

Wonersh Parish Council

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Minutes of the meeting of Wonersh Parish Council held on Thursday 19 May 2022 at 7.30pm, at the Wonersh Sports Pavilion.

Present: Cllrs Band, Gibbs, Howard, Jenner, Knight, Lavender and Shutes (Chair).

In attendance: Lisa Davison and Cllr Kevin Deanus.

22/23 001 To elect the Chairman of the Council.

The Council resolved to elect Cllr Anthony Shutes as the Chairman of the Council (proposed by Cllr Band and seconded by Cllr Howard).

22/23 002 To elect the Vice Chairman of the Council.

The Council resolved to elect Cllr Christine Howard as the Vice Chairman of the Council (proposed by Cllr Shutes and seconded by Cllr Band).

22/23 003 To consider and approve apologies for absence.

The council considered and approved apologies for absence from Cllr Chris Crouch. It was noted that Borough Councillor Michael Goodridge was not able to attend either.

22/23 004 Wonersh Parish Code of Conduct – Declarations of disclosable interests.

Cllr Howard expressed a non-pecuniary interest in items related to playgrounds and Surrey Association of Local Councils.

22/23 005 Open meeting for members of the public to raise matters with the Council.

County Councillor Kevin Deanus was in attendance up until this item in the agenda. He provided an update on the Surrey County Council officer response to the 20mph survey in Wonersh and shared the initial disappointment of the Parish Council. Efforts had been made to explore the potential options in order to offer a more positive outcome, mindful of the valid concerns of residents and parish councillors representing them. A meeting is scheduled imminently and Cllr Deanus will provide an update to the parish council at the earliest opportunity.

Action: Cllr Deanus to respond to Council.

Clerk to include on the June Council Meeting Agenda.

Additionally, he noted that the Surrey County Council Highways contractor had now changed and responded to an earlier query regarding Run Common, specifically the repair had cost £2.1m. He reiterated that he now held a budget for local works and requested that the parish council submit a request to this, considerate of what can be arranged locally at a better value.

Action: To review list of requests to Cllr Deanus and prioritise with respect to the above advice.

He noted also that the 'Levelling up' Bill would have an impact upon the distribution of CIL and the proportions received by the respective councils, so that is something to be aware of. He also noted that the [Inspector's comments were now available of Local Plan Part 2](#) and advised parish councillors to review this.

Action: Council review the examination process for LPP2, noting in particular the inspector's comments.

Cllrs noted that the VAS in Shamley Green was very welcome, but queried the reason for it to be triggered at 35mph rather than lower, particularly as the original decision influencing related to stored energy from solar power, which isn't relevant as this is mains powered.

Action: Cllr Band to email Cllr Deanus requesting that the speed at which it is triggered is reduce.

22/23 006 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.

Cllr Shutes noted that the crime report from the previous months related to public order, theft of bikes, wildlife crime and fraud. They thanked the Police and welcomed the next update which should also include details on road traffic collisions in the parish.

22/23 007 To consider and approve the minutes of the Council meeting held on 14 April 2022.

The Council resolved to approve these (proposed by Cllr Howard).

22/23 008 To receive progress reports about matters previously considered and approved by the Council.

Cllr Howard, Shutes and Band updated the council as to recent activities related to Shamley Green Duck Pond. The Council resolved to include earlier communications on our website. The Council agreed that the Chair, Vice Chair and Clerk should reiterate thanks to the local resident who has assisted with the commons and confirm the roles and responsibilities now they have resigned from their voluntary role. The Council agreed that the borough and parish councils need to align their views in order to determine any further actions and the possible timings of these. These will be discussed further at an appropriate Council meeting.

Action: Clerk to include the communication shared through the Shamley Green Village Association on the Council Website.

Cllrs Shutes and Band to draft a further letter to the resident and for this to be shared more widely to keep the community involved.

Cllr Band and the Clerk to contact WBC Officers to ensure the biodiversity and related needs of the pond and surrounds continue to be effectively considered.

22/23 009 To appoint Members of the Council's Planning Committee and to delegate responsibility to the Committee for: (a) consideration of planning-related matters; (b) making decisions on behalf of the Council about local planning applications; and (c) making recommendations for decision by the Council about planning related issues.

The Council agreed that all Councillors be members of the Planning Committee and approved the delegation of responsibility, as above.

22/23 010 To appoint Members of the Council’s Risk and Audit Committee and to delegate responsibility to the Committee for: (a) consideration of risk and audit-related matters of the Council; and (b) making recommendations for decision by the Council about risk and audit related issues.

