the committee will be actively seeking additional sponsorship / funding from local councillors, Elmbridge and Surrey (as Esher and Cobham currently do). Surrey (Mike Bennison) and Elmbridge have previously supported the event but not since 2008/9

Potential income: © £500+

Unallocated deficit

All of the above will ensure the event remains cost neutral but it will not address the replacement costs of the trees and lights. The table below sets out estimated costs and income over the next 4 years.

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This shows we can break even if:

1. Donations remain at their current level – I have been pessimistic and not included fashion show donation from 2013 onwards
2. Grants need to increase to around £2,000. This can come from Parish Council, Surrey and Elmbridge plus potential others

Projected income and expenditure

2012 2013 2014 2015 2016

Income

Donations £2,840 £2,140 £2,110 £1,130 £1,150

Grants (PC / BC / CC) - £2,000 £2,000 £2,000 £2,000

Investment / Kit

Trees¹ (approx £15 each) £0 30 = £450 25 = £375 25 = £375 0

Lights² £0 Bulbs from stock 80 new = £200 0 0

Electrical work £300 £600 £600 £200 £200

Electrical testing (every 3

years)

£528 0 0 £600 0

2 Large trees³ £470 £490 £510 £530 £550

Event

Event equipment hire £811 £830 £850 £870 £890

Electricity £598 £620 £640 £250⁴ £250

Event costs⁵ £813 £830 £850 £870 £890

Total £680 loss

Anticipated Shortfall £680 loss £320 profit £35 profit £565 loss £370 profit

Prices are based on the original purchase / installation costs and uplifted for inflation etc.

1 If a suitable, good value supplier can be found it is proposed to replace all 75 trees in one go if the funding can be found

2 If a suitable, good value supplier can be found it is proposed to replace all lights in one go if the funding can be found. This is also dependant on finding suitably bright LED lighting, hence the later phasing of the costs

3 Offset by direct donations

4 Anticipated reduced costs from LED lights

5 Fireworks, prizes, ambulance, programme, donation to scouts, gifts / refreshments (volunteers and celebrity)