



Minutes of the meeting of Wonersh Parish Council held on Thursday 14 March 2024 at 7.30pm, at the Wonersh Sports Pavilion.

Present: Cllrs Max Gibbs, Chris Howard, Ben Knight, Stephen Lavender, Anthony Shutes (Chair), Kevin Sloan and George Sobek.

In attendance: Lisa Davison, County Councillor Kevin Deanus, Borough Councillors Jane Austin and Michael Goodridge and five members of the public.

23/24 244 To consider and approve apologies for absence.

The Council considered and approved apologies for Cllrs Mike Band and Rob Merriman.

23/24 245 Wonersh Parish Code of Conduct – Declarations of disclosable interests.

There were no declarations of disclosable interests.

23/24 246 Open meeting for members of the public to raise matters with the Council.

The Church Warden from St John the Baptist Church Wonersh attended with an interest in the closed burial ground wall and mowing and the diseased tree from Lawnsmead Hall which is to be felled. They offered the wood from the tree but all in attendance declined. Three further members of the public from Barnett Fields Group (BFG) attended to provide an overview of the community-led plans and the Woodland Management Plan. There was a further member of the public with a general interest.

The relevant items were brought up the agenda.

Borough Cllr Michael Goodridge highlighted a parking charge increase of 15%, plus the introduction of an evening charge. He emphasised the cost and impact of the collaboration between Guildford and Waverley Borough Council, including the early arrival of the new Chief Executive Officer and the cost of two strategic directors being on garden leave, pending legal investigations into practices at Guildford Borough Council. He also noted the St John's Seminary planning permission for redevelopment.

Cllr Howard thanked Cllr Goodridge for his support in securing permission for a tree in Hullmead, which had recently been approved by WBC officers.

Cllr Austin provided update on the listing of the United Reformed Church in Wonersh, the report had been received from Natural England there was 21 days in which to respond. The local expertise through the History Society was noted.

Action: Clerk to include on the listing of the Wonersh United Reformed Church on the next Planning Committee agenda.

Clerk to advise History Society members.

Cllr Austin also noted the extent to which the fuel link at the petrol station had been reported and the challenges in getting a response. At present the facilities including the shop were closed for a minimum of eight weeks for remedial works.

County Councillor Kevin Deanus was in attendance and spoke about Surrey Highways plans to reduce the national speed limit on rural roads to better reflect safe and achievable speeds in these areas. Following review by Surrey Police it is anticipated that these will be implemented.

The Vision Zero strategy was expected to assist with the implementation of a 20-mph zone in Wonersh. Cllr Shutes noted an appetite for this to be a test bed for the implementation of this strategy and it was appreciated that the arbitrary limits are being adapted to permit this.

It was also noted that a ditch which the Parish Council was responsible for was contributing the localised flooding in Lords Hill and this required a response and regular maintenance. It was noted that this was part of a wider ongoing problem with blockages within the infrastructure beyond this ditch.

Action: Clerk to liaise with Routine Maintenance Contractor and other relevant stakeholders on this.

23/24 247 To consider and approve the minutes of the Council Meetings held on 11 January and 15 February 2024.

The Clerk drew the Council's attention to the additions to the 11 January meeting minutes, which were included in italics. The Council resolved to approve these minutes including the additions and Cllr Shutes duly signed these.

23/24 248 To receive progress reports about matters previously considered and approved by Council.

Cllr Shutes highlighted the proposed drafted Council response to the Waverley Borough Council draft Economic Development Strategy. This was approved by Council.

Action: Clerk to submit to Waverley Borough Council at the earliest opportunity

Cllr Shutes noted that Parish Councils could now request a copy of the King's Portrait

Action: Request Kings Portrait and put up in meeting room subject to WCC approval.

23/24 249 To consider and approve the minutes of the Risk and Audit Committee Meeting held on 7 March 2024.

The Council resolved to approve the Risk and Audit Committee Minutes, and Cllr Sloan duly signed.

23/24 250 To receive the approved minutes of the Planning Committee Meetings held on 4 January and 25 January 2024.

These were received.

23/24 251 Finance – to consider and approve the following:

- (a) The list of payment and receipt vouchers in January and February 2024.**
- (b) The end-December 2023 and end-January 2024 financial statement.**
- (c) The payment to Richard Holmes of £242.40 – 15hrs accountancy services**
- (d) The payment to Sitec of £68.75 - Investigation into SC speedwatch account (paid 9th Jan)**
- (e) The payment for Norton Life Lock of £83.33 - Norton 360 Premium subscription renewal for 2024.**
- (f) The payment to the Society of Local Council Clerks of £229 – annual membership fee.**

- (g) The payment CIMA accountancy annual subscription of £349 for the Assistant to the Clerk.
- (h) The return or up to £102 deposit for allotment 10b.
- (i) The reconciliation of accounts, completed by non-signatories.

The Council resolved to approve these items.

