

Wonersh Parish Council

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Minutes of the meeting of Wonersh Parish Council held on Wednesday 5 May 2021 at 7.30 pm, online.

Present: Councillors Mike Band, Chris Crouch, Chris Howard, Ben Knight, Stephen Lavender, Malcolm Scott, Anthony Shutes (incoming Chair), and Rod Weale (outgoing Chair).

In attendance: Lisa Davison, Jeannette Stevenson and three members of the public.

MINUTES

21/22 001 To elect the Chairman of the Council.

Councillor Weale shared his thanks to Councillors in the current and previous Councils and announced he would not be standing as Chair this year. Cllr Howard proposed Cllr Shutes as the Chairman of Wonersh Parish Council. This was seconded by Cllr Band. Cllr Shutes accepted the nomination and the Chairmanship, signing the necessary paperwork, as observed by the Clerk. The Clerk will countersign upon receipt of the Acceptance of Office, given the meeting was online. Cllr Shutes took this opportunity to thank Cllr Weale for leading the Council, as Chairman, for the previous 4.5 years.

21/22 002 To consider the role of a Vice Chairman of the Council and, if appropriate, elect a Vice Chairman.

Cllr Shutes proposed that, as a new Chairman, he would appreciate the support of a permanent Vice Chairman, as opposed to one nominated on a meeting by meeting basis. He suggested that there would be benefit of the Vice Chairman representing a village other than Wonersh and accordingly nominated Cllr Howard. This was seconded by Cllr Lavender. The Clerk will countersign upon receipt of the Acceptance of Office, given the meeting was online.

21/22 003 To consider and approve apologies for absence.

There were no apologies for absence.

21/22 004 Wonersh Parish Code of Conduct – Declarations of disclosable interests.

Cllr Howard reported a disclosable interest in a matter raised under correspondence 21/22 031.

21/22 005 Open meeting for members of the public to raise matters with the Council.

There were three members of the public present, one wanted to observe the meetings, the next to discuss further item 21/22 023, which was moved up the agenda, and the third to share their personal thanks, as well as parish wide resident thanks for Cllr Weale's ongoing contribution to the parish and the progress he had helped enable in his role as Chairman. The latter also took the opportunity to introduce to the new Chairman the context and scope of Wonersh United Charities, for which Chairman become an ex officio trustee, highlighting that they may choose to decline the role if they so wish but it would remain open. Cllr Shutes welcomed this information and accepted the role.

21/22 006 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.

There were no Neighbourhood Police Officers present.

Action: Clerk to inform Police Officers of the agreed timings of the Council Meetings for the 2021/22 council year and the decisions regarding how and where Council meet following the expiry of coronavirus legislation.

21/22 007 To consider and approve the minutes of the Council meeting held on 8 April 2021.

These were approved and will be signed by the Chair in due course (proposed by Cllr Lavender).

21/22 008 To receive progress reports about matters previously considered and approved by the Council.

Cllr Shutes raised the issue of the storage of waste near Barnett Hill hotel and reported the Borough Cllr Michael Goodridge had reported this to Waverley Enforcement.

The Clerk updated the Council regarding the information received from Longacre regarding the proposed celebration of their 75th anniversary and the selection of appropriately sized banners and timing of these being in place. The Council noted that an A0 banner would be appropriate and this could be on the common for 2-3 weeks with consideration for other information sharing by local groups.

Action: Clerk to inform Longacre School.

The Clerk noted the progress made on items delegated to the Clerk with support of the Commons Working Party.

The Clerk noted an item which had been delegated to the Planning Committee for action but given the lack of Planning Applications being processed the forthcoming meeting was likely to be cancelled. This related to the installation of EV chargers and their position within the parish. Following discussion the Clerk will inform the Waverley Borough Council Officer of the willingness to be involved in the trial installation.

Action: Clerk to express the Council's interest in being involved in the EV charger trial.

The Clerk had provided the dimensions of the area next to Shamley Green Village Stores and had included information on parking size in case that might be useful. It was generally agreed that this might reduce capacity and what might be more useful is a one way system. The challenges in using signage near to highway was discussed and the possibility of arrows on the floor also. It was agreed that a meeting between Shamley Green Councillors and the shop manager was agreed to progress this further.

Action: Shamley Green Councillors and shop owner to meet to discuss further

21/22 009 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.

Cllrs Band, Crouch, Knight, Lavender, Scott, Shutes and Weale were elected to the Planning Committee.

A Chair will be elected at the first meeting of the new council year.

21/22 010 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.