The Council appointed Cllrs Band, Crouch, Howard, Jenner, Knight and Shutes to the Risk and Audit Committee and approved the delegation of responsibility, as above.

22/23 011 To appoint Members of the Council’s Personnel Committee and to delegate responsibility to the Committee for: (a) consideration of personnel matters; (b) making decisions where specifically required to do so in accordance with the provisions of the Personnel & Employment Handbook of the Council; and (c) making recommendations for decision by the Council about other personnel issues.

The Council appointed Cllrs Band, Gibbs, Howard and Lavender to the Personnel Committee and approved the delegation of responsibility, as above.

22/23 013 To appoint Members of the Council’s working parties and portfolio leads:

(a) Commons Working Party;

Cllr Shutes and Cllr Howard were appointed as local leads with all councillors involved.

(b) Commons Land Asset Transfer;

Cllrs Band, Howard and Shutes were appointed to this working party which would close once the land asset leases were signed.

(c) Shamley Green Community Room;

Cllrs Band and Jenner were appointed to the Shamley Green Community Room working party and would remain so after the leases were signed.

(d) Emergency Planning;

Cllr Gibbs, Howard and Shutes were appointed to the Emergency Planning working party, ensuring each village was represented.

(e) Website / PR / Newsletter / Communications;

Cllrs Jenner and Lavender were appointed as leads, Cllr Jenner focusing on the update to the Website once capacity allowed and Cllr Lavender on other matters.

(f) Policy Review Working Party;

This was delegated to the Risk and Audit Committee,

(g) Traffic, Parking and Cycling Working Party;

Cllrs Jenner and Lavender were appointed as local leads, with all councillors involved.

(h) Climate Change Working Party;

Cllr Knight to lead, with all councillors involved.

(i) Allotments;

Cllr Lavender is the portfolio lead on allotments.

(j) Playgrounds;

Cllrs Howard and Lavender were appointed as local leads.

(k) Tree management;

Cllr Howard is the portfolio lead on tree management.

(l) Gerald's Wood

Cllrs Crouch and Shutes are the portfolio leads on Gerald's Wood.

22/23 014 To appoint representatives of the Council, if appropriate, to other bodies and organisations:

(a) Surrey Association of Local Councils;

Cllr Howard was appointed to this role.

(b) Wonersh Environmental Advisory Group;

Cllrs Knight, Lavender and Shutes were appointed to this role.

(c) Shamley Green Environment Group;

Cllr Howard was appointed to this role.

(d) Waverley Borough Council joint meetings with Town and Parish Councils;

The Clerk and the Chair typically attend but other councillors may deputise based on the focus of the agenda.

(e) WBC Planning Forum;

The Chair of the Planning Committee was appointed to this role.

(f) Blackheath community traffic-calming working party, incorporating the Barnett Hill traffic management consultation committee;

Cllr Gibbs was appointed to this role and will explore further its role. Cllr Lavender noted his interest in the Barnett Hill element also.

(g) Wonersh Community Speed Watch;

Cllrs Lavender and Shutes coordinate this.

(h) Shamley Green Community Speed Watch;

Cllrs Band and Jenner volunteer with and represent the Council on the Shamley Green Community Speed Watch; there is an independent coordinator.

(i) Wonersh Connections; and

Cllr Shutes was appointed to this role.

(j) Longacre School traffic management consultation committee.

Cllr Band was appointed to this role. Cllr Howard attends Borough Councillor.

22/23 015 Finance – to consider and approve the following:

- (a) the list of payment and receipt vouchers in March 2022 and April 2022;**

The Council resolved to approve these (proposed by Cllr Band).

- (b) the end-March 2022 and end-April 2022 financial statement;**

The Council resolved to approve these (proposed by Cllr Band).

Cllr Shutes requested that the year-end file be examined further at Risk and Audit Committee,

- (c) the proposed reserves for 2022/23 financial year;**

The Council resolved to approve this (proposed by Cllr Band).

- (d) the schedule of due payments over the present financial year which arise on a regular basis as authorised under the Council's Financial Regulations;**

The Council resolved to approve this (proposed by Cllr Shutes).

- (e) the appointment of Councillors Band, Crouch, Gibbs, Howard, Jenner, Lavender and Shutes as signatories to the Wonersh Parish Council bank account;**

The Council resolved to approve this (proposed by Cllr Shutes).

