



**Minutes of the meeting of Wonersh Parish Council held on Thursday, 11 July 2019 at 7.30pm at Wonersh Sports Pavilion.**

**Present:** Councillors Chris Crouch, Rob Ellis, Chris Howard, Stephen Lavender, Anthony Shutes, Rod Weale

**In attendance:** Lisa Davison (Clerk to the Council), Three members of the public.

**MINUTES**

19/20 050	<p><b>To consider and approve apologies for absence.</b></p> <p>The Council received and approved apologies from Councillor Mike Band.</p>
19/20 051	<p><b>To receive the Declarations of Office for co-opted Councillors.</b></p> <p>The Council received Declarations of Office for the following co-opted Councillors.</p> <ul style="list-style-type: none"> <li>• Councillor Chris Howard, Shamley Green;</li> <li>• Councillor Stephen Lavender, Wonersh;</li> <li>• Councillor Anthony Shutes, Wonersh.</li> </ul> <p>There are now seven Parish Councillors. There is a Councillor vacancy in each Blackheath and Shamley Green.</p>
19/20 052	<p><b>Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.</b></p> <p>Cllr Howard declared a disclosable interest in the Playgrounds, as a member of Wonersh and Shamley Green Playground Committee.</p>
19/20 053	<p><b>Open meeting for <i>members of the public</i> to raise matters with the Council.</b></p> <p>Three members of the public attended and reported the following, transport-related issues:</p> <p><b><i>Parking Availability towards the Platt.</i></b>                  A resident highlighted challenges in parking locally, particularly since signage outlining restrictions had been installed near Wonersh Sport Pavilion. The Platt was suggested as an alternative. Cllrs highlighted that to park on the Platt, or other common land, could be a lengthy and expensive process but this could be explored by Wonersh Working Party (See item 19/20 066). The Planning Committee agreed to include this as an Agenda item for the next Planning Committee meeting.</p> <p><b>Action:</b> Wonersh Survey Working Group to explore longer term solutions to parking near the Platt.</p> <p><b>Action:</b> Clerk to include parking outside Pavilion on the Planning Committee Agenda.</p> <p><b><i>Access to the houses towards the Platt.</i></b>                  A resident reported that there had been a tarmacked path to access the cottages towards the Platt, whereas now this just served a few properties, though timescales and whether this was a formal provision were queried. The resident was seeking for this to be reinstated given challenges in accessing the properties, particularly in wet weather. The Council agreed to investigate further.</p> <p><b>Action:</b> Resident to share a copy of the title deeds  <b>Action:</b> Councillors to visit site and explore further.</p>

	<p>The following resident concerns resulted in item 19/20 071 being discussed earlier on the Agenda. Actions resulting from these are summarised under 19/20 071.</p> <p><b><i>Vehicle access along the Street Wonersh.</i></b></p> <p>Vehicles along the Street in Wonersh continue to present a hazard to residents and there is concern about the limited response made by other stakeholders. The main issues, reported by the member of the public, were:</p> <ul style="list-style-type: none"> <li>• the volume of traffic;</li> <li>• large vehicles and cars mounting the kerb which is damaging the pavements and dangerous to pedestrians / residents;</li> <li>• the timetabling of buses, so that vehicles meeting on the Street; and</li> <li>• parking, including on road bends, contributing to the congestion and accessibility of the route.</li> </ul> <p>The Parish Survey indicated the move to supporting yellow lines in the locality and the responses to the recent consultation are to be reviewed by Surrey County Council in August. With reference to item 19/20 071 the resident reported that the timing of refuse collection is good, but smaller vehicles could be beneficial. Cllr Howard reported that historically signage indicated that there was a Traffic Regulation Order which limited the weight of vehicles travelling along the Street and she was not aware of this being removed. Cllrs highlighted the importance of providing a regular bus service to Wonersh and Shamley Green, which might be challenged should access to the Street was limited to buses but smaller vehicles and adaptations to timetable would reduce existing conflicts.</p> <p><b><i>Vehicle access to the Arbuthnot Hall and the use of larger vehicles.</i></b></p> <p>The Shamley Green Village Association updated the Parish Council on the posts in Shamley Green; specifically, six posts have been removed to enable coaches to negotiate the corner more easily and to reduce the visual appearance on the green while maintaining a deterrent to protect the verge. However, it is of note that such large vehicles are not required for the number of passengers and requesting that Surrey County Council consider this in school coach contracts was recommended.</p>
<p><b>19/20 054</b></p>	<p><b>Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.</b></p> <p>There were no Police present.</p>
<p><b>19/20 055</b></p>	<p><b>To consider and approve the minutes of the Council meeting held on 13 June 2019.</b></p> <p>The Minutes of the previous meeting were approved and signed by Cllr Crouch (proposed by Cllr Ellis).</p>
<p><b>19/20 056</b></p>	<p><b>To receive progress reports about matters previously considered and approved by the Council.</b></p> <p>The Council received the progress report from the Clerk, who noted that items requiring decisions were included on the Agenda.</p>
<p><b>19/20 057</b></p>	<p><b>To receive the approved minutes of the Planning Committee meeting held on 13 June 2019.</b></p> <p>These were received.</p>