Cllrs Band, Crouch, Howard, Knight and Shutes were elected to the Risk and Audit Committee.

A Chair will be elected at the first meeting of the new council year.

21/22 011 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.

Cllrs Band, Howard, Scott, and Weale were elected to the Personnel Committee.

A Chair will be elected at the first meeting of the new council year.

21/22 012 To consider the role of the Parish Survey Committee and, if appropriate, appoint Members of the Council’s Parish Survey Committee and to delegate responsibility to the Committee for: (a) consideration of parish survey matters of the Council; and (b) making recommendations for decision by the Council about parish survey related issues.

It was agreed that this Committee had served its purpose and was no longer required.

21/22 013 To appoint Members of the Council’s working parties and portfolio leads:

Along with discussion regarding the members and portfolio leads there was a general discussion about structure and membership. Cllr Howard raised the importance of decisions being made by Council and Committees rather than working parties and Cllr Weale the importance of going through the Clerk.

(a) Commons Working Party

Cllrs Band, Howard, Knight, Lavender, Shutes and Weale were appointed to the Commons Working Party and all members were welcome to attend meetings.

(b) Commons Land Asset Transfer

Cllrs Band, Howard, Shutes and Weale were appointed to the Commons Land Asset Transfer Working Party.

(c) Shamley Green Community Room

Cllr Band and resident Anne Powell-Evans were appointed to the Shamley Green Community Room Working Party.

(d) Emergency Planning

Cllrs Howard, Scott and Shutes were appointed to the Emergency Planning Working Party.

(e) Website / PR / Newsletter

Cllr Lavender was identified as the portfolio lead, supported by Cllr Knight in relation to website updates.

(f) Policy Review Working Party

It was noted that this was delegated to the Risk and Audit Committee, so Cllrs Band, Crouch, Howard, Knight, and Shutes were appointed to the Policy Review Working Party

(g) Pepperpot Working Party

(h) Sustainable infrastructure working party

It was suggested that the (g) and (h) would benefit from a more holistic approach to considering traffic, parking and cycling in the parish and that working party focused on this with members from Wonersh and Shamley Green could provide the most benefit. This would also consider the Pepperpot in Wonersh. Cllrs Band, Crouch and Scott were appointed to the Transport, Pepperpot, Parking and Cycling Working Party.

A further working party focused on Climate Change was proposed and Cllrs Howard and Knight were appointed as founding members.

Action: Working parties to review and / or agree Terms of Reference at the first meeting and to agree a Chair.

(i) Allotments

Cllr Lavender was appointed as the portfolio lead for the allotments in Wonersh. Cllr Weale was appointed as the portfolio lead for reviewing the availability of land for allotments within Shamley Green / the wider parish, in response to identified demand. Also noting that Cllr Knight is interested in the concept of a community garden also.

Action: The Clerk and Cllrs Knight and Weale to explore the availability of land for further allotments / a community garden in the parish.

(j) Playgrounds

Cllr Lavender was appointed as the portfolio lead for the playground in Wonersh and Cllr Howard as the portfolio lead for the playground in Shamley Green.

(k) Tree management

Cllr Weale was appointed as the portfolio lead for tree management.

(l) Gerald's Wood

Cllr Crouch was appointed as the portfolio lead Gerald's Wood.

It was noted that (k) and (l) were of direct interest to (a) the Commons Working Party.

21/22 014 To appoint representatives of the Council, if appropriate, to other bodies and organisations:

(a) Surrey Association of Local Councils

Cllr Howard was appointed as the representative to SALC.

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

(c) WBC Planning Forum

Cllr Howard was appointed as the representative on the WBC Planning Forum.

(d) Blackheath community traffic-calming working party

Cllr Scott was appointed as the representative Blackheath community traffic-calming working party.

(e) Wonersh Community Speed Watch

Cllr Scott was appointed as the lead on the Wonersh Community Speed Watch.

(f) Shamley Green Community Speed Watch

Cllr Band was appointed as the representative on the Shamley Green Community Speed Watch, and this was noted to be largely independent of the parish council.

(g) Wonersh Connections

Cllr Shutes was appointed as the representative for Wonersh Connections.

(h) Barnett Hill traffic management consultation committee

Cllr Lavender was appointed as the representative on the Barnett Hill Traffic Management Consultation Committee. It was noted that this had not met during this Council and given proposed developments would benefit from meeting.

Action: The Clerk, supported by Cllr Lavender, to contact Barnett Hill Hotel to enquire about the plans in relation to this.