23/24 252 Finance – to note receipt of:

- (a) Allotment rent.
- (b) £80 Community room rent.
- (c) £165 for a memorial tree on Wonersh Common.
- (d) £304.80 for a skip to assist with the clearance of the woodland in Barnett Hill Fields.
- (e) £399.17 donation for oven in the community room.
- (f) £46.50 Wonersh Foundation donation for delivery of tree.
- (g) £530.13 reimbursement of business rates for community room.
- (h) £1731.60 VAT return from HMRC.
- (i) £208.06 refund from Openreach.

These were noted.

23/24 253 To consider the Wonersh Parish Council Strategy 2020-23 and approve next steps, including linking this to action planning and resource requirements.

Cllr Shutes proposed that subject to minor changes – evolving to reflect progress – that the Strategy would be maintained for a further year. The Council confirmed this approach with Cllr Shutes as the lead. Cllr Howard highlighted that the progress made with respect to the Village Design Statement be included in these updates.

Action: Councillors to comment upon and confirm evolutions of the strategy.

23/24 254 To consider the Wonersh Parish Council response to increasing biodiversity duties across all levels of government and approve next steps.

The Clerk noted the presentation coordinated by Surrey Association of Local Councils and presented by Surrey County Council Officers and highlighted that this was available in the files. In summary Wonersh Parish Council were making strong progress in the areas highlighted and there might be opportunities for further alignment and funding to assist further. The map on areas of importance might assist in achieving this.

Action: Councillors to review and reflect as required.

23/24 255 To receive updates on the lease of the land with Waverley Borough Council and approve next steps.

The Clerk updated the Council as to the response from Waverley Borough Council with respect to the footpath alongside the Wonersh Common Woodland and the delays to the signing of the lease between Waverley Borough Council and the Shamley Green Cricket Club, which is awaiting attention by WBC solicitors.

For the former it was noted that any trees or hard vegetation impinging upon the footpath would be cut back by Waverley Borough Council contractors as required. They requested than

mowing or strimming of grasses and softer vegetation be completed by Wonersh Parish Councillors as Waverley do not have mowing contractors employed in the parish with the highways contract being returned to Surrey County Council.

For the latter it was suggested that the signing of all leases be delayed or alternatively the Lords Hill and Wonersh leases be signed sooner and the Shamley Green one delayed until leases are signed. The Council confirmed that they would like to review the position on this in May, considerate of Cllrs Band desire to stand down at the annual assembly.

Action: Clerk to advise WBC Officers and each solicitor of the Council decision.

23/24 256 To receive updates on ensuring public access to Gerald's Wood and matters associated with the sale and approve next steps.

Cllr Shutes updated the Council as to the progress made with the sale of Gerald's Wood and the associated registration of footpaths through and beyond the woods as Public Rights of Way. The input and support of Surrey County Council was welcomed but the infrastructure needs to be in place in advance of this being legally recognised. A copy of provisional plans is included in Appendix A. The next steps in achieving this was the installation of steps which is to be completed by volunteer working parties, subject to Council approval of the Risk Assessment included in the files. The Council resolved to approve this.

Cllr Shutes noted the following forthcoming expenditure to progress this and requested Council to approve these in principle and for these to be formally approved at the next Council Meeting:

- £500-1,000 on materials for the steps
- Up to £1,000 in conveyancing fees

The Council approved these values in principle.

Access along the Street to Gerald's Wood was not considered at this point with the general feeling that provisional costs had been exorbitant.

Cllr Shutes raised the possibility of access to Chinthurst Hill and onto Gerald's Wood via the field which Parish Councillors had been contacted about which might be offered for sale by a landowner living outside the Parish. There was Council support for this to be pursued further with the current landowners and this was delegated to the Clerk and Cllr Shutes.

Action: Working parties to install steps in Gerald's Wood in accordance with plans and risk assessments,

Clerk to advise solicitors as to the Council decision and provide copies of maps in support of this.

Councillors to consider whether the access route along The Street to Gerald's Wood be improved and request for future Council Meeting agendas.

Cllr Shutes and the Clerk to pursue the option for a public right of way from Wonersh to Chinthurst Hill.

Clerk to include the costs approved in principle on the next agenda.

23/24 257 To receive an update on Barnett Hill Fields and approve next steps.

Cllr Shutes provided an overview for of the Barnett Field Group (BFG) and the chair of this presented the map of the planned community amenity – a copy of which is included in Appendix B – and explored the management and resourcing of this. Their plans to for volunteers to be qualified in the use of chainsaws was noted. It was noted that the early-stage cost for materials related to access gates and fencing was estimated at £1,500 and that the BFG would resource as much as possible from the woodland.

The ideas were well received by the Council with the benefit of the pond being valued highly and sponsor options noted in relation to these, including corporate sponsorship. The high investment and resource costs for the set up and ongoing maintenance of orchards was noted and the decision to focus on fruit trees which were more for biodiversity than human consumption in Shamley Green emphasised in relation to this. The cost and practicalities related with using some of the land for cattle on a rotational basis, also. In wider discussion it was noted that the BFG were in contact with Surrey Wildlife Trust nature-based solutions.