- (f) the authorization of a monthly direct debit mandate for the payment for all items which can be moved to online payment;**

The Council resolved to approve this (proposed by Cllr Howard).

- (g) payment of £670 for the annual insurance for Wonersh Parish Council from June 2022;**

The Council resolved to approve this (proposed by Cllr Band).

Action: Clerk to include exploring insurance option for the 2023/24 Council year on the Risk and Audit Committee Meeting Agenda in the Autumn.

- (h) the set-up of a Council amazon account for purchasing office supplies and community room supplies and agree the associated processes;**

The Council resolved to approve this (proposed by Cllr Band) and requested that it be included on Risk and Audit committee agenda to explore processes.

Action: Clerk to the Council to include on the Risk and Audit Meeting Agenda.

- (i) payment of 21 hours overtime for the Assistant to the Clerk;**

The Council resolved to approve this (proposed by Cllr Howard) and requested that it be included on Personnel committee agenda to explore processes in relation to overtime.

- (j) payment of up to £500 for taking items of play equipment in the playgrounds out of commission or making them safe;**

It was noted that these had been approved under emergency powers by the Clerk and Cllr Shutes. The Council noted this.

- (k) payment of up to £350 to survey the positioning of a telegraph pole to consider the impact upon local trees;**

The Council resolved to approve this (proposed by Cllr Shutes).

Action: Clerk to progress this.

- (l) payment of up to £230.40 for webhosting with the Wonersh Connections website (s137);**

The Council resolved to approve this (proposed by Cllr Shutes).

- (m) payment of £1,121.31 for NALC/ SALC membership;**

The Council resolved to approve this (proposed by Cllr Shutes).

- (n) The grant application for up to £250 from Wonersh Cricket Club (s137).**

The Clerk received the grant application from Wonersh Cricket Club and resolved to approve this as a goodwill gesture (proposed by Cllr Shutes).

22/23 016 Finance – to note receipt of:

- (a) the 2022/23 precept of £84,546.57; and**
- (b) the allotment rents.**

The Council noted this income.

22/23 017 To review and adopt the following policies:

- (a) Code of Conduct & Register of Members' Interests;**

Councillors confirmed that they had checked their Register of Interests and the council resolved to approve these. The Clerk noted that these could be updated at any time.

- (b) Standing Orders;**

The Clerk noted that since the Risk and Audit Committee recommendations that the NALC Model Standing Orders had been updated to consider legislative updates following the exit from the European Union. The Council resolved to adopt the updated Standing Orders.

Action: Clerk to include these on the website and in the relevant folders.

- (c) Financial Regulations;**

The Council resolved to adopt these. The Clerk noted a small number of updates which reflect the Assistant to the Clerk's role with respect to the day-to-day financial management of the Council, these will be included on the next Risk and Audit Committee Meeting Agenda, with small changes to be approved by Council.

Action: Clerk to include these of the Risk and Audit Committee, and subsequent Council Meeting agendas.

(d) Training of Members and Council staff

It was agreed that a training policy should be added to the list policies under review by the Risk and Audit Committee.

(e) Council's complaints procedure;

The Council resolved to approve this.

(f) Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;

The Council resolved to approve the GDPR policy and include links to the Freedom of Information Act on the website.

Action: Include a link to the Freedom of Information Act on the website.

(g) Council's policy for dealing with the press/media;

The Council resolved to approve this.

(h) Council strategy; and

The Council resolved to approve this, noting that it was not a policy.

(i) Finance and Investment Policy.

The Council resolved to approve this.

It was noted that there were other policies under consideration with Risk and Audit. Cllr Lavender was reminded of the importance of developing the Council Comms Policy at the earliest opportunity.

22/23 018 To review of inventory of land and assets including buildings and office equipment.

The Council resolved to approve this. A request was made for recently added jubilee benches to be included at purchase value on the asset register rather than the nominal value of a gifted bench.

Action: Clerk to update asset register.

22/23 019 To review and confirmation of arrangements for insurance cover in respect of all insured risks.

The Council resolved to approve this. The items considered for self-insurance will be reviewed as part of the insurance renewal process.

Action: Risk and Audit Committee, and then Council, to review as part of the insurance renewal process.

22/23/020 To receive updates on the leases of Waverley Borough Council assets and approve next steps.

The Council welcomed the reviewed dates included in the Community room lease document and covering letter. Cllr Band noted the commitment to sign within two weeks of receipt of the fire risk assessments, which the council resolved to do.

Action: Clerk to confirm the council's approval with the Council's solicitor.

