

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

contact our liaison Officer at EBC to arrange a CPC/EBC Liaison meeting for the end of April/beginning of May.

126. The Planning Committee Report

All minutes of the Planning Committee have been circulated.

Cllr Isaacs circulated to all councillors a copy of the check-list she produced for Cllr Coomes to assist him whilst she was absent from the last two Planning meetings. It was agreed that this was very useful and Cllr Isaacs was commended on this excellent piece of work. The check-list will be kept on file by the Clerk for the use of future Planning Committee Chairmen.

126.1 A discussion then took place about Neighbourhood Plans:-

- i. Should we put resources into making a Neighbourhood Plan if we are afforded protection by the work done by EBC?
- ii. EBC is well ahead with their Supplementary Planning Document which will afford Claygate some protection. We have made comments about the draft SPD, which we hope EBC will include, but even if they have taken on-board our comments, the SPD is not specific to Claygate.
- iii. Although it is possible for groups-including developers, to organise themselves to produce Neighbourhood Plans, where there is a Parish Council, only the Parish Council can produce a Neighbourhood Plan.
- iv. Much of the work done for the VDS can be transferred in to the Neighbourhood Plan.

Cllr Coomes arrived at the meeting.

- v. EBC is obliged to assist us if we decide to go ahead with the plan. They will designate an Officer to assist us.
- vi. A referendum will need to be held in order for the village to approve the plan, but this will be paid for by EBC.
- vii. It will be possible to change the plan as it is evidence based and the evidence will change over time. We will not need to go to a referendum to make changes, but will need to go to consultation.
- viii. The LDF produced by EBC is one of the country front-runners and has been accepted- this pledges to protect the Green Belt.
- ix. If we begin the Neighbourhood Plan, but then find we no longer need it, we can always pull out.

Cllr Isaacs then proposed Resolution 1

Resolution 1.

It is RESOLVED that the Parish Council upgrade the Claygate Village Design Statement into a Neighbourhood Plan.

PROPOSED by Noel Isaacs

SECONDED by Alex Coomes

AGREED UNANIMOUSLY

Cllr Isaacs will arrange a meeting with Leslie Underwood to proceed the Plan.

The Clerk will write a formal letter to Richard Morris to inform him that we intend to produce a Neighbourhood Plan

AP39 Cllr Isaacs and the Clerk to action.

126.2 Cllr Isaacs prepared a business questionnaire based on the one produced by Bookham PC. Cllr Isaacs has circulated a copy to all CPC councillors. No comments have been received from the councillors. Cllrs Round and Isaacs hope to attend a talk given by the producers of the Bookham Neighbourhood plan. Cllr Isaacs circulated 29 pilot copies of the questionnaire and has had 13 replies. No problems have been encountered by those who have completed the questionnaire. It was **AGREED** that Cllr Isaacs can now go ahead and survey all Claygate businesses.

127. The Highways & Transportation Committee Report

Cllr Huddart circulated a written report prior to the meeting. As Cllr Huddart was not at the meeting, Cllr Hallett read the report.

127.1 The Committee met on 1 Mar 12 and its minutes have been circulated.

127.2 It was agreed that a plaque should be provided for the newly installed bench near the Recreation Ground in Church Road. The suggested wording should be agreed by the Council:

**This bench has been provided by
Claygate Parish Council
in memory of its founder**

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Brian Rhodes (dates)

It was agreed to use the wording

**Provided by Claygate Parish Council
in memory of its founder
Brian Rhodes (dates)**

Cllr Coomes will arrange for the production of the sign. Once the plaque is installed, the Clerk will inform Brian Rhodes' family.

127.3 The H&T Committee authorised the virement of up to £250 from its general budget (2011/12) to highway tree planting. 29 of the 30 trees in this year's programme have been planted. The site outside Rukshana needs the root grinding out, which we have authorised.

127.4 Cllr Huddart has reported a dirty sign at Stevens Lane/Red Lane to Elmbridge, a dirty sign at 37/39 Oaken Lane to Surrey, and broken supporting clips on weight limit at Hare Lane/Raleigh Drive to Surrey.

128. The Environment Committee Report

Cllr Round announced that Cllr Hayes had resigned from, and as Chairman of, the Environment Committee. She expressed her sorrow that he had resigned and thanked him for all his work and systematic organisation. Cllr Whittaker will continue as Chairman until the Annual Meeting.

As Cllr Whittaker was not present at the meeting, Cllr Hayes gave an oral report to the meeting.