The member leading the BFG Woodland Management Plan summarised the context including historical information and the plans to bring a completed draft to Council for their consideration soon. Subject to Council approval it would then be lodged with the forestry commission and outcomes of this will include a felling licence allowing active management of the space.

A BFG member summarised the plans to complete and bring to Council and Woodland Managment Plan to be lodged with the forestry commission. This will provide a felling licence. Provisional plans involve the removal 30% of current trees to strategically support biodiversity and managed the existing resources, whilst planning for the future. The use of the timber onsite as a resource was noted, as was its use as potential income source. Intention to start works in the Autumn so they will look for approval within these timescales.

Community involvement / participation / engagement in activities is at the core of what the BFG has planned for this community space. The resource requirements of this were noted and they are working with a local tree surveyor to explore costs. Should these works be a cost to Council the financial regulations' requirement to source at least three contractors to quote were noted. Regarding the Council's liabilities in relation to the plans for the area, provisional understanding was, that as long as no formal seating was planned then the existing Tree Hazard Assessment provides a sufficient evaluation of risk and response in terms of treeworks but it was agreed that the Clerk would follow up with the Surveyor. It was noted that there was an appetite for a family-focused seating area within the open fields.

In addition to the plans presented the role of a sensory garden was also highlighted and how information was integrated into the environment. The benefits to the community extend beyond Wonersh Village to Blackheath but also the whole parish and beyond. Opportunities for these benefits to be maximised through social prescribing via the GP and other organisations facilitating this was mentioned.

Possible conflict between users was recognised and whilst neither the Council nor the BFG were looking to exclude cyclists they were reticent for the area to become too attractive to mountain bikers who might endanger or deter other users. Maintaining some of the fencing

was viewed as part of the solution in managing the space in a manner which reduced conflict and ensured consideration for most if not all.

The BFG queried whether there would be sponsorship for members interested in training in the use of chainsaws for use on Barnett Field only, rather than as part of a wider desire to use a chainsaw – with two members being motivated and financially able to train independently of Council investment. The potential for the Council to explore this was not discounted but there was an appetite to better understand whether further trained volunteers would be required first. Often there is a lot of on the ground support required for chainsaw operatives, not requiring specialist training.

The Clerk raised the requirement for Council to consider whether they are willing to approve the use of chainsaws by volunteers in Council open space. They noted that advice from Zurich as the insurers was that *“The volunteers will be covered providing that:*

- *All your chainsaw users hold appropriate chainsaw use qualifications.*
- *All your chainsaw users follow the HSE’s guidance on chainsaw use.*
- *All your chainsaw users do not undertake any commercial landscaping or construction contracts.”*

Whilst the insurers could not advise on courses, the [NPTC Chainsaw Maintenance and Cross Cutting](#) course provided by Merrist Wood was accepted by Council as such. In brief, the Council resolved in to approve this in principle, with firm approval pending the completion of qualifications. The Clerk noted that, once qualified, volunteers must provide a risk assessment for Council consideration, paying particular attention to the HSE guidance on chain saw use, with clear consideration as to the potential risk of working in public spaces and how these would be mitigated.

At present there was a small reserve for investment into Barnett Hill Fields from initial donations and this was held in an allocated reserve.

It was noted that there had been some fly tipped asbestos discovered on the upper field during the clearance of brambles. The Clerk had been in touch with Waverley Borough Council as to its removal and there was support in principle to do this under their contract at a lower cost than a separate contract would be to the Parish Council. This cost would be further reduced should the asbestos be removed from the surrounding vegetation as this would reduce the amount being received on site. Given the low-grade risk from the type of asbestos on site it was suggested that two volunteers, one with specialist experience in environmental management, remove the asbestos from the vegetation, subject to Council approval of the risk assessment. The Council considered this and resolved to approve this action, including insuring the activity.

The Clerk also noted that the first loan repayment of £7,660.00 would be taken from Council accounts by the end of the month.

Action: Clerk to contact the Tree Surveyor to confirm the extent to which and a what point the plans Barnett Hill Fields warranted further surveys.

BFG to progress the introduction of gates and informal footpaths in response to advice and with consideration for available reserves.

BFG member to finalise a SMART woodland management plan for presentation to Council during the summer and submission to the Forestry Commission in preparation for Autumn / Winter 2024/25.

Volunteers to attend training in [NPTC Chainsaw Maintenance and Cross Cutting](#) at Merrist Wood, on a self-funded basis, and present a risk assessment to Council which is mindful of the insurer's advice, in particular the [HSE guidance](#).

Council to consider with a view to approving the use of chainsaws by volunteers on open areas.

Volunteers to separate out asbestos in line with approved risk assessment including required personal protective equipment.

Clerk to arrange for the removal of asbestos by Waverley Borough Council's Contractors.