(i) Longacre School traffic management consultation committee

Cllr Band was appointed as the representative on the Longacre School traffic management consultation committee.

(j) Vision for Wonersh

This was disbanded last year.

21/22 015 Finance – to consider and approve the following:

(a) the list of receipt vouchers in March 2021;

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

(b) the end-March 2021 financial statement;

This was deferred as these were not yet available. The Council expressed concern regarding the delay to this; particularly given these are year-end figures. The Clerk noted that the move to online banking will reduce some of the delay, which related to accounting for receipts. The Council agreed to consider this matter further at the next Risk and Audit Committee Meeting.

Action: Clerk to include discussion of delays in the availability of the financial statements at the next Risk and Audit Committee Meeting.

(c) the schedule of due payments over the present financial year which arise on a regular basis as authorised under the Council's Financial Regulations (Section 5.6);

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

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

Cllr Weale requested to be removed from the list of signatories which the Council approved. Otherwise the Council resolved to approve this (proposed by Cllr Knight).

- (e) 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 Band).

- (f) payment of £660.23 for the annual insurance for Wonersh Parish Council from June 2021;**

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

- (g) payment of up to £1,000 for posts in Shamley Green;**

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

- (h) payment of up to £6,000 for the jetting culverts (Lawnsmead 1-2 days, Shamley Green Village Store, 1-2 days);**

The Clerk provided an overview of charges and what these related to. The Council agreed to investigate further with Surrey Highways and Flooding Enquiries given that the culverts only pass under a small amount of common land before passing under highway and private property.

The benefit of investing in surveying and jetting the culvert near Shamley Green Village Stores was questioned given existing knowledge regarding the condition of the culvert, an alternative solution may be required in time.

Action: Clerk to contact Surrey County Council regarding the following.

- (i) payment of £1,115,71 for NALC/ SALC membership;**

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

- (j) payment of up to £1,000 for the hire of a skip and the clearance of waste from Lawnsmead, the Platt and surrounds;**

Cllr Shutes noted that this had, in effect, already been approved through the additional hours provided to CATH Services and permissions regarding paying for equipment as part of the routine maintenance contractor.

- (k) should an additional skip be required at £260+VAT, payment of up to £350 for the hire of a skip and the clearance of waste from the allotments; and**

The Council resolved to approve payment of up to £300 (proposed by Cllr Lavender) and requested confirmation that the skip permitted multi mix waste.

- (l) payment of an additional £537 for a road safety audit, in relation to the Pepperpot project.**

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

21/22 016 Finance – to note receipt of:

- (a) the 2021/22 precept of £74,294; and**
- (b) the allotment rents.**

These were noted.

21/22 017 To review and adopt the following policies:

- (a) Code of Conduct & Register of Members' Interests;**
- (b) Standing Orders;**
- (c) Financial Regulations;**

The Council resolved to adopt these (proposed by Cllr Band). The Council also noted that there was also a schedule of review for these and associated Council policies.

- (d) Training of Members and Council staff.**

Recent training was noted. The Personnel Committee will consider further training requirements for members and staff.

20/21 018 Establishing or reviewing the following policies and procedures:

- (a) Council's complaints procedure;**
- (b) Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998; and**
- (c) Council's policy for dealing with the press/media**

The Council noted that there was also a schedule of review for these and associated Council policies.

21/22 019 Review of inventory of land and assets including buildings and office equipment.

The Council received the updated asset list approving this and noting the addition of a laptop for the Assistant to the Clerk (proposed by Cllr Howard).

21/22 020 Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The Council reviewed and confirmed these.

21/22 021 To receive a proposed Schedule of Delegation to the Clerk and approve next steps.

The Council received these and resolved to approve the Schedule of Delegation to the Clerk should the occasion arise that the Council cannot safely meet in person for reasons relating to Coronavirus (proposed by Cllr Crouch).

21/22 022 Consider and agree the meeting arrangements of the Council and Committees, following the expiry of the 2020 regulations permitting online decisions.

The Council considered the advice for the Surrey Association of Local Councils and that given to Borough Councillors and the Chair confirmed with members and officers whether they would be willing to meet in public subject to a risk assessment considerate of current government

guidance. All agreed in principle and on that basis it was agreed that the Council and Committees will meet in an appropriate venue, with internet connection, to provide the opportunity for members of the public and councillors not on the committee, to join remotely, should they so choose. Should the Wonersh Sports Pavilion not be available the Clerk will explore other suitably sized alternatives with internet.

Action: Council and Committee members to meet in person in accordance with the regular schedule. Members of the public and other councillors to attend via the internet.

