



Minutes of the meeting of Wonersh Parish Council held on Thursday 8 September 2022 at 7.30pm, at the Wonersh Sports Pavilion.

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

In attendance: Lisa Davison, County Councillor Kevin Deanus, Borough Councillor Michael Goodridge and two members of the public.

The Chair opened the Parish Council Meeting and noted with sadness the death of Queen Elizabeth II. A two-minute silence commenced for attendees to reflect upon her life. It was noted that this meeting had been called following the required processes and the Council resolved to proceed.

The Clerk noted some requirements for the time up until her funeral, following 'Operation London Bridge', including the requirement to consider carefully any events held during this period of mourning, noting that it would not be possible to announce and hold Council or Committee Meetings at this time. She noted that the Wonersh Parish Council website had been updated to recognise the loss of the Monarch and would be updated with further details of local arrangements in due course, including links to Waverley Borough Council and the local churches. It was agreed that the Chair and Vice Chair would speak to the vicars in each of the villages. Parish and Borough Councillor, Chris Howard, reinforced this and stated that the parish council would follow the borough council's lead in this and work closely with our local churches regarding Books of Condolences and related matters.

Also, it was noted that the Ukrainian flag at Wonersh Pavillion needs to come down and a British flag substituted at half-mast and following the necessary protocols.

ACTION: Cllrs Shutes and Howard to make contact local vicars on 10 September.

Cllr Howard to contact the Cricket club to get flag replaced.

22/23 081 To consider and approve apologies for absence.

The Council considered and approved apologies for absence from Cllrs Band and Jenner.

It was also noted that Borough Councillor Michael Goodridge was enroute and that the agenda would be adapted to consider his knowledge and input to items.

22/23 082 Wonersh Parish Code of Conduct – Declarations of disclosable interests.

There were no declarations of disclosable interests made.

22/23 083 Open meeting for members of the public to raise matters with the Council.

There were two members of the public present. With reference to item 22/23 099, a resident, involved with the Cricket Club noted their willingness to continue as honorary groundsman until March 2024 subject to further discussion with the Cricket Club. They also noted that the area to be cut exceeds beyond the boundary for the adult games.

With reference 22/23 100 the resident noted that they were exploring alternatives to hard standing for the surface to support a roller and that the updated plans would include with a surface which would meet with SUDS requirements.

The other resident thanked the chair and the council for their role in keeping residents informed regarding the development of seminary. He highlighted an interest in integrating the

bus route into the development and requested that this be established as part of the redesign and redevelopment of the area. This was recommended as encouraging greater use of collective transport to the benefit of the parish. He also commended the council on the development of a safe route for users of non-motorised modes.

He spoke to the Council regarding 110, as the Clerk to Wonersh United Charities (WUC). He noted that Wonersh Parish Council appointed five of the ten trustees to WUC, who disperse £5,000+ annually based on local need. A vacancy has arisen and Sue Cory-Wright is proposed as a trustee and the Council is requested to make this appointment.

Cllr Shutes brought items 99, 100 and 110 up the agenda.

Cllr Deanus updated the Council as to his position as portfolio holder for Transport. He noted that there was approval to progress the Wonersh Village 20mph zone plans, though the scheme design and implementation may take a little time. This led to further discussion regarding the role of the developer of the seminary with respect to this, which was likely to have influence with Surrey County Council.

22/23 084 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.

The Council noted their disappointment with the communication from the Police that these details are no longer available. The Council agreed to write to the Police Crime Commissioner, expressing their concerns regarding the efficiency and effectiveness of the police service, should they not be able to provide such data.

Action: Clerk and Cllr Lavender to write to the Police Crime Commissioner.

22/23 085 To consider and approve the minutes of the Council meeting held on 7 July 2022.

These were approved and were duly signed by Cllr Crouch.

22/23 086 To receive progress reports about matters previously considered and approved by the Council.

The Clerk noted that their interim internal audit was scheduled for Tuesday 20 October and this would be reported to the Risk and Audit Committee and Council in due course.

