



Minutes of the meeting of Wonersh Parish Council held on Thursday 10 November 2022 at 7.30pm, at the Wonersh Sports Pavilion.

Present: Cllrs Mike Band, Chris Crouch, Max Gibbs, Chris Howard, Ben Knight, Stephen Lavender and Anthony Shutes (Chair).

In attendance: Lisa Davison, County Councillor Kevin Deanus, Borough Councillor Michael Goodridge.

22/23 149 To consider and approve apologies for absence.

The Council considered and approved apologies from Cllr Jonathan Jenner.

Update 12 01 2023: The Council considered the nature of Cllr Jenner's apologies, which are of a personal nature, and resolved to approve these for a further six months.

22/23 150 Wonersh Parish Code of Conduct – Declarations of disclosable interests.

There were no declarations of disclosable interests.

22/23 151 Open meeting for members of the public to raise matters with the Council.

There were no members of the public present, though Borough Councillor Michael Goodridge and County Councillor Kevin Deanus attended the meeting in part. Cllr Michael Goodridge noted the enforcement action had been served on the villager's pub

Cllr Gibbs raised the point with Borough Councillor Michael Goodridge that the owner of a plot of auctioned land near the Blackheath Village Hall has installed a gate but does not have an established easement and hasn't followed due process in relation to this. Cllr Goodridge noted that he was aware of this and would follow up with the relevant officers at Waverley Borough Council.

Cllr Deanus noted that upon review, a small proportion of the budget from 'Your Fund Surrey' had been allocation to County Council Members for local community projects. This was expected to be £50,000 for the next two years. The application process is to be agreed soon. The emphasis will be projects with a positive impact on local communities.

Action: Councillors to consider possible projects for these purposes.

Cllr Deanus noted that roadworks near Dunsfold with an impact on local roads are to be scheduled shortly and whilst the diversion route was the B281, there is likely to be a knock-on effect.

There was discussion regarding local flooding and the need to consider ideas sharing in terms of resilient communities. It was noted that Lords Hill had been affected recently but not to the extent that homeowners had been impacted.

22/23 152 To consider and approve the minutes of the Council meeting held on 8 September 2022.

These were approved and were duly signed by Cllr Shutes.

22/23 153 To receive progress reports about matters previously considered and approved by the Council.

The Clerk noted that the tree works in response to the Tree Hazard Assessment were largely complete.

22/23 154 Finance – to consider and approve the following:

- (a) the list of payment and receipt vouchers in October 2022; and
- (b) the end-September 2022 financial statement;
- (c) the payment of up to £500 per month to fulfil the requirements of the Routine Maintenance Contract; and
- (d) the pay award for the 2022/23 financial year and associated staff payments.

The Council resolved to approved items (a)-(d) (proposed by Cllr Shutes).

22/23 155 Finance – to note receipt of:

- (a) £457.20 for the skip hire for the disposal of tree protectors;
- (b) £440.00 for the purchase of tree guards from Wonersh Foundation; and
- (c) £11,577.56 payment of the Neighbourhood Community Infrastructure Levy from Waverley Borough Council.

The Council noted these receipts.

22/23 156 To consider the budget and precept for 2023/24 and approve next steps.

Cllr Shutes summarised the meeting to discuss the proposed budget and associated precept. The Council thanked Jeannette Stevenson for her efforts to respond to Councillors' requests. It was noted that significant amounts will be taken from general and earmarked reserves in order to maintain the increase to 10%, plus the reduction in subsidy for the management of the green spaces to be leased from Waverley Borough Council.

As a means to avoid the depletion of reserves the Council discussed other sources of funding, such as grants and donations. In terms of larger projects, the recent income from the Community Infrastructure Levy was recognised too with the potential to benefit a number of aspirational, mainly capital, projects.

Councillors expressed some reservations at increasing the precept but recognised that many projects rely on contractors whose costs are expected to increase with inflation. The Council resolved to approve the principle of this level of increase with the amount finalised at the January meeting and the allocation of reserves approved at the end of the financial year.

There was also discussion as to the importance of how this is communicated to local residents, through newsletters, the annual assembly and other methods as relevant. An infographic detailing what the Parish Council is achieving with sizes reflective of the costs by core budget category was discussed.

Action: Assistant to the Clerk and Clerk to respond to Council requests to finalise the budget and precept for the January Council Meeting.

Councillors to create a newsletter with infographics to communicate the budget and precept allocation and consider its distribution.

22/23 157 To receive an update in relation to the Future of St John's Seminary and approve next steps.