19/20 058	<p><b>To appoint Members of the Council's Planning Committee.</b></p> <p>All Members were appointed to the Council's Planning Committee.</p>
19/20 059	<p><b>To appoint Members of the Council's Risk and Audit Committee.</b></p> <p>Cllrs Band, Crouch, Howard and Shutes were appointed to the Council's Risk and Audit Committee.</p>
19/20 060	<p><b>To appoint Members of the Council's Personnel Committee.</b></p> <p>Cllrs Band, Ellis, Lavender and Weale were appointed to the Council Personnel Committee.</p>
19/20 061	<p><b>To appoint Members of the Council's working parties and portfolio leads:</b></p> <p><b>(a) Neighbourhood Plan/ Parish Survey</b> The Council agreed that Cllr Crouch should lead the Neighbourhood Plan / Parish Survey under the arrangements discussed in 19/20 065 and 066.</p> <p><b>(b) Emergency Planning</b> The Council agreed that Cllr Weale should lead Emergency Planning.</p> <p><b>(c) Commons Enhancement and Management</b> The Council agreed that Cllr Band should lead Commons Enhancement and Management, with the support of Cllrs Howard and Shutes and former Councillor, Anne Powell Evans.</p> <p><b>(d) Lengthsman Scheme</b> The Clerk updated the Council to say that the Lengthsman scheme had been replaced with 2.5 days of work from two Surrey County Council Contractors. This is to be considered under (c) Common Enhancement and Management.</p> <p><b>(e) Shamley Green Community Room</b> The Council agreed that Cllr Band would continue to oversee the proposed take over from Waverley Borough Council of the Garden Close Community Room, with the support of Cllrs Weale and Howard, and former Councillor, Anne Powell Evans.</p> <p><b>(f) Website / PR / Newsletter</b> The Council agreed that Cllrs Ellis and Lavender would liaise with the Clerk regarding PR, the Website and social media.</p> <p><b>(g) Playgrounds</b> The Council agreed that all Councillors be responsible for playgrounds and that Routine checks were completed on a rota. The Council discussed how inspections had previously been the responsibility of dedicated volunteers, often parents or carers of young children. This was completed under the auspices of Wonersh and Shamley Green Playground Committee, who, as a registered charity, were effective fundraisers to the benefit of the Parish playgrounds. The Council resolved to reintroduce this approach to Playgrounds management.</p> <p><b>Action:</b> Clerk to include the reinvigoration of this group on the September agenda.</p> <p><b>(h) Gerald's Wood</b> The Council agreed that Cllr Crouch should liaise with the WWG.</p>