22/23 087 To receive approved minutes of the Planning Committee meetings held on 7 July, 28 July and 18 August 2022.

These were received.

22/23 088 Finance – to consider and approve the following:

- (a) the list of payment and receipt vouchers in July and August 2022;**
and

The Council resolved to approve these minus the August receipts (proposed by Cllr Shutes).

- (b) the end-June and July 2022 financial statement;**

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

- (c) the return of up to £90 deposit and £25.50 rent for allotment 5a.**

The Council resolved to approve the return of £89.50 with consideration for rent reductions for the new plot holder (proposed by Cllr Lavender).

(d) the return of up to £102 deposit and £51 rent for allotment 8a.

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

22/23 089 Finance – to note receipt of:

(a) the allotment rents and deposits;

This was noted.

(b) the invoice of £13,148 for the treework to date and the budget allocation £5,000 allocated reserves, Gerald's Wood and £1,118 from the 2022/23 budget (£5,500 remaining); £5,000 allocated reserve, WPC Commons Maintenance and Repair £2,030 from the 2022/23 budget (£9,078 remaining).

This was noted and the budget allocation approved (proposed by Cllr Shutes).

22/23 090 To receive the verticality report for the wall on the Closed Burial Ground and approve next steps. To consider and approve: (e) payment of up to cordon off the length of wall as recommended in the verticality report. (Closed Wonersh Burial Ground - Walls Maintenance amount remaining for 2022/23, £4,055);

The Council approved the cordoning off of the area of the wall at risk of collapse in line with recommendations of Verticality Report.

The Council agreed that the Working Party will explore the options based on the report and will follow up with a meeting with the church.

Action: Clerk to arrange for the roping off of the required area.

Working Party to review the reports thoroughly and arrange a meeting with Wonersh Parochial Church Council.

Cllr Shutes brought item 092 up the agenda mindful of the County and Borough Cllr's time.

22/23 091 To consider and approve the adoption of a Habitual and Vexatious Complaints Policy by council and approve next steps.

The Council welcomed the Waverley Borough Council Policy and requested that it be updated for Wonersh Parish Council.

Action: Clerk to update the Policy and upload to Council website.

22/23 092 To receive recommendations from the Planning Committee in relation to the Future of St John's Seminary and approve next steps.

Cllr Shutes noted the request to meet with the Head of Planning at Waverley Borough Council, and responded to the update from Borough Cllr Michael Goodridge regarding the Officers involved in the redevelopment. Requests relate to

1. Effective speed reduction and enforcement
2. Safe traffic exit from the Seminary

3. Measures to encourage new residents of the Seminary to walk and cycle to Wonersh and Shamley Green.
4. Safe pedestrian crossing on the B2128 near the Wonersh Village shop.
5. Bus stop.
6. Community access to the Seminary Sports field and woods.
7. Conditions pertaining to the AONB and Dark Skies initiative and the wider biodiversity of the multiple acres of land during construction and use.
8. Affordable and Social Housing

Plans for a public meeting between the Parish Council with the developers and meetings with Surrey County Council regarding the Highways, access and related considerations were also discussed and approved with the aim of highlighting local needs and to find out the processes used to make transport relation planning conditions and how these can be funded.

The Council also raised the point that it would be useful if the parish council could have involvement in pre-application meetings. It was explained that these were private meetings between officers of the Council responsible for decision making and the applicant. Borough Councillor, Michael Goodridge, was present at the planning pre-application meeting and County Councillor, Kevin Deanus expressed a willingness and interest in attending the Highways equivalent.

Action: Clerk to arrange meetings with Waverley Borough Council and Surrey County Council Officers.

Clerk to explore options for a public meeting with the seminary developers.

22/23 093 To receive recommendations from the Planning Committee in relation to the Woodhill Sandpit and approve next steps.

Cllr Howard updated the Council as to developments along Woodhill Lane in relation to the Sandpit and the impact upon parish residents.