23/24 258 To receive an update on the closed burial ground wall and approve next steps.

Cllr Shutes summarised the progress made regarding the wall and the barrier to the progression of the heritage fence replacing the wall. He opened the meeting the Church Warden for a further update, who noted that buttresses were viewed as the only feasible solution by the diocese, and preliminary discussions confirmed that these required a full specification from a suitably qualified adviser. It was confirmed that information received by the Council so far suggested that for buttress to be effective across the span of the wall further metalwork beyond the buttresses would be necessary and this would have costs implications. There was discussion as to the impact of the trees from Wonersh house impacting upon the stability of the wall historically to the extent the gravitational impact contributes to its stability as a result. The removal of epicormic growth reduces the direct impact on the wall but beyond that there is uncertainty as to whether tree removal would help or harm further at this point. Buttresses would not provide an adequate response to counter the impacts of the as benefits are localised without further engineering.

The Council requirement to endeavour to get three or more quotes for the proposed geotechnical investigation and follow up specifications was noted, should the Council opt to proceed at this point. It was recognised that without the budget to respond to the specifications provided the that such investments in preliminary measures were not considered in the residents' best interest at this stage. The Public Works Loan Board was recognised as a potential source, but resources are required to progress consultation with the electorate to assess whether there is support and given the limited benefit beyond the church and Wonersh House the Council queried whether there would be support for raising the precept to invest here. It was suggested that further research by the Church and the Council could identify residents with a specific interest in improving infrastructure in this position, this could be included as part of a wider consultation, should there be a willing Council lead.

Given the likely timescales to advance this there was strong support from the Council for a more effective barrier to be placed between the wall and the closed burial ground to protect

members of the public more effectively. It was noted that permission would be required from the diocese to achieve this.

Following detailed discussion, the Council confirmed that the next best step would be for this to be delegated to Risk and Audit Committee for further consideration.

Action: Clerk to update the diocese as to Council discussion and decision.

Clerk to include on the next Risk and Audit Committee Agenda.

23/24 259 To receive an update on the closed burial ground mowing and associated activity and approve next steps.

The Clerk recognised the earlier challenges for contractors in meeting the specifications of the Parochial Parish Council. At the same time, the Council are responsible for the decent maintenance of the Closed Burial ground thus the limited budget from the precept for these purposes. To attempt to better meet the former the Clerk followed up with both grass cutting contractors and more traditional gardeners to explore if both these elements could be satisfied. Based on the two quotes received from the five contractors contacted and the available budget the Clerk recommended that this work be added to one of their existing grass-cutting contractor's responsibilities and the frequency of the maximum number of mows be reduced to six the better reflect the available budget for these purposes. The Council supported the Clerk's recommendations.

The Council continue to support what the church are trying to achieve in their mowing regime and the Clerk noted that the intention to meet with the selected contractor and Church Warden in support of this. As the church is not taking on the management of the contract all communications are to come via the Clerk, and it was noted that the date which the mowing occurs will be dictated by the weather and the wider schedule.

Action: Clerk to advise the contractors as to the Council decision.

Clerk to arrange to meet with the contractor and the Church Warden to discuss important points.

23/24 260 To receive an update on Tree Hazard Assessment and associated actions and approve next steps. 23/24 251 To consider and approve payment of (j) £1,830.00 to Charterhouse Tree Care for responding to medium risk recommendations on the Survey; and (k) £750 to Mark Welby for surveying the trees on the open common to be leased.

In approving the Risk and Audit Committee Minutes the Council acknowledge the wider follow up actions completed and recommended and will continue along this vein. The Council considered and approved payment of £1830.00 to Charthouse Tree Care for completed tree works. The Council also considered and approved payment of £750 to Mark Welby for the survey of the open common to be leased from Waverley Borough Council.

Action: Clerk to advise Mark Welby regarding tree survey request.

Assitant to the Clerk to pay Charterhouse Tree Care upon receipt of invoice.

23/24 261 To receive an update on the Playgrounds rejuvenation and approve next steps. 23/24 251 To consider and approve payment of (l) up to £40,664 to

Rhinoplay for the completion of the playground works at Lords Hill (Phase 1: £17,306 and Phase 2: £23,358.)

The Council noted and approved the recommendations of the Risk and Audit Committee regarding procurement and noted the availability of funds to complete Phase 1 of the proposed works by Rhino Play. They resolved to approve in principle the project as a whole and payment of the 50% deposit for Phase 1 of the works upon invoice.

Action: Clerk to ensure the Council are in receipt of all funds for phase 1 to proceed.

Clerk to advise Rhino Play and schedule works for completion prior to the school summer holidays.

23/24 262 To receive recommendations from the Risk and Audit Committee and approve next steps.