Cllr Shutes provided the updates to the Council as to the meetings with key stakeholders at all levels of government and with the developer, considerate of the following points raised by the Parish Council with all relevant stakeholders:

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

The importance of emphasising, 8, the role and position social and affordable housing at this early stage was recognised, including the contribution of land to Waverley Borough Council for these purposes.

Action: Clerk to follow up with relevant departments and officers regarding the affordable and social housing resulting from the redevelopment of the seminary.

Transport-related items, 1-5, were discussed with Surrey County Council Officers and Members, including Parish and Borough Councillors. Section 1.06 and site-specific section 1.06 moneys were identified as possibilities for a range of transport-related improvements considerate of the increasing demand for transport and travel by all modes. The importance of this being recommended by Surrey County Council as part of their response to the planning application was recognised.

Action: The Council requested that County Councillor Kevin Deanus supported officers in their proactive response to the planning application, in terms of section 1.06 recommendations.

Cllr Shutes provided an update on the non-commercially sensitive aspects of the meeting with the developers. He noted that most of the request from the Parish Council had been recognised positively and largely incorporated into the design of the plot and the surrounding infrastructure. The area that seemed more sensitive was the continued use of the football pitch, where alternatives being considered included tree planting. The developers were put in touch with the headteacher from the local school to explore options in relation to 6.

There are proposed transport-focused meetings planned for the near future and also further public meetings.

22/23 158 To receive an update in relation to the closed burial ground and approve next steps.

Cllr Crouch updated the Council as to a recent meeting with Wonersh Parochial Church Council and discussed the progress which had been made in responding to the report from Hockley and Dawson by the church and the neighbouring home owners. He discussed

responsibilities and liabilities with respect to this and also recent responses from our legal advisers as to the Parish Council's role. An insurable interest was identified.

The need to clarify responsibilities of maintenance and repair and ownership was considered. Linked to this, the need to discuss further the requirement to work with the neighbour requesting that they act further upon the recommendation to obtain an arborist advice and to follow up with their insurers as to whether historic and ongoing repairs can be covered by this. It was agreed, as part of the meeting with Wonersh PCC, that they would communicate with the neighbour on these matters. The Council confirmed this.

It was agreed that the Clerk, supported by Working Party members would request itemised quotes from three specialist building companies, for:

- Options for stabilising the west wall between points 4-8;
- Options for stabilising 1-3 between the churchyard and the vicarage (and also the option to remove and make good the surface – request from Wonersh PCC);
- Options for removing and replacing the top layers around points 18-19;
- Repointing, as required.

The Working Party would meet to further discuss this and other elements of managing the closed burial ground.

Action: Clerk to request that Wonersh PCC contact the owners of Wonersh House regarding obtaining an arborists advice on the reduction / removal of the trees and the potential for the repairs to be covered by the household's insurance.

Clerk, supported by the Working Party, to obtain three quotes for the above wall.

Working Party to explore further and make recommendations to Council in early 2023.

22/23 159 To receive an update on the repairs and maintenance to the playgrounds and approve next steps. 22/23 154 Finance – to consider and approve the following: (e) payment of up to £10,200 for playground repairs; and (f) payment of up to £15,500 for playgrounds maintenance.

Councillors and Working Party members reviewing the annual playgrounds inspections and quotes in response to this, presented recommendations to Council.

For Barnett Lane Playground Wonersh these were:

- Return to the resident offering to repair the Rocking Horse and confirm costs;
- Remove the following four items and exclude from programmed works: - Wobbly bridge unit; Activity trail; Balance beam; Seesaw.
- Complete the following items under repairs: - Spring horse; Junior multi-play.
- Review the following items under repair following the next annual inspection: Table tennis surface – note recommendation to get advice from arborist.
- Complete the following items under maintenance: - Repairs edges and fill bark for junior multiplay area given height of monkey bars; Repair edges of toddler area but review bark – note Clerk's recommendation regarding the slide end of the toddler multiplay area, at 1.2m; Bench; Playdale toddler unit; Parallel bars.

- Review the following items under repair following the next annual inspection: - Bark refill of toddler play area.

The Council discussed and recognised the challenges and costs associated with the bark surfacing at this playground. Grass matting was proposed as a possible solution for the toddler area, where the uneven ground limits the sustainability of adding further bark.

For Lord's Hill Playground, Shamley Green these were:

- Remove the following four or five items and exclude from programmed works: - Activity trail; Stepping logs; Roundabout; Basket swing; Balance beam.
- Complete the following items under repairs: - Net climber with a request to replace both sides, Flat bed swings.
- Review the following items under repair following the next annual inspection: - Seesaw surfacing; Monkey bars surface.
- Complete the following items under maintenance: - Swings barrier; Cutting back vegetation; Removing rough or sharp edges on multiplay; Repaint units; Remove graffiti; Top soil and turf up multi use games area.