The Chair invited the County Councillor to speak on the matter. Cllr Deanus provided an update on the Woodhill Lane, drawing reference to previous Guildford Borough Council approved applications, from 2021, that they might be complying with 2021 Planning applications to Guildford Borough Council. If they were then this would be lawful.

The Parish Council took the recommendation from the Planning Committee to send a letter to Surrey County Council enforcement highlight the local residents' concerns and that this should be cced to County Councillors covering Wonersh and Albury, the Clerk at Albury Council and Waverley Borough Council Planning Officers.

Action: Clerk and Cllr Howard to alert Surrey County Council Planning Enforcement copying in the agreed people.

22/23 094 To receive an update from the Traffic, Parking and Cycling Working Party, including updates on the 20mph zone for Wonersh Village, and approve next steps.

Cllr Lavender updated the Council on the Working Party meeting earlier in the week. Interest was noted in the 20mph zone and a local resident is progressing the scheme for bin stickers, which is available for main roads and others interested in this.

The local cycleway linking Shamley Green and Wonersh was viewed positively but there was still an appetite for improving the links with Shalford and beyond. There was disappointment regarding the lack of involvement in the LCWIPS at this stage, given the focus on urban areas.

It was noted that there was an appetite for fundraising for speed cameras, given the high levels of concern from local residents. There were discussions regarding the Pepperpot how it can be developed inclusively and with local stakeholders and developers. The Council welcomed this update.

22/23 095 To receive an update on the leases with Waverley Borough Council and approve next steps.

The Council received and noted the Fire Risk Assessment and scheduled works for the Shamley Green Community Room. They agreed to sign the leases at the October Council Meeting subject to the room being useable in this time, and works progressing as planned.

Action: Clerk to advise Waverley Borough Council Officer of the Council's intention to sign the leases for the Shamley Green Community Room.

The Clerk noted that the Parish Council were awaiting a response from their legal representatives following a meeting over the summer.

Action: Clerk to follow up with legal representative.

22/23 096 To receive details of the planned tree works in Gerald's Wood and tree planting in the parish and approve next steps. 22/23 088 To consider and approve: (f) payment of up to £500 for trees to replace those felled on Wonersh Common. (WPC Commons Maintenance and Repair, amount remaining for 2022/23, £9,078); (g) payment of up to £250 for bulbs for the bunds on Wonersh Common (Wonersh Environmental Advisory Group, amount remaining for 2022/23, £500)

The Council received two reports from Waverley Borough Council. The first regarding further examination of two trees highlighted in the Tree Hazard Assessment and the requirement repeat the survey of one of these trees in January. The second regarding the outstanding tree works in Gerald's Wood to be completed in Autumn. The Council noted the Clerk's response to these and had no further actions at present.

Cllr Shutes updated the Council as to the approved Woodland Management Plan and Gerald's Wood, with Wonersh Woodland Group taking ownership of this and progressing it. In addition to the tree works identified in the Tree Hazard Assessment a further oak had dropped a branch from Gerald's Wood into Chinthurst House, with WBC Tree Officers suggesting Summer Branch Drop as the cause. It was agreed that the Clerk would request a quote to remove this branch.

Cllr Shutes also noted the intention to replace the beech and willow on Wonersh Common, at Lawnsmead and the Platt respectively, with mature trees rather than saplings. It was noted that they were requesting donations for these and would otherwise apply to the Wonersh Foundation, so the payment from the WPC Commons Maintenance and Repairs budget was unlikely to be required but the Council resolved to approve this as an option in reserve (proposed by Cllr Shutes).

There was discussion regarding the bulbs for planting in Wonersh and it was agreed that Cllr Shutes would source bulbs for WEAG using the approach used by SGEg, through a volunteer member. The Council resolved to approve up to £250 for these purposes.

Cllr Howard noted that the chestnut trees on the Duck Pond Green in Shamley Green, were diseased and would remain for as long as possible. In discussion with SGEg and Professor Hitchmough it was proposed, subject to landowner approval, that Hornbeams be planted as replacements. Furthermore, two additional trees were also proposed for Hullmead and donations had been proposed for most of the above and others could be sourced via an existing donation, so there were not requests for approval from Council.