Cllr Sloan drew attention to the minutes and highlighted in particular the actions in relation to the Risk Management Register, which are, with Cllr Sobek to lead:

- Create a Risk Policy to consider higher level risks more fully, ensuring it is SMART and consider using a risk matrix.
- Link a calendarized asset risk check to cover the more day to day / week to week / month to month / year to year actions

He also noted the requirement for Councillors to commit to leading the reviews of the policies in the list included in the files. Exemplar Councils had been circulated around Councillors and the Clerk noted the possibility for all to view examples via NALC and the Clerk the SLCC versions too.

Action: Councillors to progress these policies / Risk Management Register, with the support of the Clerk

23/24 263 To receive an update from the Personnel Committee and approve next steps.

Cllr Howard summarised an informal review with the Clerk which noted that the main planned action which had been delayed was completion of the Certificate in Local Council Administration (CILCA) which the Council approved funding of training, accreditation and allocated hours. The primary reason for this was the work associated with the purchase of Barnett Hill Fields and the process of applying for a PWLB. The proportion of the Council elected has reduced the urgency for the completion of this and the time commitments not possible for the Clerk at present. It is something that the Clerk is keen to progress in advance of the next election and they requested that the budget and hours for the outstanding actions be available once capacity allowed. The Council confirmed their support for this.

The communications on this also highlight the importance of considering resource availability in its widest sense when completing a business plan.

The Council received and approved other outstanding recommended actions from this meeting, which were:

ACTION: Clerk to review the budget for training and talk to SALC about training needs.

ACTION: Clerk to format the Handbook to sign off at the April Council Meeting.

23/24 264 To consider the remaining training budget for 2023/24 and approve next steps, with consideration for the Council's commitment to the Civility and Respect Agenda.

It was advised that the priority for all new Councillors not in the role in September, when whole Council training was delivered, is to attend the following course delivered by Mulberry and Co. ["Councillors: Roles, Responsibilities & Working Relationships"](#)

In addition, there remains a budget of £549 until the end of the financial year and the Council considered and approved the recommendation of ["Dealing with difficult people and conversations in our local councils"](#) delivered by Breakthrough Communications at the Wonersh Sports pavilion and opened up to the surrounding Parish Councils. *[The Clerk noted that at £695, to bring this in under budget and in person, then Councillors from other Councils need to attend].*

In response to future requests for training the Council delegated decisions to the Clerk and Personnel Committee, for courses where the cost was in the region of £50, if this is within budget for the financial year.

Action: Clerk to advise Breakthrough Communications of the Council approval.

Clerk to explore availability of Councillors at Wonersh then at neighbouring Councils.

23/24 265 To receive an update from the Traffic, Parking and Cycling Working Party and approve next steps.

Cllr Lavender provided an update on the most recent meeting of the Traffic, Parking and Cycling Working Party where responses to the Vision Zero consultation were discussed and the main change being a reduction to the length of the 20-mph zone in Shamley Green to focus on the school entrance / exit point rather than between the church and the school.

Much focus was on the redevelopment of the village centre of Wonersh including the proposed redesign of the Pepperpot area. Council discussed the best next steps to progress this in a manner considerate of the timelines in relation to the receipt of section 1.06 money from the developer of St John's Seminary and the policies under consultation at present. The importance of this being progressed in a manner which is acceptable to Surrey County Council was noted to avoid unnecessary expenditure of efforts and funds. It was confirmed that the SCC officer responsible for any expenditure relating to planning monies would be maintained and they would consult with the engineers. It was agreed that Cllrs Lavender and Shutes would meet with the SCC Officer to further understand this process.

In parallel the requirement to consult with the public over the proposed changes in speed and junction design was recognised and the Council expressed a desire to commence this process with the view to being prepared to progress design and implementation at the earliest opportunity. There was an appetite for the plans in Wonersh to be a testbed for the policy and a willingness to use some of the allocated reserves for Long Term Capital Projects to progress this if required.

Action: Cllrs Lavender and Shutes to meet with the SCC Officer

Council to consider and approve the next steps in consulting on the redesign of the junction and the 20-mph zone, including the funding of this.

23/24 266 To consider the installation of two Sheffield stands provided by Waverley Borough Council, provisionally for near each shop, and approve next steps.

This was considered by the Traffic, Parking and Cycling Working party and was declined as the design was not suited to the proposed village destinations.

Action: Clerk to advise WBC Officer.

23/24 267 To consider and approve the [Parish Council's response, if any, to the Surrey County Council Public Rights of Way Consultation](#), due 10 March 2024. [To highlight to opportunity for a public response](#) (extension approved).

The Clerk noted that response had been extended to the 24 March for all and the Council delegated a response to the Clerk and Cllr Shutes.

Action: Clerk and Cllr Shutes to complete Council response to the public consultation.

23/24 268 To consider and approve the [Parish Council's response, if any, to the Surrey Road Safe Vision Zero Public Consultation and associated Road Safety Consultations](#), due 24 March 2024.