The Council resolved to approve these recommendations and noted that the overall costs would be under the maximum values above. The Clerk noted that of the three requests for quotes, three had been received for maintenance and two for repairs. It was agreed to select local contractors wherever possible and decisions were delegated to the Clerk with input from Councillors and Working Party members.

Action: Clerk and Councillors to consider and approve the choice of contractor, confirming the final spend on the January Council Meeting.

Cllr Lavender summarised the meeting of the Wonersh Playgrounds Rejuvenation Working Party and discussed plans for disseminating information, fundraising and planning for new play equipment. Cllr Howard reported on possible fundraising options for the Lords Hill Playground also. The Council requested costed plans for the next stages of development, including potential

It was estimated that works were likely to be well in excess of the £25,000 limit and the Clerk draws the Council's attention to National Association of Local Council Legal Topic 87 on Procurement, as referenced in the Standing Orders and Financial Regulations.

Action: Working Party and Councillors with an interest in playgrounds to present costed plans for the next stage of development of the playgrounds' rejuvenation.

Clerk to circulate NALC Legal Topic Note 87

22/23 160 To consider the management of and Council contributions to the mowing of Wonersh Cricket Club outfield from the 2023 season and approve next steps.

Cllr Shutes raised the £250 grant request for this financial year from Wonersh Cricket Club. The Clerk requested that this be paid and confirmed at the January Council Meeting. The principle of the extent to which the Parish Council contributes to the cuts, with the Cricket Club

requiring a weekly cut during the season and regular cuts out of season, was discussed. A 50% contribution was proposed.

Action: Clerk to inform the Cricket Club of the Council's decision.

22/23 161 To receive and consider the request to increase the Council contribution to the upkeep of Wonersh Sports Pavilion from April 2023 and approve next steps. *22/23 154 Finance – to consider and approve the following: (g) payment of £1,000 for as the Wonersh Parish Council contribution to the running costs of the Cricket Pavilion for this financial year.*

County Cllr Kevin Deanus arrived.

The Council considered the proposal to contribute £1,500 to overheads and utilities for the 2023/24 financial year and resolved to approve this. The Council requested details of the utility costs and a contribution towards overheads in support of this. They noted that they were not eligible to office rent as the building was built as a dual-purpose amenity. The Council noted the importance of a conditions survey and also a greater understanding as to what these costs entailed, linked in part to the Council strategy which commits the Council to explore these through the lens of carbon reduction.

Borough Cllr Michael Goodridge departed.

Action: Clerk to inform the Cricket Club of the Council's decision.

22/23 162 To receive an update regarding the tree, bulb and wildflower planting in the parish and approve next steps.

Cllr Howard updated the Council as to the planned tree planting and bulb planting in Shamley Green, which is to take place in November and December and drew the Council's attention to the completed Risk Assessment in the meeting folders under 22/23 171. The Council resolved to approve final planting scheme for trees and bulb planting and noted the volunteer day, which is 26 November, with trees being planted professionally in early December, mindful of the temperate weather.

Cllr Shutes updated the Council as to the tree planting and bulb planting in Wonersh, with a similar approach to Shamley Green in terms of responsibilities, Cllr Shutes noted his earlier approved Risk Assessment. Accordingly, the Council resolved to approve final planting scheme for trees and bulb planting and noted the volunteer day, which is 13 November, with trees being planted professionally in early December, mindful of the temperate weather.

22/23 163 To consider feeding into the mowing of grass verges, including use of the blue heart scheme and approve next steps.

The Clerk highlighted that the Surrey County Council Highways contracts with Waverley Borough Council for cutting verges were not being renewed, so from the 2023 season these would be completed by Surrey Highways. The Council confirmed an interest into inputting into this and would like a better understanding as to how to do this both on estates and highways.

Action: Clerk to follow up with officers at Waverley Borough Council and Surrey County Council, as applicable and communicate to Council.

The Blue Campaign, whereby residents apply to Surrey Council for their verges to left uncut until the end of the season, subject to a safety assessment was discussed. The potential to advertise this to residents on estates at this point in preparation for next year's mowing season was considered. It was agreed that the Council would publicise this in advance of Christmas. It was also considered with consideration for the general mowing of verges and in relation to the planting of bulbs on estate verges, linked to the action above.

It was noted that blue hearts were required to demarcate the verges to receive an end of season cut and that there were ten available for each Shamley Green and Wonersh. In Shamley Green they were also intended to highlight plant and flower species to avoid mowing in managed commons areas.

22/23 164 To receive an update regarding the management of the ponds and approve next steps.