Clerk to create a risk assessment and confirm the venue.

21/22 023 Receive the Construction Method Statement in relation to planning application WA/2020/0604 and approve next steps.

This item was moved up the agenda for the interested member of the public. The Council resolved to approve the Construction Method Statement (proposed by Cllr Shutes) and noted the requirements for a licence for placing a skip on WPC-registered common land.

Action: Clerk to inform Waverley Borough Council Planning department of the decision to approve this.

Clerk to provide a permit for the placement of a skip on common land.

21/22 024 Receive an update on planned playground improvements and approve next steps. 21/22 015 (m) To consider and approve payment of up to £3,000 for playground equipment in Wonersh Playground;

Cllr Lavender provided an update on the progress made by the playgrounds committee with respect to Wonersh playground, including quotes to be received for various works and feedback in relation to the condition of certain equipment and the need to replace these in the short to medium term. It was noted that the annual playgrounds inspection was due and that this should also influence investment choices, given the popularity of certain items of equipment likely to require replacement.

Whilst, the playgrounds committee, and indeed the Council, recognised the need to raise further funds from other sources to fulfil local need. Cllr Lavender noted that the following was currently available:

- £601.68 to be claimed from Waverley Borough Council under Section 106, confirmed with budget holder but not received;
- £500 from Surrey County Council, members funds, received and to be spent by June; and
- £119.40 for Wonersh playground from the committee

In addition, there was:

- £908.31 for Lords Hill Playground from the committee; and
- £426.52 for the playgrounds generally from the playground committee

Assuming a 50% contribution from the latter, this means for Wonersh this is £1,434.34 available. Cllr Lavender noted the importance of the playgrounds to local residents and beyond, and suggested matched funding from neighbourhood Community Infrastructure Levy funding, as use of these facilities is increasing with developments in neighbouring parishes.

Alternatively, the underspend on the initial predicted spend for 2020/21 on playgrounds might be ring-fenced for these purposes.

Councillors highlighted the importance of spending the timebound money from Cllr Victoria Young, and resolved to spend up to £600 on replacing the stepping stones (proposed by Cllr Howard.)

Following receipt of quotes this amount was increased to £1340.

Regarding the further funds, Shamley Green Councillors highlighted the importance of considering both playgrounds for redevelopment but also recognised the efforts by Cllr Lavender and local residents to progress investment at the Wonersh playground.

Regarding the CIL money there was further discussion about the Council strategy for investing this, which was required before a decision could be taken. With respect for the playgrounds, receiving quotes for suggested works and also the annual inspections report would have an impact upon this. It was suggested that Cllr Lavender presented a paper to a future Council meeting on this.

Action: Clerk to receive the details from the playgrounds committee to commission the works for replacement of the stepping stones.

Cllr Lavender to present a paper to Council with further specifications regarding the playgrounds, considering the annual inspections report.

21/22 025 Receive recommendations on an update to the Allotment Garden Rules and related developments and approve next steps.

Cllr Lavender updated the Council regarding recent developments at the allotments, including suggested updates to the garden rules with consideration for health and safety and responsibilities for this. The Council resolved unanimously to accept these updates (proposed by Cllr Lavender).

Action: Clerk to inform allotment holders, via the link allotment holder.

The Council also discussed the matter of using wood chipping as mulch and relevant permissions required to permit this, on the advice of the Environment Agency. The Clerk noted that the landowner permitted this, providing materials were not poisonous to animals in the vicinity of where it was stored and used. The Council also discussed the potential impact upon soil chemistry depending upon the type of tree used and the potential for this to impact upon soil quality. One suggestion was that allotment holders are requested to either reposition the pile, should there be an agreement to permit its future use and also build appropriate storage. Whilst there were lots of the ideas shared it was agreed that further information was required before the Council could make a decision on this.

Action: Clerk and Councillors to consider further the conditions required for the use and storage of mulch, before deciding whether to reintroduce this facility.

21/22 026 Consider the future plans for the seminary and possible community benefits and approve next steps.

Cllrs Lavender and Shutes discussed the potential for community benefits to be gained following the reported sale and redevelopment of St John's Seminary in Wonersh. Cllr Lavender tabled a letter for Council discussion. The three main benefits, identified were:

- A footpath between Wonersh and Shamley Green for use by school children and the wider community
- Opening up on the wooded areas for community use
- Use of the playing fields by the community

It was agreed that the Clerk would send this letter to the Chair and Vice Chair of Trustees of the seminary to highlight concerns and find out how receptive the seminary might be to such plans. Cllr Shutes noted that Borough Councillor Michael Goodridge was supportive of such a move and had been in touch with WBC officers on this matter already. It was also agreed that Councillors and Officers should receive copies of this communication and also the current manager of the facility.