Cllr Shutes tabled a draft response to the consultation and noted that it had been discussed further with the Traffic, Parking and Cycling working party, the main change being to reduce the proposed 20mph zone in Shamley Green to focus more on the entrance to the school.

the Council delegated a response to the Clerk and Cllr Shutes.

Action: Clerk and Cllr Shutes to complete Council response to the public consultation.

23/24 269 To consider and approve a follow up Invertebrate Survey of the Shamley Green and Wonersh and the budget allocations in relation to this. 23/24 251
To consider and approve (m) payment of £1,500 to Scotty Dodd for the completion of the Invertebrate Survey.

The Council discussed the purpose and need from this in some detail, including the important role of communicating to volunteers the impact of their dedication to the local environment. In response the Council committed funds for a repeat survey from WEAG financial year end allocated reserves and SGEG from the SGEG allocated reserves and the 2024/25 grant allocation.

Action: Clerk to notify Environment Groups in each village.

Clerk to sign the contract with Scotty Dodd to progress this.

23/24 270 To consider and approve the Council's approach to signage on the common land, including receiving requests, and approve next steps.

The Council reviewed and confirmed that they would like to maintain the relevant appendix [off the 2012 Commons Enhancement Plan as the approach to signage on common land. They

noted and approved the request from the Wonersh Players and the Brocante fair for signage on the common. The expressed concern as to the level of advertising without permission from estate agents and requested that signage be removed.

Action: Clerk to include the policy on the website as a separate document under policies.

Clerk to advise requestees of approvals.

Clerk to contact estate agents with signage of common land to request their removal.

23/24 271 To receive recommendations and updates from the Commons Working Party – with input from the Wonersh Environmental Advisory Group and Shamley Green Environment Group – and approve next steps. *23/24 243 To consider and approve payment of (n) £1,832 – David Smithers pondwork; (o) £26.97 – SGEG member – purchase of litter pick equipment (SGEG); (p) Nature Sign Design £430 - A3 lectern on solid oak post with delivery (funded by SCC in 2022_23 accounts); (q) £49.97 Toolstation padlocks; £750 – AEM for gates at SG Pond, (r) £79.51 – SGEG member – tree guards and web domain for SGEG; and (s) £211.50 – Creepers – planting of tree (donation received)*

The Council noted that most discussion in relation to this had been summarised elsewhere and the Council approved the above expenditure on these items, confirming that the £750 for gates would come from Wonersh Parish Council Commons Maintenance and Repairs.

Queries made by the Shamley Green Environment Group as to simplifying the processes for repayment for items purchased under the group's allocated funds were raised. In response, opportunities to simplify the spend and reclaim process and provide a more uniform approach or both Environment Groups and the Barnett Field Groups was viewed as beneficial. At present amounts are held for each in the Wonersh Foundation and the Council from the precepts and grants and there is the will to better understand how this can be simplified. The Clerk noted support for this but highlighted that the opportunity to discuss this with the Council's Internal Auditor would be useful to understand what is possible and practical.

Action: Clerk to discuss with the Internal Auditor and Council to consider on this basis.

23/24 272 To receive the report from the meeting with the allotment holders and approve next steps.

Cllr Stephen Lavender noted that the meeting with holders had been a positive event, with continued progress being made on earlier issues. There were continued efforts to motivate holders and to work with them to better understand why plots are under-utilised. At year end there was an opportunity to assess the allocated reserve for allotments and to consider how the Council would like to invest this, with input from allotment holders. Current requests being to inspect the taps and main hose pipes along the length of the plots. The Council welcomed these updates and delegated to Cllr Lavender and the Clerk follow up actions from this meeting.

The Clerk noted the request from Risk and Audit to put in place a more formalised inspection programme, like the regular playground inspections. Recognising legislation requirements

around this are different this is still a useful consideration, and the Clerk and Cllr Lavender will progress. *[The actions are noted in italics below for information.]*

Action: Clerk and Cllr Lavender to progress actions from the meeting with allotments holders, specifically:

Clerk and Cllr Lavender to work with allotment holders to create a one-page summary as to what to expect as an allotment holder and the support available through other holders.

Assistant to the Clerk to confirm allocated reserves at financial year end with Council.

Allotment holders to recommend to Council how this is invested.

Allotment holders are welcome to fill potholes in access track with material suitable for vehicle tyres and the neighbouring uses

Routine maintenance contractor to check the tap within the plot and the integrity of the main hoses between standpipes and repair as required.

Allotment holders to renovate noticeboard to act as a complement to communication via the holders WhatsApp group.

Clerk and Cllr Lavender to adopt and use an allotment inspection system.

23/24 273 To receive the request from Womersley Cricket Club regarding cricket covers to protect the main square and approve next steps.

Following discussion of its purpose, the Council were supportive of this in theory but were curious as to the visual impact, particularly if these were sponsored and the storage of this when not in use throughout the year.

Action: Clerk and Cllr Sobek to follow up in response to Council queries.

23/24 274 To receive an update Womersley Cricket Club on the cleaning of the Sports Pavilion including the request for a contribution and approve next steps.