Clerk to arrange for Cllrs Band and Shutes to sign the lease within two weeks of the receipt of the fire risk assessments.

The Clerk noted that their solicitor had responded to confirm that the maps included in the SLAs were reflective of those included in the Service Level Agreement and that the provisions regarding Service Media are usual for leases and they are to cover any installations that might exist. Older installations are not always adequately mapped or the services laid in the place marked on a map.

The Working Party members and Clerk noted that they required more time to review the updates to the lease in full, with this information in mind and would bring their comments to the Risk and Audit Committee Meeting, then Council meeting, the first full week in June.

Working Party members noted that aspects outside the lease but still pertinent to it, such as processes and permissions for works in the wooded areas, might benefit closer definition in a covering.

Action: Land Asset Transfer Working Party to review the lease and discuss further with a view to taking recommendations to the Risk and Audit Committee and Council in June.

Clerk to notify the solicitors of this timeline.

22/23/021 To receive an update on the Routine Playgrounds Inspection training and approve next steps, including those relating to the Annual Inspections.

The Council welcomed the success of the members and officers in the Routine Playgrounds Inspection training and examination.

The advice of the trainer regarding the urgent repairs was noted, as was the Clerk's response and reason for this. Cllr Lavender stated that the response to these comments seemed disproportionate and reopening the swings, in particular, was viewed as a priority for the council. Something which has also been requested by the playground's committee, who have met twice since the closure.

The query about the use of bark under moving items, such as swings and roundabouts, was noted but replacements of this was seen as the most effective first step in reopening the swings. The Council requested that the membrane be removed, edging repaired and bark filled up to bring the swings back into operation.

Officers and members were generally in agreement that concerns raised during the training had been picked up in the annual inspections and routine playgrounds inspection but there was a difference of opinion regarding the level to risk presented and the required response. It was agreed that:

- the annual inspection should go ahead as scheduled in June 2022 and the Council would look into the option of accompanying the inspector;
- the Risk and Audit Committee / Council would consider whether to review the playground inspections provider for subsequent years;
- the Clerk and Assistant to the Clerk would complete the routine playgrounds inspection of the playgrounds on a weekly basis initially and report back to the Risk and Audit Committee and Council regarding works required and agree responses and the appropriate level of delegation; and
- trained councillors would deputise in the absence of the officers.

It was recognised that much of the equipment had exceeded the expected life based on material choice and some items are likely to require removal at some point in the near future – this did not extend to the swing set, at present.

The Council welcomed the update to the requests made by the Wonersh playgrounds committee, including the request for a noticeboard to communicate with parents and carers and those with interest in investing and / or benefiting from the playgrounds.

Action: Clerk to request three quotes for the proposed works to each of the barked areas, prioritising the swings.

Clerk to confirm this response with trainer.

Clerk purchase of cradle and flat swings to be installed at the same time as the proposed works.

Clerk to enquire regarding accompanying the inspector for the annual playground inspections.

Clerk discuss format of the paperwork for RPII with trainer.

Clerk and Assistant to the Clerk complete routine playground inspections, councillors to deputise.

Risk and Audit Committee / Council to approve response to items requiring repair.

Playgrounds committee to continue fundraising efforts.

Playgrounds committee to provide quotes for a noticeboard for the playground, for inclusion on the next agenda.

22/23/022 To receive an update on the planned jubilee events and approve next steps, including recommendations in relation to the jubilee beacon.

It was noted that the licence had been received from Waverley Borough Council regarding the picnic in Shamley Green, the road closer requests approved and road closure notification signs erected. Appropriate signage for the day will be borrowed from Cranleigh Lions. It was noted that a donation with recognition for this would be in the spirit of the events.

Action: Clerk to include donation of £50 to Cranleigh Lions for the loan of the diversion and road closure signs.

The Council reviewed in some detail the Risk Assessment for the Wonersh bonfire, in place of a beacon. Reference was made to the sources of advice used in finalising the risk

assessment, which included but was not restricted to the council's insurers and the fire brigade.

It was noted that the size and scale would be much smaller than that proposed in the beacon guidance. For this reason, it was agreed that four (with one in reserve) marshals were appropriate for the intended plans. It was agreed that the priority, should the bonfire get out of control, would be evacuation and alerting the emergency services. For smaller issues, sand buckets would be available on-site. It was agreed that a first aid kit would be purchased, to include items required to treat burns and a trained first aider, Cllr Howard, would be present at both of the Parish Council-led events. Noting that this was a Parish Council-led event, it was confirmed that our public liability insurance would be claimed against, in the unlikely event this be required.