It was noted that, should the seminary be receptive, Cllrs Lavender, Shutes and Weale would be involved in such discussions and the Clerk would be in attendance at all meetings. If this progressed, it was noted that these Councillors might not be able to partake in any response to Waverley Borough Council Planning. Councillors accepted this. The Clerk would seek further clarification on this as required.

The potential interest of Wonersh and Shamley Green School was also noted, given their experience and interest in local facilities, so it was suggested that they be involved in future discussions.

Action: Clerk to send letter to Chair and Vice Chair of Trustees, plus a hard copy to the manager of the facility.

Clerk to forward email copy to relevant Councillors and Officers at Waverley Borough Council and Surrey County Council.

Clerk to seek further advice from SALC in the event of a positive response.

21/22 027 Receive an update on the Arbuthnot Hall and approve next steps.

Cllr Band noted that at the recent AGM the majority of the Trustees of the Arbuthnot Hall stood down, providing three months' notice for alternatives to be found, given that there were no further volunteers to join the committee at that point.

Given the value of facility to local residents and groups, an interim transitional arrangement had been discussed, with trustees from the Shamley Green Village Association, the Parish Council, the Cricket Club and a further resident was involved in this. Cllrs Band and Weale were at that meeting and it was proposed by Cllr Band that Cllr Weale join on behalf of the Parish Council. Cllr Weale was pleased to accept. The focus at this point in time was to see the Arbuthnot Hall be brought back into regular use in its current form, with necessary repairs made, rather than return to plans for redevelopment at this time.

Cllr Howard, highlighted challenges with the existing constitution and the importance of an AGM soon, to provide openness and transparency in arrangements as this is progressed both with consideration for process by which the interim arrangements were agreed and also with respect to its future management. Other Councillors supported this.

Shamley Green Councillors noted that all had relevant skills which were of benefit to the future of the hall and while there could only be one co-opted chair from the parish council, there was also the potential for a representative member.

21/22 028 Receive the request for memorial bench / picnic bench on Lords Hill Common and approve next steps.

Cllr Howard noted that the Commons Working Party discussed this further and, given existing facilities at Lords Hill either a bench towards the wooded area or a picnic bench to match the triangular one already there would be a welcome addition to Lords Hill Common.

Action: Clerk to inform family and request that they arrange for the bench or picnic bench to be installed.

21/22/029 Receive updates on the lease of the land and approve next steps.

Cllr Band updated the Council as to recent discussions with Waverley Borough Council regarding the lease of the land and noted the actions underway. He noted that whilst Waverley Borough Council had responded positively to most of the queries on the lease the main outstanding issue was the cost of resolving any unauthorised encampments, should one occur. The Council were awaiting details on recent cost of responding to incursions and views on an annual upper liability, should an incursion occur.

21/22 030 To receive reports by Members and the Clerk.

There were no further reports.

21/22 031 Members' business and correspondence for noting or including on a future agenda.

The Clerk noted that telephone box previously taken off the list of boxes to be removed, by BT, were now on the current list. The Clerk had confirmed the position of the resident groups interested in adopting / removal confirmed the Council's earlier position, to support the adoption of the telephone box on Blackheath Lane, to be the responsibility of Wonersh Players and to not request the adoption of the Blackheath telephone box. The Council held their earlier position and will respond now and confirm this on the June agenda.

Action: Clerk to respond to the consultation on the removal / adoption of telephone boxes in the parish.

The Council also received correspondence regarding concerns about bike rides in the Surrey Hills, the Clerk noted that Councillors had not requested that this be an agenda item and this was confirmed at this point. It was noted by Cllr Howard that there were some inaccuracies in the communication.

21/22 032 Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

Given the response to items 21/22 022 regarding meeting this year, in person, it was agreed unanimously that meetings should continue on the second Thursday of the month at 7.30pm, in the Wonersh Sports Pavilion or a suitable alternative venue.

It was also noted that Planning Committee Meetings would resume every third Thursday at 9.30am, once there were planning applications in the system to comment upon and that irrespective of that there would be a Risk and Audit Committee Meeting on the 1 June 2021, either immediately following the Planning Committee or at 9.30am.

Action: Clerk to include in electronic diary.

clerk@wonershparish.org

The Parish Office, Wonersh Sports Pavilion, The Common, Wonersh, GU5 0PJ
Tel: 01483 892601