The Council were keen to see an outline of the planned tasks for the cleaner to complete and for this to be adjusted to the tasks required over the winter months, if there were no sporting activities. Provided there are no sporting activities over the winter the Council are willing to cover a monthly clean early the second week of the month. They were of the view that the time could be adjusted to reflect the reduced number of cleaning duties required, as these are distinct from requirements for sporting uses.

Action: Clerk to advise Cricket Club as to decision and the request for the list of tasks

Councillors to consider the list of tasks in relation to Council purposes.

Clerk to include maximum amounts on the April Council Meeting for approval.

23/24 275 To receive a request from GoCricket Academy for Cricket Camps and approve next steps.

The Council approved this in principle, charges would be subject to a minimum charge in line with Waverley Borough Council's administrative charges and mindful of the arrangements in place with Wonersh Cricket Club. The Council noted that in principle they would be supportive of the Cricket Club keeping any income from the pavilion subject to it being added to an allocated reserve for maintenance of the building and a 50% share of any income related to use of the common. The requirement for safeguarding measures being in place was noted.

Action: Clerk to advise organisers.

Clerk to enquire as to the charges applied by Waverley Borough Council.

Clerk to enquire as to the arrangements in place with the Wonersh Cricket Club.

23/24 276 To receive the request from Wonersh Fair Committee regarding the fair on Wonersh Common on 7 July 2024 and approve next steps.

The Council approved this request subject to receipt of the necessary paperwork in advance of the event. They resolved to waiver the fees.

Action: Clerk to advise organisers of the permissions and associated requirements.

23/24 277 To receive the request from Waverley Borough Council regarding the Shamley Green Fair on Shamley Green Common on 8 June 2024 and all future activity and approve next steps.

The Council received and responded positively to Waverley Borough Council's request to take on responsibility for hires of the commons on the land to be leased in advance of signing the paperwork. The Council approved the Fair request subject to receipt of the necessary paperwork in advance of the event. They resolved to waiver the fees.

Action: Clerk to advise Waverley Borough Council of the decision.

Clerk to advise organisers of the permissions and associated requirements.

23/24 278 To receive the request from Brocante Fair organisers regarding the positioning of gazebos on Shamley Green Common, near the Arbuthnot Hall during their events and approve next steps.

The Council noted and approved this; they waived fees given the fair is fundraising for local amenities. They also approved the associated signage.

Action: Clerk to advise organisers and request copies of completed paperwork.

23/24 279 To receive and update on the Annual Assembly in May at Blackheath Village Hall and approve next steps.

There was general discussion of the content of the annual assembly and the importance of allowing attendees the opportunity to make suggestions, ask questions and to receive answers, or future consideration at a Council Meeting regarding local matters. This meant that presentations would need to be kept brief.

There was interest as to the role and requirement for presentations from the Wonersh United Charities and the Wonersh Foundation and the extent to which this was required and expected and the form which this could take.

The option to arrange the layout in more of a cabaret style with nibbles and drinks available at the table was considered and there was curiosity as to whether the annual parish meeting was subject to the same expectations as to alcohol not being served or consumed during the meeting.

Action: Councillors to progress the content of the meeting

Cllr Howard and the Clerk to update the summary on the website and the Parish Magazines to better reflect the content of the evening.

Clerk to enquire regarding the format and requirement of presentations of charitable organisations.

Assistant to the Clerk to arrange the wine and soft drinks for the evening

Councillors and Clerk to provide small eats.

Councillors to assist with the set-up of the room.

23/24 280 To receive an update on the Shamley Green Community Room including the Fire Risk Assessment and approve next steps. 23/24 243 To consider and approve payment of (t) £14.58 for the purchase of toilet roll.

The Council delegated further response to this to the Clerk and Cllr Merriman and requested an update be brought to the Risk and Audit Committee. The Council noted that a review of income and expenditure would be useful at this point too.

Action: Clerk and Cllr Merriman to respond to the requirements of Fire Risk Assessment and update the Parish Council at the June Risk and Audit Committee Meeting.

Clerk to update Waverley Borough Council at the earliest opportunity.

Assistant to the Clerk to summarise and project the income and expenditure relating to the Shamley Green Community Room for consideration at the June Risk and Audit Committee Meeting.

23/24 281 To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.

Cllr Shutes noted the risk assessments above, specifically for building the steps along the proposed PROW in Gerald's Wood and the separation of asbestos at Barnett Hill Fields. The Risk Assessment for the litter pick in Shamley Green was also confirmed. Council approved these.

23/24 282 To receive the summary of suggested actions responding to the weekly playground inspection reports and approve next steps.

The progress made at the playgrounds was noted with thanks to staff and contractors.

23/24 283 Members' business and correspondence for noting or including on a future agenda.

Cllr Gibbs updated the Parish Council about the working party clearing culverts in Blackheath. This will assist with the clearing of silt from the silt traps to be completed by Waverley Borough

Council contractors. At this point there was no further action requiring Parish Council involvement, but should this arise, it can be included on future Council Meeting agenda.