<p><b>19/20</b> <b>062</b></p>	<p><b>To appoint representatives of the Council to other bodies and organizations:</b></p> <p><b>(a) Surrey Association of Local Councils</b> The Council agreed that Cllr Weale and the Clerk should represent the Council.</p> <p><b>(b) Waverley Borough Council joint meetings with Town and Parish Councils</b> All Councillors and the Clerk are welcome to attend this meeting.</p> <p><b>(c) WBC Planning Forum</b> The Council agreed that Cllr Crouch should represent the Council.</p> <p><b>(d) Blackheath community traffic-calming working party</b> The Council agreed that this role should await the co-option of a Councillor for Blackheath.</p> <p><b>(e) Wonersh community traffic-calming working party</b> This party is not currently in operation.</p> <p><b>(f) Barnett Hill traffic management consultation committee</b> The Council agreed that Cllr Lavender should represent the Council, to be joined by the Blackheath Councillor once one is appointed.</p> <p><b>(g) Longacre School traffic management consultation committee</b> The Council agreed that Cllr Band should represent the Council.</p> <p><b>(h) Surrey County Council Eastern Villages Task Group</b> The Clerk to explore further the roles of Task Group before agreeing Member representation.</p> <p><b>(i) Vision for Wonersh</b> The Council agreed that Cllr Crouch should represent the Council.</p>
<p><b>19/20</b> <b>063</b></p>	<p><b>Finance – to consider and approve the following:</b></p> <p><b>(a) the list of receipt and payment vouchers in June 2019;</b> The Council resolved to accept these (Proposed by Cllr Weale).</p> <p><b>(b) the end-June 2019 financial statement;</b> The Council resolved to accept these (Proposed by Cllr Weale).</p> <p><b>(c) payment of £1,000 to Wonersh Cricket Club for use of Wonersh Sports Pavilion, 2019-2020;</b> The Council resolved to accept these (Proposed by Cllr Ellis).</p> <p><b>(d) payment of £1,000 for repairs to the playground in the Parish.</b> The Council resolved to accept the quotes for the replacement of the goal posts and the removal of the moles at Lords Hill Common. (Proposed by Cllr Weale)</p> <p>Cllr Crouch highlighted that this, and other recent work, meant that the Council was over the amount budgeted for Playgrounds for the 2019-20 Council year already, so the work would need to be paid for out of Council Reserves. The Council agreed that the Risk &amp; Audit Committee would look at budget allocation, alongside other sources of funding available for these important community facilities.</p> <p><b>Action:</b> Risk &amp; Audit Committee to review spending on playgrounds in the Parish.</p>

<p><b>19/20 064</b></p>	<p><b>To discuss and agree Wonersh Parish Council’s response to the Waverley Borough Council Consultation on the Affordable Housing Supplementary Planning Document, due 12 August 2019.</b></p> <p>Cllr Howard expressed surprise that this document did not make reference to use of sustainable materials or practices in the construction of affordable housing. The Council deferred a full response to the Planning Committee.</p>
<p><b>19/20 065</b></p>	<p><b>To review the proposed Wonersh Parish Survey Committee and associated Terms of Reference and approve next steps.</b></p> <p>Cllr Crouch circulated a report to the Council and the Council agreed to set up and Wonersh Parish Survey Committee with the following Terms of Reference:</p> <ul style="list-style-type: none"> <li>• agree issues to be taken forward;</li> <li>• oversee Parish wide issues;</li> <li>• work with Surrey Community Action to review whether an affordable housing scheme can be developed further;</li> <li>• set challenging but realistic timeframes for addressing the issues;</li> <li>• oversee setting up of Village Working Parties; and</li> <li>• liaise with Village Working Parties to agree issues to be taken forward and coordinate work between the working parties and the Committee.</li> </ul> <p>The initial meeting was scheduled for July with the intention to report to the September Council Meeting to report on issues to be taken forward; provide a more detailed timeline; and outline progress on Village Working Parties.</p> <p>Cllrs Crouch (Chair), Band, Shutes and Weale were elected to the Committee, though all members are invited to contribute.</p>
<p><b>19/20 066</b></p>	<p><b>To review the proposed survey working parties for Blackheath, Shamley Green and Wonersh and associated Terms of Reference and approve next steps.</b></p> <p>Cllr Crouch suggested that village-specific Working Parties be set up with at least one Councillor from the relevant Village, plus 4-5 residents with an interest in the issues. The Council agreed to the introduction of Village Working Parties with the following Terms of Reference:</p> <ul style="list-style-type: none"> <li>• agree and prioritise the issues they wished to take forward;</li> <li>• set challenging but realistic timeframes for addressing the issues;</li> <li>• report back to Wonersh Parish Survey Committee on a regular basis; plus</li> <li>• for Wonersh, clarify how Vision for Wonersh would be taken forward.</li> </ul> <p>The intention is to engage volunteers during July and August and hold initial meetings in September, reporting back to the Parish Survey Committee by the end of September.</p>
<p><b>19/20 067</b></p>	<p><b>To receive an update on the takeover of the Community Room in Garden Close, Shamley Green and to approve next steps.</b></p> <p>The Clerk reported that Waverley Borough Council is in the process of scheduling planned works prior to handover and it is estimated that this will now be in early Autumn. The Council were advised that decisions were required regarding the day-to-day management of the community room. It was suggested that Cllr Band write a summary report on this to update the Council.</p> <p><b>Action:</b> Cllr Band.</p>

