

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

110. Report from the Chairman

110.1 At the request of Rob Moran, Cllr Sugden held a meeting with Mr. Moran to talk about election costs. .

110.2 The Clerk and Chairman received a communication from a resident about the role of co-opted Committee members. A full and detailed reply was drafted with advice from SALC. This was sent and the resident appears satisfied with the answer.

111. Report from the Parish Clerk

111.1 The Clerk has emailed Zurich about the claim for the repair of the Millennium Sign, but has had no reply. It was noted that Cllr Bennison has given a grant towards the repair; this shows in SCC papers, but we have not yet received the money.

111.2 The CPC telephone stopped working in December as the ADSL filter failed. A replacement has been obtained and the telephone is now working again. Help on this matter was given by Tom Swift one of our planning co-opteds- thanks were given to Tom.

112. Finance Report

112.1 A copy of all receipts and payments from the last meeting, all payments made since the last meeting and an explanation of the accounts were circulated prior to the meeting.

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

112.3 All payments made since the last meeting were APPROVED.

113. Plan for Expenditure

113.1 A copy of the detailed Income & Expenditure by budget was circulated prior to the meeting. Accounts information was included which showed:-

- i. notes to the accounts
- ii. an analysis of 'Miscellaneous', 'Other Grants', 'Chairman's Allowance' and 'Public Projects'.
- iii. a rough breakdown of the current financial situation.

There were no questions.

114. Budget and Precept 2015/16

Cllr Sheppard gave the report. He circulated an updated budget prior to the meeting. This reflects an increase in the equipment budget which may be required to purchase office equipment when the Clerks moves house and the CPC office has to move.

Cllr Huddart arrived at the meeting.

Consequently, the total precept will increase slightly to £50,232, made up of £47,760 together with the grant from EBC of £2472. This will mean a 1% increase (after the EBC grant a 0.9% increase). But because of a change in the Band D rate this will mean a 0.3% increase; meaning the Band D precept will rise from £14.11 for last year to £14.15 for this year.

Resolution 1 reflects the previous figures:-

Resolution 1

It is RESOLVED that a total precept of £49,982 be levied for the financial year 2015/2016; made up of £47,510 and conditional upon the Council Tax Support Grant of £2,472 from Elmbridge Borough Council.
PROPOSED by Mark Sugden

Cllr Sheppard proposed an amendment to Resolution 1 – this was AGREED.

Resolution 1

It is RESOLVED that a total precept of £50,232 be levied for the financial year 2015/2016; made up of £47,760 and conditional upon the Council Tax Support Grant of £2,472 from Elmbridge Borough Council.
PROPOSED by Anthony Sheppard
SECONDED by Alex Coomes
AGREED UNANIMOUSLY

This information will be sent to EBC.

Cllr Sugden gave his personal thanks and the thanks of the meeting to Cllr Sheppard for all his work on this matter.

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115. SALC/NALC Subscriptions

The SALC subscription has increased by CPI of 1.5% which equates to a subscription of £1547.18. The Chairman asked the Clerk to speak to Trevor Leggo about the rise, but it is non-negotiable. We have asked their advice on several matters recently. This advice would have cost far more from a solicitor.

Resolution 2

It is RESOLVED that the subscription of £1547.18 be paid to Surrey ALC and £304.86 be paid to NALC for the year 2014/2015.

PROPOSED by Mark Sugden

SECONDED by Anthony Sheppard

AGREED UNANIMOUSLY

116. Claygate Spring Festival

The applicant, Gary State, was allowed to remain in the room during the discussion and was invited to address the meeting on this matter.

This is a weeklong festival culminating in the 'Spring into Claygate' street event. It is a Claygate event for Claygate people. The event will celebrate the arrival of spring in Claygate and includes many local organisations such as the Scouts & Guides, the Church, WI and CVA- it is not just an event for the traders in The Parade. There are expenses such as street closure, publicity etc. SCC has provided a grant and funding has been obtained from the traders. It is hoped it will be self-financing in the future, as the stalls selling items for profit will be charged a pitch fee.