Importantly, it was agreed that should either the ground and surrounds be too dry or too wet then the event would not proceed in line with the Council's Risk Assessment, which was approved by all present.

Action: Cllrs to proceed with each event in line with the approved risk assessments.

Cllr Howard to work with parish councillor officers of the purchase of an appropriate first aid kit, available for the parish office and events, as appropriate.

Clerks and Cllrs to ensure the grass is mown, in line with the mowing schedule in advance of the events in Shamley Green.

22/23/023 To receive the Woodland Management Plan for Gerald's Wood and approve next steps.

The Council welcomed the woodland management plan for Gerald's Wood, especially the maps, which clearly demarcated areas by proposed developments. The responses thus far had been both positive and useful. The Council agreed that the proposed response should be approved at the June Council Meeting.

There was some discussion regarding developing similar for the wooded areas under the lease, where WBC is maintaining responsibility. It was noted that these were already in existence but were more limited in scope. This dovetailed with the discussion under the leases regarding parish council input into the areas where WBC maintain responsibility under the SLAs.

Action: Clerk to advise the consultant as to the proposed timelines.

Clerk to ensure the opportunity to comment by all key stakeholders in advance of the June meeting.

22/23/024 To receive an update from the Commons Working Party, including but not restricted to the offer of further trees from Surrey County Council, and approve next steps. 22/23 015 Finance – to consider and approve: (m) payment of up to £300 for blue hearts and the process for their distribution.

The Council received the new Terms of Reference for Commons Working Party, which will be reviewed and renewed annually.

Regarding the trees, receiving more was agreed in principle but it was noted that further input on the trees received was essential to ensure the right tree was planted in the right place. In relation to this it was noted that there are other land owners who could benefit from such and offer. This should be advertised generally and also with respect to land for community gardens and further allotments.

The Council resolved to fund 30 blue hearts, 15 for each Shamley Green and Wonersh. These would have dual purpose locally, to be available for residents for whom Surrey County Council had approved for their verges to remain unmown until October and to inform our contractors as to areas where mowing should be avoided as a species of note had been found in the area. Regarding the wording, a shorter phrase was suggested and will be agreed by CWP members.

Expenditure to be included in the June Council Meeting agenda, relates to purchase of tree guards for the jubilee trees near the new benches. These will be purchased with a contribution from a resident via the Wonersh Foundation.

It was noted that whilst Environment Groups had been active, the Commons Working Party had not met recently but would in September 2022 to review the mowing and related activities over the growing season, inputting into the 2023 season and discuss any activities planned for the interim period.

Action: Commons Working Party to follow the agreed Terms of Reference.

Clerk and Cllr Shutes to respond regarding the level of interest in further tree.

Cllr Knight to advertise to local landowners the possibility to receive further trees and provide land for further allotments and / or a community garden.

Assistant to the Clerk to arrange for the purchase of 30 blue hearts, confirming the wording for these.

Council to utilise blue hearts as approved and to increase awareness of the blue campaign.

Commons Working Party to advise the Clerk of the cost of tree guards and Clerk to include these on the June agenda.

Commons Working Party to meet in September and earlier if required.

22/23 025 To receive an update on the closed burial ground and approve next steps.

It was noted that following the positive engagement with Wonersh House a hold had been placed on sending the planned letter. The letter had been sent to the Archdeacon, requesting that the church take responsibility for the closed burial ground going forward, but the Council were yet to receive a response.

The Council noted the suggestion from the church that the borough council be requested to take responsibility for the closed burial ground and in response, Cllrs Band and Shutes, tabled a letter to this effect. The Council approved this and requested that the Clerk send this to Waverley Borough Council Officers.

Councillors reminded the Clerk to progress the request for a contractor to provide quotes for limited works identified in Quinquennial report.

Action: Clerk to send tabled letter to WBC Officer.

Clerk to contact contractor to arrange a site visit and quote.

22/23 026 To receive an update on the seminary and approve next steps.

The Council noted the response from the seminary's agent which didn't respond to the main queries. The Council approved of the follow letter, tabled by Cllrs Shutes and Lavender and requested that the Clerk send this to all interested parties and make it available via the website and Facebook page.

Action: Clerk to send tabled letter to the seminary agent, seminary-related personnel and WBC and SCC Officers.

22/23 027 To receive an update on the annual assembly and approve next steps.