<p><b>19/20 068</b></p>	<p><b>To receive an update on the takeover of the management / maintenance of common land in the Parish from Waverley Borough Council and approve next steps.</b></p> <p>Cllr Howard reported that, whilst the new Borough Council established itself and agreed priorities, there was a delay in implementing some plans of the former Council.</p> <p>The Clerk reported that existing arrangements for commons management in Wonersh were effective and there was potential to expand this to Shamley Green, provided sufficient notice was provided to consider equipment availability and fuelling requirements.</p>
<p><b>19/20 069</b></p>	<p><b>To develop a communication and public engagement strategy, including plans for the summer newsletter.</b></p> <p>The Council agreed that at this point in time a hard copy of the Newsletter engages a greater proportion of the resident population, even those regularly using computers. There are benefits to developing a mailing list beyond just newsletter distribution and it is important that it easy to sign up to via the Council's website.</p> <p>Existing physical distribution arrangements were discussed and it was suggested that paper copies of the newsletter could be distributed with the Parish magazines in Wonersh and Blackheath, in a similar fashion to in Shamley Green. Digital copies will be available on the Council Website and the mailing list will receive notification of this.</p> <p>Regarding a 'summer' newsletter, September was viewed as being a more realistic timeframe to bring together new stories, arrange local distribution and to target people returning from summer holidays.</p> <p>The need for a wider communication strategy to ensure members of the public are aware of the Parish Council and how it helps shape local life was agreed. This was seen as a priority for the summer.</p> <p><b>Action:</b> Cllr Ellis to the lead on the development of a communication strategy.  <b>Action:</b> Clerk to provide a system to sign up to the mailing list via the website.  <b>Action:</b> Cllr Ellis to investigate the distribution of newsletters in Wonersh and Blackheath alongside the Parish Newsletter.  <b>Action:</b> Cllr Weale to provide Cllr Ellis with details on bringing together the newsletter.  <b>Action:</b> Cllr Ellis to coordinate the bringing together of the newsletter, all Councillors to Contribute.</p>
<p><b>19/20 070</b></p>	<p><b>To discuss the distribution of funds following Blackheath Village Fair and approve next steps.</b></p> <p>The Council discussed this and agreed to share three suggestions to Blackheath Village Fair. These were:</p> <ul style="list-style-type: none"> <li>• Repair and reinstate the Surrey Hills AONB sign from Shamley Green, the base of which rotted away.</li> <li>• To donate to fundraising efforts for a new piece of equipment for each Wonersh and Shamley Green parks to help reinvigorate the Wonersh and Shamley Green Playground Committee.</li> <li>• The crowd funding project currently being undertaken by Surrey Hills Arts, for an artistic bench, at Newlands Corner on the North Downs Way.</li> </ul>