Action: Clerk to request quote for the branch in Gerald's Wood

Clerk to request copies of tree surveys for the leased land

Clerk to confirm Shamley Green planting plans with Waverley Borough Council.

22/23 097 To receive an update regarding the duck pond in Shamley Green and approve next steps. *To consider and approve: (h) payment of up to £7,975 for the dredging of silt from Shamley Green Duck Pond. (WBC Commons Maintenance and Repair, amount remaining for 2022/23, £8,370);*

Cllr Howard updated the Council as to the developments here regarding the meetings with contractors and the option to remove the silt from the pond to increase capacity, though this may impact upon the clay liner. The Council resolved not to approve the payment for the dredging of silt from the pond but to explore alternatives.

There were still plans to replace the sleepers maintaining the banks of the duck pond and council were awaiting quotes for this, pond management plans for the Duck Pond and Brickies Pond and ditch management and related plans to improve the flow of water in the area and to the Duck Pond.

Action: Clerk to follow up on quotes with a view to taking them to the October Council Meeting.

22/23 098 To review the repair to the bunds and approve next steps.

The Council expressed concerns regarding the specification of the repair to the bund.

Action: Clerk to discuss this with contractor to seek a resolution.

22/23 099 To receive an update on the mowing of the cricket outfield in Wonersh from 2023 and approve next steps, including a proportional contribution to costs.

The Council deferred the decision of this until further clarification as to the specification of the areas to be mown and the timing of the introductions of a new contractor.

22/23 100 To consider the request from Wonersh Cricket Club for an area of hard standing on Wonersh Common for the storage of the roller.

The Council are awaiting the updated specification for the area in a manner which meets the SUDS requirements.

22/23 101 To receive a request for a wayleave and installation of a box on common land in Shamley Green from Broadband for Surrey Hill (B4SH) and approve next steps.

The Council were keen to grant this permission and the Council would request the administrative fee in line with the Waverley Borough Council policy.

Action: Clerk to inform B4SH.

22/23 102 To receive any further updates from the Commons Working Party, Wonersh Environmental Advisory Group and Shamley Green Environment Group and approve next steps.

Cllr Shutes raised the commons-related items not already discussed under more specific agenda items here. Specifically:

- The new Terms of Reference, which the Council resolved to approve,
- The request for bark from Charterhouse Trees,
- Proposals for an Environmental Open Day,
- Resetting the stones on Chinthurst Triangle,
- Planned litter pick for October.
- Requests for two posts in Wonersh and quotes for proposed posts / protective measures in Shamley Green.

The following were agreed actions for the short term:

Action: Clerk to request bark from Charterhouse Trees

Clerk to request quote for resetting the stones on Chinthurst Triangle

Clerk to liaise with litter picking coordinating

Clerk to arrange for the replacement posts in Wonersh and obtain quotes for Shamley Green commons protection.

22/23 103 To receive an update on the Public Right of Way 315, Shamley Green and approve next steps.

The footpath has been easier to pass following the cutting back of vegetation and the drier weather the Council has requested quotes to look further into the drainage of the area and to unblock drains.

Action: Council to consider quote in conjunction with resident responsible for the right of way.

22/23 104 To consider noise pollution from the local airspace including but not restricted to use in relation to Gatwick Airport and Farnborough Airport and approve next steps.

The Council noted their support for each.

Action: Clerk to respond to emails on this topic.

22/23 105 To receive recommendations regarding allotment tenancies, sharing of plots, and approve next steps.

The Clerk proposed the following

- The sharing of plot 15a, with the original holder to maintain tenancy
- The sharing of plot 6a, with the new holder to take on the tenancy
- The transfer of the tenancy of plot 11 to an existing sharer, with the possibility for a further holder to share.
- The potential for the plot holder of 9b to share.

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

Action: Clerk to advise the holders and provide updated contracts as applicable.