128.1 All projects are progressing well.

128.2 At the last meeting, a review of the work of our HGS contractors, G Burley was undertaken. Their score was good, but it was noted that they tend to be pricey on the add-ons.

129. Communications Report

Cllr Round gave an oral report to the meeting

129.1 The working party held a meeting in February.

129.3 The spring edition of the Courier is at the reading stage, prior to be sent off for page setting. It will be printed and ready for distribution at the end of March.

109.2 The new website is still a work-in-progress, but is nearing completion.

Cllr Round gave her personal thanks to Cllr Coomes for all the work he has put into this project which has saved CPC in the order of £500 to £1,200. A Communications meeting will be held to decide how to maintain the website. The Clerk will be trained to upload Parish Council agenda and minutes. It will be decided if a webmaster will be required and, if so, what duties they will need to perform.

Cllr Coomes then gave an oral report to the meeting (he apologized for his late arrival which was due to an accident at Hinchley Wood). He has used similar colours for the new site to preserve continuity. The site is much more a Parish Council website with links to other village organizations. Cllr Coomes will upload more information about the Parish Council including Committee remits. It was agreed to:-

- i. upgrade the information already on the site about the VDS to include photographs.
- ii. upload site maps and photos of all the HGS sites.
- iii. use a hand-drawn map of the village produced by Cllr Hallett.
- iv. upload photos of the HGS showing seasonal changes throughout the year.
- v. ensure all the required legal information about CPC has been uploaded.

130. Finance Report

130.1 A copy of all receipts and payments from the last meeting, all payments made since the last meeting and a detailed Income & Expenditure by budget were circulated prior to the meeting. More information has been included on the notes to the accounts. 'Miscellaneous' and 'Public Projects' are now detailed. No questions have been received by the Clerk.

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

130.3 All payments made since the last meeting were APPROVED.

130.4 The Clerk had been previously asked to research BT business phone packages.

Cllr Sheppard declared a personal interest in this item as he is a BT pensioner.

This information has been circulated to all councillors. Cllr Sheppard also circulated an analysis of the performance of the various telephone and broad band suppliers. It was obvious that a considerable saving would be possible by having a broadband and telephone package. As we are tied into a contract with Talk Talk until Sept of this year, it was agreed to discuss this at the May meeting.

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131. Plan for Expenditure

131.1 The Communication WP will have an underspend; mainly due to the fact that the development of the new website has not cost us anything. There will be a hosting fee for the new site of about £240 per year.

131.2 The H&T Committee has an overspend on highways trees, but this can be accommodated from the 'General' account- so there will be a small underspend overall.

131.3 The Environment Committee should be on budget.

131.4 There will probably be an underspend on Christmas lights. The Youth budget will be underspent as the project ongoing at the Youth Club will not be finalised until after the financial year.

132. Jubilee Projects & 137. Community War Memorial Project Scheme

Cllr Hallett gave a report. She has written a piece for the Courier.

The three themes are past, present and future.

i. Past- the War memorial Garden project. Thanks to the money from CPC, the funding is now at 95%. EBC are concerned about the cutting back of the yew hedge as it will look very bare for some time. They have asked for a consultation. Posters have been put up around the village to explain the projects and asking for comments. It was noted that when the memorial was erected in 1920, the yew was just a box hedge, so the present state is very overgrown.

It has been generally agreed that any work should be done as soon as possible before the birds begin to nest.

Regarding the collecting of the funds, CPC will not collect the funding as it is not our project, but the CVA has agreed to collect the funds as a line in their accounts for a specific project. As the project team has no official status and monies cannot be made over to an individual, then the CVA will be the best body to look after the funds. We would like to know what happened to any excess funding.

As CPC is not running the project, we cannot claim back the VAT. However, it may be possible for us to claim back the VAT if we purchase a specific item for the project and donate it. It was suggested that we buy the gates. We may have to keep ownership of the gates and agree to insure and maintain them. It was agreed to write to HM Revenue & Customs to ask about this proposal.

AP40

The Clerk to action.

ii. Present- this will be the Big Lunch and will be a nation-wide event. Some areas of the village will hold street parties, but for those streets not holding a party, there will be a Big Lunch on the Recreation Ground with groups of strolling entertainers such as the Thames Valley Morris men and a Martial Arts display.

It was suggested that the organisers of the Lunch may want to arrange for the closure of Dalmore Avenue to vehicular traffic as there will be many pedestrians using this road as an access to the Rec. There will also be Thanksgiving services at the churches. Later on in the day there will be a cricket match.