Resolution 3

It is RESOLVED that this Council gives a grant of £150 towards the Claygate Spring Festival to be held in April 2015.

PROPOSED by Geoff Herbert

SECONDED by Michael O'Brien

AGREED UNANIMOUSLY

AP 36 The Clerk to raise the cheque.

117. Report from 'Let's Talk Elmbridge'

Elmbridge Borough Council sent out invitations to the annual Let's Talk Elmbridge - Prospects and Priorities event. The meeting provided participants with the opportunity to find out more about Council services and spending, to hear about the Council's plans for 2015/16. It was attended by Cllrs Sheppard and Maguire. A report on the Core Strategy noted that the work carried out on the housing numbers will have to be reviewed.

118. Christmas Function for Helpers

The function was held between 7pm and 9pm on Thursday 4 Dec 2014. 60 people were invited, but only 31 replied; 15 were unable to attend and 16 people said they would attend.

A discussion took place about why so few people attend. The event has been held both before and after Christmas, during the day and on different days of the week. It was agreed that the dark nights and bad weather may deter people from attending.

Cllr Isaacs suggested having a summer evening event. It was agreed that this was a good idea. It was agreed to hold an event in June and to give plenty of notice. The location to be decided.

119. CIL

We have now received £4453 in CIL monies from EBC and this is held in our bank account under a specific CIL code. The next time CIL money can be received is April of this year.

Cllr Sugden proposed that we do not spend the current CIL funds at this time as it is a relatively small amount, but wait until it is known if any more funds will be received in April 2015. Then we can consult with residents to find out what they would like to see the money spent on. In this way, if we have a substantial project, we will have sufficient funds.

This was AGREED.

The money we have received is only 25% of CIL funding from Claygate- the remainder is held by EBC, together with the 75% from the rest of the Borough. There is now about one million pounds in the account. It

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was agreed that the Clerk and Chairman should consult with the EBC CIL Officer, Mark Behrendt, to see how we can bid for some of this money. We already have a list of potential projects we would like to pursue.

AP 37 The Clerk and Chairman to action.

It was noted that SCC are in possession of an amount of money from the Prudential Cycle race and bids can be made to that. Cllr Coomes has written to ask the organisers if the race can come through Claygate. If it does, then we will get direct funding.

120. 2015 Election

120.1 At the request of Rob Moran, Cllr Sugden met with him to discuss elections costs. Cllr Sugden told him that we have been in direct and frequent contact with Alex Mammous about the possible costs of the election.

120.2 It was noted that there could be a fourth ballot paper if the Surrey Police Commissioner wants to set a budget on which they will have to call a referendum.

120.3 It was also noted that the General Election votes will be counted the night of the election but the Borough and Parish election votes will not be counted until the afternoon of the following Friday. If there is a Police referendum that would be counted on Saturday morning.

120.4 CPC will hold a 'meet & greet' evening on 21 Jan 2015 at 8pm to welcome potential candidates and explain the workings of the Council. Posters have been put up on the notice boards by the Clerk. Cllr Herbert will print more copies and ask the shopkeepers to display them. Cllr Maguire will put the event onto the Claygate Network and Cllr Sugden will research the feasibility of using the banner.

AP 38 Cllrs Herbert, Maguire and Sugden to action.

The room will be set up at 7pm with 5 tables and the display boards. Refreshments will be served. Apologies have been received from Cllrs Hallett, Coomes and Herbert.

All Councillors are encouraged to try to seek out as many residents as possible who may show an interest in joining the council.

120.5 The Clerk sent for an information pack on becoming a councillor from SALC. This has already been to two interested parties.

120.6 Boundary Changes-EBC will continue to hold elections by thirds. The Boundary Commission has yet to respond on the number of councillors required from the Borough. It is proposed that there will be 16 Wards of 3 Councillors; this will reduce the current number of 60 councillors to 48. Mr Moran believes that any changes will not impinge on Claygate, so there will be no knock-on effect on CPC. This will mean that there will not have to be another election in 2016. However, this will be determined by the Boundary Commission.