<p><b>19/20 071</b></p>	<p><b>To influence the size of vehicles used on roads in the Parish, with consideration for the geography and infrastructure of planned routes. To include, for example, requesting that:</b></p> <ul style="list-style-type: none"> <li>• <b>Surrey County Council ensures that smaller buses / coaches are part of the negotiated contracts for school transport;</b></li> <li>• <b>Waverley Borough Council uses smaller refuse collection;</b></li> <li>• <b>Arriva review their timetables.</b></li> </ul> <p>Cllr Weale moved this item up the Agenda with consideration for the members of the public (19/20 053), who stayed for this item and then left. Actions resulting from discussions are:</p> <p><b>Action:</b> Clerk to contact Surrey County Council regarding the size of vehicles used for School Contracts</p> <p><b>Action:</b> Clerk to contact Waverley Borough Council request that smaller vehicles are used for refuse collection along the Street.</p> <p><b>Action:</b> Clerk to contact Surrey County Council regarding the consultation on double yellow lines along the Street.</p> <p><b>Action:</b> Clerk to contact Surrey County Council regarding the Traffic Regulation Order, restricting the weight limit of vehicles traveling along the Street and request that signage be reinstated.</p> <p><b>Action:</b> Clerk to contact Arriva and request a meeting with the representatives to discuss vehicle size and timetabling.</p>
<p><b>19/20 072</b></p>	<p><b>To discuss further Co-option of Councillors in the Parish and approve next steps.</b></p> <p>The Council was pleased to welcome three further Councillors to Wonersh Parish Council. The Council decided that it was important that Blackheath and Shamley Green have Parish Councillors from within the village, and Council will continue its effort to find the right people to represent their community.</p>
<p><b>19/27 073</b></p>	<p><b>To respond to the request for a tree on Wonersh Common.</b></p> <p>The Council agreed to the request in principle and will explore the practicalities shortly.</p> <p>The Clerk suggested that a review of the available options for commemorative trees and benches would provide a useful update to earlier plans, which are now largely fulfilled. Options could include replacing trees planned for felling.</p> <p><b>Action:</b> Clerk to confirm, then explore and agree practicalities.</p> <p><b>Action:</b> Clerk to include planning for memorials as an agenda item in the Autumn.</p>
<p><b>19/27 074</b></p>	<p><b>To respond to the request to use Wonersh Common for an informal social picnic and game of rounders.</b></p> <p>The Council agreed to the request.</p>
<p><b>19/27 075</b></p>	<p><b>To receive reports by Members and the Clerk.</b></p> <p>No reports were received.</p>

<p>19/27 076</p>	<p><b>Members' business and correspondence for noting or including on a future agenda.</b></p> <p><b><i>Request to pollard a tree and concern regarding an ash tree on common land.</i></b>  The Council responded favourably to the pollarding of trees on the common which were reducing the light to the property, providing that this was not completed to the detriment of others enjoying the trees. They agreed to the pollarding in principle but wanted to confirm the extent to which the tree was cut back in advance. The Council expressed concern regarding possible issues with an ash tree in the Parish and recommended a precautionary approach, though they noted that this was not picked up by the recent tree survey. They recommend that their tree surgeon be put in touch with the tree surveyor used by the Parish Council.</p> <p><b>Action:</b> Clerk to communicate the favourable outcome and request that the Council have input upon the extent to which the tree is cut back.</p> <p><b>Action:</b> To request that the tree surgeon contact Owen Allpress to explore the issue with the Ash further.</p> <p><b><i>Update on noise from aircrafts, Gatwick Airport and the Heathrow Airport Expansion Consultation.</i></b>  The Parish received an update from Anne Milton MP with an update regarding the noise from aircrafts generated by Gatwick Airports. The decision was made not to include this as an agenda item at a forthcoming planning meeting but to include details on the Parish website and highlight these to local residents.</p> <p><b>Action:</b> Clerk to include details of Gatwick Airport update and Heathrow Airport Expansion Consultation on Parish Council Website.</p>
<p>19/27 077</p>	<p><b>Dates of future meetings:</b></p> <p><b>Council:                                   12 September 2019</b></p> <p><b>Planning Committee:           24 July 2019, 15 August 2019, 5 September 2019.</b></p>