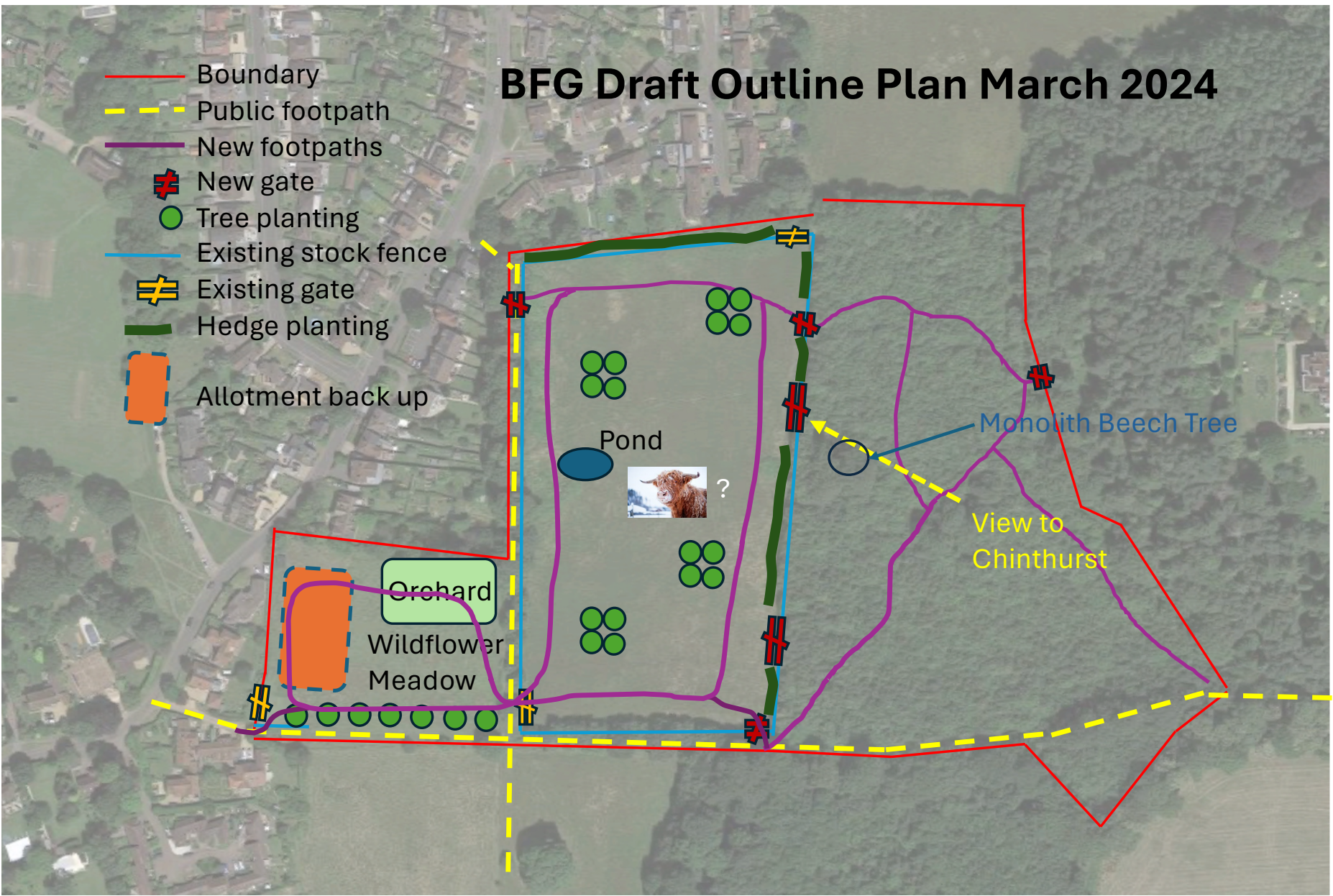
Cllr Lavender noted a criminal act upon one of the Community Speed Watch volunteers, with a car passenger throwing liquid at two people. This had been reported to the police but as yet Cllr Lavender as the coordinator, was not aware of any follow up actions. The Council expressed disappointment and concern about such occurrences.

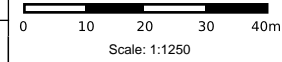
23/24 284 Dates of future meetings:
Full Council Meeting: 11 April 2024
Planning Committee: 28 March 2024
Risk and Audit Committee: 20 June 2024

These were confirmed.

BFG Draft Outline Plan March 2024

- Boundary
- Public footpath
- New footpaths
- New gate
- Tree planting
- Existing stock fence
- Existing gate
- Hedge planting
- Allotment back up





- Cadastral Parcels**
- Cadastral Parcels
 - Parish
 - Land
- Gerald's Wood paths and boundaries**
- Proposed PROW
 - Boundary Fence