121. Office facilities

As the Clerk is moving house, the CPC office will need to be relocated. The Staffing Committee are exploring options. Provision is made for use of office space in the Clerks home in the budget. It is hoped that any alternative provision will not exceed this allocation of funds. It is hoped to finalise the research and decide the best solution, in consultation with the Clerk. There will be a recommendation at the next meeting.

Talks are taking place with the village hall about hire of office space there. Cllr Huddart did not take part in the vote as he is Chairman of the Trustees of Claygate Village Hall Association.

Resolution 4

It is RESOLVED that this council authorises the Staffing Committee to develop and progress an option to provide some out of home office facility for the Parish Clerk so long as any proposed option is cost neutral relative to the current arrangement which provides an allowance for the use of a home office.

PROPOSED by Mark Sugden

AGREED by 7 FOR and 1 ABSTENTION

It was agreed that there should be no commitment to any contract without the agreement of the full Council. If such a commitment is required prior to the next meeting, then an emergency meeting will be called.

122. The Planning Committee Report

Cllr Isaacs circulated a written report prior to the meeting.

122.1 Normal report items as per minutes of the latest meeting 8 Jan 2015.

122.2 At the meeting the green paper for the Local Plan Working Group was handed over giving the latest figures for Identified Opportunity Sites in Elmbridge. These are extracts relating to Claygate. Cllr Herbert was present at this meeting.

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Claygate Housing Potential Summary:

Completed developments (2012 -2013)	19
Under construction	8
Planning permission not yet implemented	8
Opportunity sites	68
Windfall	48
Total	151

Opportunity Sites Claygate:

Site Ref	Address	Overall net yield	Years			
			1-5	6-10	11-15	
CLA1	BT Telephone exchange	60		0	60	0
CLA3	Torrington Lodge Car Park	8		0	8	0
Total				0	68	0

2014 Amendments and Additions:

CLA1	BT Telephone exchange	60	Increase in units from 50 to 60
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2014 Removed Sites by Settlement:

CLA4	Hare Lane Car Park	Overall net yield 7 – Reason, Release unconfirmed
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Suitable, Available, Achievable, Deliverable:

Site	Address	size (ha)	Assessment	Final Assessment	Rationale
CLA1	BT Telephone exchange	0.72	Deliverable	Suitable Available Achievable	Site includes the 2 storey commercial telephone exchange building and hard standing for car parking. It is located near Claygate Local Centre and adjacent to the Railway line and the Green Belt. Changes in Telecommunications Mean that some exchanges are surplus to requirements. It has been confirmed that there is potential for the site to be disposed of, unlikely to be until medium term.
CLA3	Torrington Lodge Car Park	0.1	Deliverable	Suitable Available Achievable	The car park is located off Torrington Close to the rear of the local shops on Hare Lane and within the boundary of Claygate Local Centre. It is EBC owned and identified as a medium term priority within the Council's Parking Plan to review its potential for full or partial disposal. Additional Works could mean a scheme Could be achieved within 6-10 year time period.

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Travellers and Travelling Show People:

Covering the period up to 2017, the Traveller Accommodation Assessment (TAA) concluded that to meet the accommodation needs of Gypsies and Traveller:

- 24 Pitches are required between 2012 and 2017
- 12 pitches are required between 2018 and 2017

The TAA identified that no further plots are required to meet the needs of travelling show people up to the period 2027.

The Government has a requirement to deliver 26 new pitches between 2014 and 2019 in order to fulfil its five year requirement. It is anticipated that 3 pitches at land adjacent to the Oaks, Woodstock Lane, Dittons can be delivered in years 1-5 (2014-2019). This equates to a land supply of 0.6 years on the basis of 26 pitches required plus a 5% buffer (27 pitches) or a 0.4 years supply on the basis of 26 pitches required plus a 20% buffer (31 pitches).

It was agreed that it was alarming that the number of houses proposed for the BT Exchange has increased from 50 to 60. It was previously agreed that the density of 50 dwellings was too great.

It was noted that this data will be sent to EBC Cabinet, then to the full Council and then to the Inspectorate. It will also have to go out to consultation. The Ward Councillors will respond to this report.