The CVA will arrange for Union Jacks flags to be placed in all the flag-pole holders in The Parade and old village.

iii. Future- as Cllr Whittaker as not present there was no update on this project. It is believed that all village children will be asked to join in the production of a mural or mosaic.

133. CPC Laptop & Back-up

133.1 The screen on the CPC laptop recently stopped working. The machine was taken to be repaired, but it was discovered that due to the particular type of screen, repairs would be over £250, which would not be economically viable. The computing part of the laptop still functions and the Clerk already has a separate keyboard and mouse, so all that is required is a new screen. Cllr Coomes has lent one to the Clerk, but will require it back. Cllr Coomes will be able to purchase a new 19" screen for about £100. It was AGREED to go ahead with this necessary purchase.

AP41

Cllr Coomes to action.

Once the laptop stops working, a desktop will be purchased as they are cheaper to buy and repair.

133.2 During the time that the CPC laptop was in for repair, the Clerk used her own PC for Council work. She was able to transfer all the relevant files onto her computer from the external hard-drive used to back up. It was AGREED that another backup is necessary. One can be used to back up and the other stored with the Chairman. These will then be swapped around on a regular basis, thus ensuring the safe storage of information. It was agreed to buy a hard drive which will be big enough to back-up to a desk-top. Cllr Herbert will research this.

AP42

Cllr Herbert to action.

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134. Surrey Local Flood Risk Management Strategy

SCC is currently undertaking a consultation to inform the drafting of the Surrey Local Flood Risk Management Strategy. They need the views and concerns of residents and businesses on flooding and have produced a survey. All this information was circulated to councillors in early February.

It was noted that the survey is designed for individual use, so it would be difficult for CPC to respond.

Although the Hare Lane Green project has effectively stopped the flooding problem in that area of the village, it would be useful for residents living in the area of the Rythe to respond.

135. Village Meeting 2012

It was suggested that, rather than a speaker for this year's meeting, we have updates on the four current schemes running in the village:-

- i. the Pavilion.
- ii. The Jubilee
- iii. CIB
- iv. The War Memorial Project.

It was also suggested that as we are going ahead with the Neighbourhood Plan that we have speakers on this subject; perhaps someone from Bookham who have already produced a Neighbourhood Plan and Leslie Underwood from EBC.

It was also suggested that we have a speaker on the topic of school places as this is causing great concern at the moment. It was agreed to ask David Parks who is School Governor and Cllr Whitaker if we need to hold a separate public meeting on this topic.

AP43 The Clerk to action.

It was noted that during the 'Open Forum' any matter of concern can be discussed by the meeting.

It was agreed to have the Neighbourhood Plan as the main discussion topic. We will then be able to minute that the NP was discussed at the Village meeting.

136. Flower Show 2012

136.1 Cllr Round and Isaacs will be in charge of the display again this year; Cllr Hallett has also agreed to help.

136.2 We will use the marquee which is still being stored by Cllr Cartwright. Once the marquee is struck at the close of the show, it can be stored in the CRGT container on the Rec.

AP44 Cllr Round to contact Steve Wells regarding storage arrangements.

136.3 We will have the usual double pitch so that we can accommodate Neighbourhood Watch.

AP45 The Clerk to contact Malcolm McKenzie

137.4 The marquee needs to be erected no earlier than 10.30 am and struck at 6pm. We will need volunteers. It was agreed that the site provided at the Show last year was not satisfactory, so we would like a different spot.

AP46 The Clerk to contact the Flower Show organisers.

137. Community War Memorial Project Scheme

Already dealt with

138. Administration

Cllr Hayes produced a paper in this subject and circulated it to all councillors (appendix A). He was given thanks for his work.

Strategy Meetings have been held by CPC in the past. The Clerk circulated to all councillors the notes of past meetings. She was thanked for this.

The last strategy meeting was in 2009, so it was agreed that we should have a meeting in May/June this year.

This will be after the Clerk and Cllrs Round & Sheppard have been to the conference on Localism.

Strategy/forward planning is always discussed at the budget meeting, so this will now be known as the Strategy & Budget meeting. It was agreed to hold two strategy meetings a year, so the other will be fixed for June every year.

AP47 The Clerk to action.

It was noted that, as a councillor serves for four years, a 5 or 10 year plan may bind new councillors into policies that they have not agreed.

In 2003 a 'mission' statement was produced for CPC (appendix B); it was agreed that this should go on the website.

AP48 Cllr Coomes to action.

139. Matters for information only

Funding has been made available from SCC for local projects.