22/23 106 To consider and approve attendance at and questions for the Surrey Association of Local Councils AGM and Conference. *To consider and approve: (j) payment of up to £100 for up to four councillors to attend the Conference. (WPC Commons Maintenance and Repair, amount remaining for 2022/23, £5, funds required from unallocated reserves);*

Cllr Shutes noted that he could not make the conference but would like to raise the need for a collective voice with Waverley Borough Council and Surrey County Council on behalf of the Parish Council. The Council resolved to submit these to SALC.

Cllr Howard also noted the local concerns regarding conversion of agricultural buildings for residential use and implications for the green belt and Area of Outstanding National Beauty / Area of Greater Landscape Value.

Cllr Howard and Lavender noted their intention to attend the conference and represent the Parish Council. The Council resolved to approve £50 for these purposes.

Action: Clerk to book Cllrs Howard and Lavender onto the conference.

Cllr Shutes to raise the council concerns in advance of the meeting.

Cllr Howard to raise the other points

22/23 107 To receive and update on the Civility and Respect project and consider signing up to the Civility and Respect Pledge.

The Council noted and commended this and deferred this to the Personnel Committee to agree actions to meet best meet this pledge.

Action: Clerk to include this on the Personnel Committee Agenda

Personnel Committee to consider and agree actions for Council to note.

22/23 108 To consider and approve a date for the online event to encourage residents to join the parish council in 2023.

The Council, mindful of the need for further local interest in the Parish Council in relation to the 2023 elections, agreed with Cllr Lavender's proposal to develop an event to inform local residents as to what the role entails. Cllr Howard noted that information from Surrey Association of Local Councils were about to produce a new pack with further information on this, which would benefit recruitment efforts. This is expected to be available in January.

Action: Cllr Lavender and the Clerk to develop an online event. Councillors to attend.

22/23 109 To consider and approve a date for a workshop for Wonersh Parish Council to advance a business plan and approve next steps.

The Clerk was requested to create a doodle poll exploring Councillor availability between 20 October and 17 November 2022.

Action: Clerk to create doodle poll.

22/23 110 To consider and approve the appointment of a new trustee to Wonersh United Charities (WUC) by the Council

The Council resolved to approve Sue Cory-Wright as a Trustee of Wonersh United Charities.

Action: Clerk to confirm with Wonersh United Charities.

22/23 111 To receive a recommendation for the provider for the 2023 Annual Playgrounds Inspections and approve next steps.

Following a review of local councils, the Clerk recommended that we remain with Play Inspections Ltd. The Council resolved to approved the recommendation of the Clerk.

Action: Clerk to inform Play Inspections Limited.

22/23 112 To receive the Routine Playgrounds Inspection reports and approve next steps.

The Council noted these and request that more detailed reviews be completed by the Risk and Audit Committee, with actions being summarised to council. The Clerk noted that processes were yet to be agreed with the Playgrounds-related Working Party and employment of a Routine Maintenance Contractor was likely to assist further with this.

Action: Clerk to include these on Risk and Audit Committee Meeting agendas

22/23 113 To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.

The Council welcomed the new litter picking leader for Wonersh and noted an event, involving the Guides was planned for October. Risk Assessments were required from the new co-ordinator and the Guide Leader and the Council delegated responsibility for the sign off of these to the Clerk and Cllr Shutes.

Action: Clerk to share and request completed Risk Assessments from the coordinator and Guide Leader.

22/23 114 To receive reports by Members and the Clerk.

Cllr Lavender noted that he was collating content for the Autumn Newsletter and thanked those who had already contributed. Actively encouraging others to do so too.

There was some discussion regarding providing hard copies again but it was agreed that 50 would be provided in each shop.

Action: All Councillors to contribute to newsletter content, coordinated by Cllr Lavender.

Clerk to make available on website, via the mailing list and on the Facebook page.

Clerk to provide 50 copies in each of the villages.

22/23 115 Members' business and correspondence for noting or including on a future agenda.

The role of CIL in the regeneration of playgrounds.

22/23 116 Dates of future meetings:

Full Council Meeting: 13 October 2022
Planning Committee: 29 September 2022

These were confirmed.