It was agreed that a letter should be sent from the whole Council expressing worry over these figures. The letter should recognise the long-term potential of the BT site, but note that the density is unrealistic and out of line with any guidelines. The letter will also mention the numbers suggested for the car parks as of concern as CPC is trying very hard to get parking off-street and into the car parks. It was agreed that Cllr Sugden will draft the letter in association with Cllr Isaacs.

AP 39 Cllr Sugden to action.

It was noted that more pitches are required for travellers and that 3 more pitches are planned for the Oaks site. This is unrealistic as the site is already full and more sites have been added recently. Information on the site was requested at the EBC liaison meeting but has not yet been received.

122.3 Cllr Coomes reported that he had a meeting with the Head Teacher and Office Manager of Rowan School. They are aware that SCC has agreed their Travel Plan, so planning permission for expansion of the school will be granted. The Ward Councillors were supposed to have been consulted on this matter but have not. Now that SCC has agreed the plan, EA Sub Committee will have little choice but to approve the planning application. Cllr Coomes is trying to get an official from SCC to attend the EA Sub Committee.

The school is keen to work with the local community to mitigate any adverse effects of the increase in pupils:-

- i. the teachers will park in one of the Claygate car parks and the school will pay. Cllr Coomes is trying to negotiate a deal with EBC. As there are 40 members of staff at just one of the school sites, this will make a big difference to local on-street parking and show the children that it is good to walk.
- ii. they will arrange a shuttle bus from the old Wyevale site to the school. This should mean that about 50 pupils will not need to be driven into the centre of Claygate.

It was agreed to include an article in the Courier about what the school is trying to do to alleviate parking problems.

122.4 It was noted that there applications for the old bank will go to EA Sub in the next couple of months. There had been a fault on the website which meant that no comments could be posted, but Cllr Isaacs complained and it has been fixed.

123. The Highways & Transportation Committee Report

Cllr Huddart circulated a written report prior to the meeting.

The Committee met on 11 Dec 15, and the minutes have been circulated. Issues discussed included off-street and on-street parking, Neighbourhood Plan, CIL, Woodstock Lane South horse ride and crossing, Ruxley Heights pedestrian route, cycle routes to CPC, bus and train information on the web site, Claygate station ticket machine, highway trees and street lighting. This report covers matters that have developed since the Committee meeting.

123.1 On-street parking. Cllrs Sugden, Sheppard and Huddart met with Surrey C.C. representatives on Fri 14 Nov to discuss actions to be taken following the residents' survey. The Surrey C.C. member reaction was to address the issue of parking for our shops, which is not really a Claygate problem. Cllr Huddart has therefore

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repeat emailed Surrey C.C. to react to our request to design and provide limited controls to protect passing traffic in Church Road, Hare Lane, Foley Road and Gordon Road, and to design an holistic on-street system.

123.2 There was a serious vehicle/cyclist accident at the horse crossing in Copsem Lane, at which Mary Marshall and a Claygate doctor gave considerable help. Dominic Raab has perceived this as a second incident at Woodstock Lane South, and has called a meeting on 23 Jan. Cllr Huddart has already responded that Copsem Lane is outside Claygate and that we have no remit for action there. Hopefully it will help progress the Woodstock Lane South horse crossing, so Cllr Huddart has notified RBKT of Dominic Raab's interest.

123.3 For highway trees, we planted replacement trees in Foley Road on 13 Dec 14. The remaining tree is to replace that felled at 22 Claremont Road, for which there is a donor. We have to find an opportunity for Surrey C.C. to agree and facilitate a tree pit in the asphalt footway.

123.4 In support of Mike Bennison's request for information on highway flooding, Cllr Huddart noted that, following the heavy overnight rain on 6 Jan, the flood at the High Street/Hare Lane junction dried up very well.

124. The Environment Committee Report

Cllr Marshall circulated a written report prior to the meeting.

124.1 There are ongoing issues with fly-tipping.

124.2 Cllr Marshall has been liaising with KBC & SCC with regards to Woodstock Lane South Horse Crossing and is arranging a road safety audit as soon as possible.