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Nick Hayes has an idea for an initiative to change Dalmore Avenue into a pedestrian thoroughfare to the Recreation Ground. Vehicular traffic would be 'access only'. New paths would be created on the Rec and a garden of contemplation made on the site of the old pavilion. These changes would link parts of the village on the Swedish/.Dutch model.

140. Date of next Meeting

The next meeting will be:-

Thurs 10 May 2012 at 7.30 pm in the Small Village Hall

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.**

Appendix A

Administration

From time to time it is helpful to see where you are at and where you would like to be. The following thoughts flowed out my thinking about our PC. Councillors might find some of them of value in setting a course for the PC's future. Then again...

Policy

We have areas of action spelled out for each committee in the remit statements reviewed each year. These define the scope of our activities but not how we will carry them out. In some cases such would be difficult if not impossible because the future is unknown. However in some matters we know approximately how we will likely be guided. I.e. we have a policy/framework for making decisions in mind. We may then say we have a policy.

Do we need to have any Policies that establish the position of the PC in any areas of its jurisdiction and operation?

We know that Policies can:-

- Take a lot of time to develop;
- Be so vague as to be of no value in assisting in decision making;
- Can prove to be overly constricting in situations not conceived when the policy was formulated;
- Be internally oriented (How we operate as a team)
- Be externally oriented (Sharing our position with our publics);
- Have to change as our village environment (economic, governmental, demographic, infrastructure) changes;
- Be divisive within the PC when views differ;
- Expose the policy makers to criticism;
- Limit freedoms of action, the more specific and focussed they are.

Policies that are unwritten would appear to be against the spirit of open democratic governance. Does this mean that if we have policies they should be written? If we were to have written policies should they then be shared/publicized?

Do other levels of Government have stated policies? If so do they ever provide value to the government or to its publics? Can we learn from those levels of government? What lessons can be drawn from their experiences?

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Are the scope of activities of the PC such that to formulate inward or outward oriented policy in any area is a waste of time and would serve no purpose?

Looking at what we have done in the most recent past I believe that the PC has made a real difference to the community. However perhaps the community's view of the PC's contribution could still be improved. Could the establishment and propagation of Policy, play a role in enhancing the perceived value of the PC?

The national government's announced plan to devolve powers in the handling of Planning Applications may result in the PC having a much more significant role in determining the approval or the rejection of Planning Applications. It is likely that devolved powers will be tightly limited until the impact of the announced devolution of Ministry of Housing programs can be assessed.

Certainly the specifics of the devolution of authority are presently not known to us. But in the event that significant power is devolved then the PC could find itself making decisions that would have an impact on property values in Claygate. Having stated Policy in the handling of applications of a certain type (e.g. Subdivision of lots to allow multiple dwellings; the provision of vehicular access to property: the provision of off-street parking;), would make clear to applicants in advance what the position of the PC will be. Whether having a policy would be useful, (or not), will depend on the power given to the PC under the future devolution program. But if equitable treatment of applications is to be fostered would the definition of Policy then be valuable, as it could provide councillors with guidance in making their decisions?

If we are to have policies, however formulated, they must be exposed to the whole PC for review, updating, revision and approval before being promulgated. Furthermore mechanisms must be in place for policy to evolve.

Environment, Highways and Transportation, Planning (as now established), Communications are the groups through which actions, (perhaps fruits of our outward looking policies), are implemented. We also have many rule of procedure which guide our meetings and handling of matters...the administration of our council. These are mostly inward looking but some do have an impact on our publics.

Do we have any policies in any of these groups/areas that should be set down and shared with our publics?

Public data access, clarity and obscurity of facts.

The demographics and skills associated with each age group are changing. More youngsters and middle-years groups have computers and can navigate the Internet.

Should the PC emulate the government's drive to improve public data access and a citizen's ability to find out how to take, or instigate, action?

Are there areas of action in each committee's remit which lend themselves to an outward-looking mechanism employing Information Technology on a systematic regular basis to share information with our publics? Would this cost too much to establish and maintain?

Our Performance as a Parish Council

Every few years Parish Councillors stand for election. The Public votes and new councillors take office. Is this mechanism the only one we should have in place to assess how good a job we are doing? Should we seek to establish and publicize targets for ourselves?

I think we have targets for:-

Establishing the level of the Precept.

Deciding at which level requests for grants require additional substantiation.

The level of the reserve fund.

Probably some others. What and where are they set out? Should they be?