This was deferred to January awaiting further details from contractors.

Action: Clerk to follow up with contractors.

22/23 165 To receive any further updates from the Commons Working Party, Wonersh Environmental Advisory Group and Shamley Green Environment Group and approve next steps. 22/23 154 Finance – to consider and approve the following: (h) payment of up to £500 for posts along highways, adjoining common land in Shamley Green.

The Council noted the requests to make small changes to mowing schedule and these were approved.

Action: Clerk to map these and circulate to SGEG/ WEAG to confirm changes.

Clerk and Environment Group members to confirm with Contractors.

The Council noted that interpretation boards were planned for the commons, led by the Environment Groups and the content to be developed by them, with a Clerk to review before finalisation. The Council noted that they did not need to approve content.

Cllr Shutes noted that a further volunteer day was planned for the removal of redundant tree protectors up Barnett Hill, and the Risk Assessment was in the files under 22/23 171. Cllr Shutes noted the Surrey County Councillor Officer recommendation that trees alongside the B2128 be professionally pruned rather than completed by volunteers.

Action: Clerk to request a quote for the pruning of the trees alongside the B2128 on Wonersh Common.

The Council received of the posts to be replaced alongside the verges approach the common land in Shamley Green and resolved to approve the payment of £750 for the posts and the protection of the verges.

Action: Clerk to advise the contractor.

22/23 166 To consider the introduction of a recycled waste collection scheme and approved next steps. 22/23 154 Finance – to consider and approve the

following: (i) payment of up to £350 per annum for the collection of recyclable waste on a weekly basis.

Cllr Knight provided the update to Council on the recycled waste collection, whereby the bin is provided by the contractor and there is a weekly per collection charge.

The Council resolved to approve a trial, subject to receiving further details on the dimensions and installation of the bin, including images, and confirmation that there would be no further charges should the trial not provide a clean waste stream and / or the trial not be successful for any other reason and the bin requires removal.

Action: Cllr Knight to confirm these details with the contractor and circulate to Councillors for their information and approval, including of where to situate the bin.

Clerk to set up the trial, subject to approval.

22/23 167 To receive an update on the land leases and approve next steps.

There were no further updates, so this matter was deferred.

22/23 168 To consider further the management of the Shamley Green Community Room and approve next steps.

Councillor Band updated the Council regarding the meeting with the Waverley Borough Council Officer, where the key outstanding issues pertain to the utility costs and in relation to this the lighting for Garden Close residents, currently powered from the Community Room – LED bulbs had been suggested as an option for reducing consumption in the short term, pending a move to solar power. It was noted that the Arbuthnot Hall had recently updated their approach to managing heating and also secured a reasonable option for utilities.

Once resolved a formal handover meeting was requested, to recognise the progress made.

The Council discussed the requirement for and composition of a Councillor and resident Working Party to inform the day-to-day management of the facility. The Council resolved to approve this

Action: Clerk to confirm the costs associated with Garden Close Community Room and the options for powering the lights.

Clerk to enquire of the Arbuthnot Hall Committee their arrangements for utilities and managing the heating.

Cllr Band and the Clerk to work with Waverley Borough Council Officer to arrange a formal handover meeting.

Cllrs Band and Howard to bring together a Working Party to inform the day-to-day management of the Community Room.

22/23 169 To receive the request for a community noticeboard in Wonersh Village and approve next steps.

The Council noted the request for a community noticeboard in Wonersh. In exploring this there is one available via Wonersh Village Stores, where a small contribution is made to the

shop to advertise locally. The Council noted this and agreed that they did not want to remove a revenue source from the village store. When one of the Parish Council noticeboards require replacement there may be the opportunity then to explore whether a combination of open and closed boards can be provided.

Action: Clerk to advise the member of the public.

22/23 170 To receive the Routine Playgrounds Inspection reports and approve next steps.

The progress being made through the response to the annual inspections was commended and the employment of a Routine Maintenance Contractor was noted as improving the Council response to week-by-week issues. The Clerk noted that reports are available at meetings for review, Councillors request that these be summarised in the folders for meetings.

Action: Clerk to include the electronic copy of the summary sheet in the paperwork

22/23 171 To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.

These related to WEAG/ SGEG activities, mentioned under 22/23 162 and were approved.

22/23 172 Members' business and correspondence for noting or including on a future agenda.

There were not additional items for noting or including on a future agenda, beyond those above.

22/23 173 Dates of future meetings:

Full Council Meeting: 12 January 2023

Planning Committee: 1 December, 22 December 2022, 12 January 2023

These were confirmed, noting that the 22 December 2022 Planning Committee would proceed if there were applications to consider.