124.3 Cllrs Marshall and Sheppard held an on-site meeting with Thames Water, Hare Lane on 7th January. Cllr Sheppard circulated a report.

124.4 Claygate Clean up day arranged for Saturday April 18th.

124.5 Notice Board for Coverts Road- there are issues with producing a map, so Cllr Marshall is looking at alternative sources. She is considering putting up the notice board and adding information at a later date.

124.6 The new flower bed next to The Winner Coverts Road is in progress.

125. Communications Report

Cllr Maguire circulated a written report prior to the meeting.

Since the last CPC meeting the communications group has met to discuss the website. Following this CPC meeting the next item on the agenda for the communications group is the next edition of the courier.

125.1 Website Meeting Summary- the website is now fully updated. Sometime after the Parish Council elections in May 2015 Cllr Coomes would like to hand over the role of administering the CPC website. It would be too challenging for anyone else to take on the role of administering the website at the moment, so Cllr Coomes has therefore agreed to continue to administer the website until we sort out another after the CPC elections in May 2015.

It was agreed that the CPC should investigate the different options (word press etc..) available to the CPC for websites and that some rough costings should be sought. It was thought however that it would be best to wait until after the elections for the new website to be created. The new CPC will need to consider what the new website should look like, what information it should contain, who should administer it etc...It was felt that some general scope work could be done now towards that in the form of a communications subcommittee group to be agreed at the next CPC meeting.

The current situation with the website is:-

- i. Not in a format that is easy to edit/update
- ii. Not overly user-friendly layout (long list of navigation items down the left makes it hard to see where you need to go)
- iii. Information is out of date
- iv. Not enough resource friendly areas for potential visitors (events in the area, new businesses that have opened etc)
- v. There is a typo on the navigation bar – it says 'Emergency Infomation' but should say 'Emergency InfoRmation' – this is minor but demonstrates the need for something easier to edit perhaps
- vi. Site is not mobile friendly. When viewing on a mobile phone it appears very small and does not give a great experience
- vii. Optimisation of the site needs addressing – perhaps not an overly crucial thing but it would be sensible to review the optimisation elements to make sure nothing is missed

Cllr Maguire proposed some suggestions for new site:-

- i. creation of a WordPress website and use of an existing theme which can be purchased. The time to build the theme has been absorbed into the small cost of the purchase as they are banking on a volume-sale principle. Most themes from that site cost around £60 so they are very affordable.

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Since the meeting Cllr Maguire has researched 2 different website options:

i. Option 1

£100 for setting up of the hosting provision

£60 (approx) purchase cost of the theme

£250 initial setup of the theme framework and site structure i.e. the pages and menu bar

After the set up, the project is handed back and we can then continue finalising the content upload ourselves. They provide training which is charged at £50 per hour; recommend however that this is broken down into 30 minute stages as a full hour could be too much. (please note, training is provided via a telephone call and remote access and is limited to 1 person at a time)

TOTAL COST: £410 plus training at £50 per hr

ii. Option 2

This form would charge £800 to create the website, which includes the provision of the CMS and instruction in its use. It's designed for non-techies to easily maintain the site with the minimum of effort and without techie-know-how. The CMS also frees you from reliance on a third party to make changes for you and the inherent delays and costs.

This firm is currently working on 6 projects, including 3 for parish councils: Lavant, Piddinghoe and Camber.

There is an optional annual support arrangement for £150pa, which covers assistance/advice, occasional changes to elements of the website inaccessible to the CMS and bug fixes. Work done within this arrangement is performed promptly and without extra cost.

TOTAL COST: £840 plus optional £150 per annum support or £40 per hr support

125.2 Twitter and Facebook – Cllr Maguire is waiting for an update on where we are with this.

125.3 it was agreed to check with Alex Mammous what information will be allowed in the next edition of the Courier as Purdah begins on 30 March 2015.

AP 40 Cllr Sugden to action.

126. Matters for information only

None

127. Date of next Meeting

The next meeting will be:-

Thursday 5 March 2015 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.