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Day to day concerns of our electorate

We all meet with our neighbours and other Claygate residents on a regular basis. The information shared orally with us provides a useful picture by which we may individually assess our progress in meeting our electorate's reasonable expectations. We may share this information with fellow Councillors. There is also much information that the Clerk receives from phone calls and emails directed to her from outside agencies as well as residents and suppliers. Many emails are circulated to us by Freda consequent to this process. Should we be looking to recording data on the phone calls received by Freda? Is this information important? Is the disposition of a phoned-in matter important?

Facing their clients and managing client expectations and requests is important to the police, customer service departments, businesses and government departments. Are their learnings of interest? Expensive to emulate?

Use of Charts etc.

We report to our publics where we have spent money, using primarily standard financial reports. Pie charts tell a story quickly so do histograms and graphs. Should we use these pictographs as a supplement to our financial reports?

Appendix B

WHAT THE PARISH COUNCIL IS FOR.

Our Aim

That the **overall aim** of Claygate Parish Council should be:

Constantly to strive to improve the quality of life for all those who live, and work, in Claygate, whilst preserving its unique character as a warm, caring and sustainable village community.

How we achieve it

In support of this overall aim, Claygate Parish Council will:

- By working in partnership with them, encourage Elmbridge Borough Council and Surrey County Council to provide high quality & good value services for Claygate.
- Work productively with Borough and County Councillors.
- Ensure that all its activities are underpinned by active consultation within Claygate and, as appropriate, more widely in a way which feels accessible and encourages active participation.
- Have a dedicated local focus free of political influence acting purely for the benefit of the Claygate community.
- Making the best use of current legislation, work with Surrey Police and others to reduce crime and the fear of crime in Claygate.
- Work with the Chamber of Commerce and others to foster local commerce and industry in Claygate, in particular, viable retail businesses.
- Work with local voluntary and charitable organisations to promote greater involvement in community activities.
- Support sensitive building development which will not damage the character of Claygate.
- Maintain and improve the physical environment in Claygate, in particular its open spaces.
- Support measures to promote road safety & a reduction in the volume of traffic in Claygate.
- Press for an adequate level of public transport in Claygate.
- Support social, cultural and sporting activities for all sections of the community.

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- Ensure value for money from the Parish Council's funding and where appropriate seek additional sources of funding to further the Parish Council's aims.
- Seek to take on new powers and responsibilities where this would ensure better or additional services in Claygate.

- Maintain an adequate level of financial reserves.
- Be aware of, and make contributions to Elmbridge & Surrey community based initiatives.

What we will do

Within the overall aim, and how it is achieved, the immediate and specific objectives of the Parish Council should be:

Within the cultural, social, sporting and educational context:

- Initiate and support activities designed to meet the needs of young people by harnessing their energies and talents.
- Develop working relationships with schools, particularly in the areas of environmental and social issues.
- Support existing community events such as the Festival Weekend and the Switching On of Christmas lights, whilst fostering new ideas.
- Support the work of the Village Hall Association and the Claygate Recreation Ground Trust.
- Give support to local organisations working with older residents to improve their quality of life.

Within the commercial context:

- Work with the Chamber of Commerce to promote the interests, and long-term viability, of Claygate's retail and other businesses.

Within the environmental context:

Overall:

- Encourage increased recycling of resources.
- Ensure a balanced approach to open spaces management by EBC, which combines good environmental practice with the maintenance of attractive recreational open spaces.

More specifically:

- Support community composters and encourage recycling of all resources whenever practical.
- Preserve and maintain the Village Green.
- Encourage the maintenance of flowerbeds.
- Work for a reduction in levels of graffiti, litter and pollution.
- Promote the improvement of village amenities.
- Promote good management of trees, woodlands, streams, ponds and other natural features.

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- Encourage the sensitive management of open spaces and road verges.
- Encourage the management and protection of flora and fauna.
- Keep residents informed of local environmental issues.

Within highways and transport:

Overall:

- Initiate and support proposals to reduce speed and volume of traffic in Claygate.
- Ensure that roads, pavements, footpaths and bridleways are maintained in good condition by Surrey CC.
- Work to ensure continued provision of public transport which meets the needs of Claygate residents.