The Council noted that organisation was underway for an in-person annual assembly and that the Council had yet to receive any requests for online access. Accordingly, the Council opted to provide in-person options only.

Cllr Shutes noted that he was finalising the slides and Cllr Jenner providing the OHP and laptop. All Councillors and the Clerk are to bring along nibbles to accompany the refreshments at the end of the presentations and Question and Answer sessions. The Council discussed and finalised the drinks requirements.

Action: Cllrs to send any outstanding contributions to Cllr Shutes

Chair and Vice Chair to run through the slides.

Clerk to reissue invites via the mailing list and Facebook.

Clerk to advise the drinks provider of decisions.

Clerk and Councillors to bring plates of food.

22/23 028 To note the draft recommendations on the parish council Community Governance Review, led by Waverley Borough Council, and approve next steps.

The Council approved the recommendation of the Clerk to reissue the earlier response to Waverley Borough Council as part of the consultation, as applicable.

22/23 029 To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.

There were no additional risk assessments received, aside from those discussed in relation to the jubilee, but those received at the April meeting were still relevant.

22/23 030 To receive reports by Members and the Clerk.

Cllrs Knight and Howard highlighted that they attended the Local Cycling and Walking Infrastructure Plans online workshop, facilitated by Atkins of behalf of Surrey County Council and Waverley Borough Council. Cllr Knight highlighted during and as a follow up to the meeting the focus on linking up Wonersh in Waverley borough and Shalford in Guildford borough providing infrastructure to access key hubs of activity, particularly in Guildford, thus

highlighting the importance of cross boundary working to ensure connectivity. The link between Shamley Green and Wonersh villages had also been emphasised.

Cllr Shutes, in relation to this highlighted the cross-parish partnership being developed with Bramley, Shalford and St Martha's parishes. Cllrs in Shamley Green highlighted the importance of creating such links with other neighbouring parishes, including Albury.

It was noted that each of these were pertinent to the Traffic, Parking and Cycling Working Party.

Cllr Howard noted that the Jubilee Walk planned for Wonersh and Shamley Green had been sent to History Society for their comments. Cllr Knight noted that he was also developing nature-based walks, which should also be available for the jubilee.

Cllr Gibbs noted his interest in joining the Transport Parking and Cycling Working party given the local transport challenges experienced in Blackheath. One of the recent requests from the Blackheath Village Society was the expansion of the car park in Blackheath, in particular the Littleford Lane one. This would be of interest to the working party but it was also suggested as a future agenda item so how the parish council can support any discussions with Waverley Borough Council and the land-owner, could be agreed.

22/23 031 Members' business and correspondence for noting or including on a future agenda.

In addition to the items noted above, the following agenda items were noted:

- The possibility of the 'Downfield Footpath', providing a safer access point to Wonersh village from surrounding public rights of way.
- Exploring a change of name to the parish council to be more inclusive of all villages and to distinguish it from the parochial parish council.
- A request that the bench on the Platt be moved to a different position following the felling of the willow tree.
- The VAS in Wonersh, near Wonersh Park, which is presently not working.
- Approval of the Risk and Audit Minutes from 26 April 2022 and in relation to this possible assistance provided to the Arbuthnot Hall.

Action: Clerk, in correspondence with the Councillor raising these points, to include on an appropriate agenda.

The Council noted the request for maps in relation to biodiversity and approved that any existing map be shared

Action: Clerk to share maps.

In advance of the Planning Committee Meeting scheduled 26 May 2022 the Council discussed correspondence on a particular application:

Planning Application WA/2022/01346 - Valid From 09/05/2022

Land to the North of Northcote Lane, Shamley Green, Guildford

Erection of a forestry building for torrefaction and use of land for associated works including the construction of a bund using existing access and parking.

The Council expressed concern regarding the level of detail provided as basis for a recommendation from the Planning Committee.

Action: Clerk to contact Cllr Michael Goodridge as Borough Councillor, including relevant planning officers, expressing concern regarding the information available on which to base a recommendation and therefore request that this process be halted until this is available.

22/23 032 Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

The Council resolved to approve that all meetings of the Council be scheduled for the second Thursday of the month, commencing at 7.30pm in the Wonersh Sports Pavilion. An exception to this is the meeting in July, which is now scheduled for 7th July 2022, the first Thursday in July.

The Planning Committee Meetings will continue to take place every third Thursday morning at 9.30am at the Wonersh Sports Pavilion and the Risk and Audit and Personnel Committee as required.