More specifically:

- Support and initiate proposals to reduce speed and the volume of traffic in Claygate.
- Support and promote all aspects of safety.
- Examine all proposals for new roads within the vicinity of Claygate in a critical manner.
- Critically examine any plans for the widening of any road that might cause increased traffic density on roads in, or approaching Claygate.
- Set up a procedure monitoring the state of repair of all roads and footways within the parish and adjacent areas.
- Monitor the quality of existing footpaths and bridleways within the village and its environs.
- Monitor the work of the public utility companies within highways.
- Monitor the verges of roads in Claygate, including the adequacy of cutting grass and the trimming of adjoining banks, foliage, trees in order to preserve sight lines and footways width.
- Work for the improvement, maintenance and increased use of buses and trains.
- Reduce illegal on street parking and encourage the use of car parks.
- Resist all attempts to introduce charged controlled street parking.

Within the planning context:

Overall:

To work to the development of a Village Design Statement, in collaboration with Elmbridge planners, with a view to this being adopted as a local **supplementary planning guide**.

The following principles will be applied in considering planning issues:

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- Green Belt – The Parish Council will object to any reduction in the designated Green Belt and to any proposed development within it that detracts from its amenity value.
- New Housing- The Parish Council recognises the pressure for housing development and also the need for affordable housing. However, it expects the Borough to exercise effective control over the type and density of such developments, and to implement design guide standards in order to avoid incongruous housing development.

In particular:

- It is important that all types of housing are catered for.
 - There will be a presumption against the demolition of character houses throughout the village and not only in the conservation areas.
 - New development should be in harmony with its immediate environment in terms of street scene, scale, type, number of storeys, roof heights, architecture and garden size.
 - The size of rear gardens must adhere to the Elmbridge design guide standard.
- In considering applications for residential development, the Parish Council will expect the Borough to be satisfied that the proposed development, on its own or in combination with others, would not place unacceptable pressure on schools, medical services and highways.

- Small Works -Applications for small works on domestic properties, outside the conservation areas, will not normally be opposed but they should ensure that there is no adverse impact on the street scene or the amenity of neighbours.
- Conservation Areas -The Parish Council will look critically at all proposed development and change of use in the conservation areas and liaise with the Claygate Conservation Area Advisory Committee to promote the maintenance and enhancement of the conservation areas. The sympathetic use of materials and design will be required.
- Commercial -Applications will be viewed with regard to their benefit to the community, quality of design and visual impact on the area.
- Notices and Representations- The Parish Council will alert residents who may be affected by proposed developments of the existence of applications to Elmbridge Borough Council and will consider any representations made.
- Contacts with Developers and Applicants - Parish Councillors will not normally speak with developers or other applicants for planning permission. Should such contact arise unavoidably, discussion shall be limited to procedural matters and avoid considering the merit of the application. In such a case a note shall be made of the contact, and reported to the next Planning Committee meeting.

Within the communications context:

Overall:

- To keep the community informed, on a regular basis, of Parish Council activities.
- To prompt participation in community activities.

Specifically:

- To maintain & develop ongoing publications of the Claygate Life magazine and the Courier newsletter.

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- To ensure maintenance of the web site and the notice boards.
- To set up ad hoc communications & meetings as required.

Within the financial context:

The Parish Council must be able to demonstrate sound financial management and controls.

The precept will be set with reference to:

- Budgeted activities for the next financial year and a 3 year outline plan;
- Other sources of funding;
- The need to build and maintain reasonable levels of reserve.

Apart from legal requirements, the key principles that the Parish Council needs to observe are as follows:

- Provide value for money to Claygate residents;
- Avoid paying for services that EBC or SCC have a legal obligation to provide, except that, where EBC/SCC are not obliged to provide the service to the standards required by Claygate, the Parish Council may negotiate a higher level of service in return for part funding.
- If negotiating to take over a service from EBC/SCC, funding equivalent to the direct costs of the service must be transferred to the Parish Council by grant.

When considering applications for grants from local organisations, the Parish Council will have regard to the following principles:

1. The grant should benefit the residents of Claygate
 - i. All of the residents OR
 - ii. If only a particular section, this should be a section with particular needs.
2. The accounts and constitution of the organisation should be available for inspection.
3. The application should be supported by a project plan and statement of funding sources (including information about those sources where the approach was unsuccessful).
4. The organisation should be able to prove sound financial management.
5. The proposed activity cannot be reasonably funded from income and/or reserves.
 - i. If the grant is to be the 'seed' funding source, the organisation should be able to show other sources of funding that will contribute once an initial amount is raised.
 - ii. If the Claygate Parish Council is to be the provider of last resort, the organisation should be able to show other fund-raising activities or sources of funding.
6. The grant should be match-funded or some other resource provided i.e. labour, by the organisation receiving the grant
7. It should be included in the Claygate Parish Council budget.