

# Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

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## **PARISH OF WONERSH NOTICE OF PARISH COUNCIL MEETING**

**Local Government Act 1972**

Minutes of a meeting of Wonersh Parish Council held on  
**Thursday, 12<sup>th</sup> November 2009 at 7.30pm**  
At Wonersh Sports Pavilion

**Present:** Cllr N Morris (in the chair)  
Cllr R Bawden  
Cllr M Band  
Cllr M Harding  
Cllr L Healy  
Cllr A Powell-Evans  
Cllr A Shareef

In attendance: The Clerk, Mrs J Cadman

**09/163 Apologies for absence** were received from Cllr C Howard and Borough Cllr M Goodridge

**09/164 Local Code of Conduct – disclosures of interests**

*09/156: Section 9 land:* Cllr Shareef declared an interest as neighbour to part of this land.

*09/169g: Survey of pipes under Wonersh Common:* Cllr Bawden declared an interest as Chairman of the Sports Club

*09/169i: Wonersh Sports Pavilion:* Cllr Bawden declared an interest as Chairman of the Sports Club

**09/165 Open Meeting for Electors**

No members of the public were present.

PC Neil Smith's report was read by the Clerk: The Firework and Remembrance celebrations went off successfully across the Cranleigh area. Despite the large number of people who attended the various events, the police did not experience any serious incidents. The police were not able to attend the Wonersh Parade on Remembrance Sunday because of the stretching of resources, however it was possible to liaise with the organisers.

A car was seen by a stationary patrol just after mid-night on 12<sup>th</sup> October in Shalford. It was followed because of a minor offence down to Wonersh, where the car was stopped and the driver arrested on suspicion of drink driving.

The problem of graffiti had reduced over the last few weeks, although may continue until the offenders are caught, and constant vigilance is requested from the public to report suspicious incidents. Bramley has suffered worse than Wonersh and police records all graffiti incidents as criminal damage and take photographs. Local patrols have stop-searched young people out late at night, but without success to date. There is a line of enquiry police are following through a company selling paints and marker pens on the internet.

**09/166 Minutes of the Meeting held 8<sup>th</sup> October 2009**

These were agreed as a true record of the meeting and signed by the Chairman.

## 09/167 Matters Arising

Cllr Bawden was thanked for scanning and re-producing the maps of Section 9 land.

*09/21:08/112: Litter bin outside Arbuthnot Hall:* Sarah Henderson had been consulted and advised that she could not see the justification for another bin. No further action would be taken.

*09/102 Bridleway at Lords Hill:* Mr Assadi had replied referring the Council to LORD, with whom the County Council is working, and summarised as follows: “*we have received a number of comments from local residents, at various locations, regarding HGV drivers using unsuitable roads. Residents asked if appropriate signs could be erected to stop them using unsuitable roads. However, SCC has adopted a policy of de-cluttering redundant signs and will not introduce signs ‘unsuitable for HGVs’ as they will lose their impact.*”

**Action:** The Clerk would write to our County Councillor and express the Council’s dismay at this response.

*09/132:09/124: Pedestrian Crossing:* Nothing further had been heard from the two students involved. No further action would be taken.

*09/139: Playground Inspection:* The Clerk tabled a quotation from Playground Facilities, the information from which would be used as a basis for future budgets and grant applications.

*09/141: Youth Shelters:* this item would now be combined with *09/157: Youth:* and Cllr Powell-Evans would talk to Neil Smith and Tony Hodgson about what would be suitable. Cllr Powell-Evans reported that she had a meeting with the Head of Wonersh and Shamley Green first school the following week concerning Kidscape.

*09/159: BT phone boxes:* Cllr Harding advised that he checked the kiosk at Lords Hill at the same time as he undertook the playground check. Cllr Powell-Evans undertook to check the kiosk at the bottom of Blackheath Lane. A volunteer was needed to check the kiosk outside St Martins Church in Blackheath. Cllr Harding advised that any repairs required should be reported to Ian Lynch at WBC as well as BT.

*09/160a: Wonersh Pre-School:* had proposed that they make a contribution towards the cost of resurfacing the sports pavilion car park in return for permission to park staff cars there when their own car park was full. Cllr Morris believed that the Parish Council might want to acknowledge that, on certain areas of common land, parking had been taking place for many years and that these areas should be identified. He asked Cllr Bawden if he would put together a brief paper on this subject with the aim of regularising this parking, so that action could be taken on any new parking on Parish common land.

**Action:**

1. Cllr Bawden to write a paper, defining areas where parking would be allowed.
2. The Clerk to locate the sports pavilion lease to ascertain terms of parking in this area.
3. The Clerk to write to the organiser of the keep fit class from the Memorial Hall, who the Parish Council had given permission to use the common land earlier in the year, advising them that the permission had been to use the other end of the common, nearest the Memorial Hall, and that the permission did not extend to permission to use this car park.

*Litter Pick:* The Shamley Green litter pick had been successful, although numbers were down from past years. The Wonersh litter pick had also been very successful, with a very good turn out of volunteers. Cllr Morris had put a note of thanks in the Wonersh and Blackheath church parish magazine. It was *agreed* that the litter pick should be a regular 6 monthly occurrence. It

was also *agreed* that a map should be devised, with zones marked.

*Benches:* The Clerk advised that she had made a map showing where the Parish Council owned benches were, and marked the ones in most need of attention. This had been given to Simon James.

*Footpath lights:* Simon James had ordered the lights and was awaiting delivery. He would install them as soon as they arrived, which he hoped would be within the next two weeks.

*Carbon Neutral Working Party:* It was agreed that a meeting should be arranged.

*Planning Resources:* The Clerk would seek quotations for the resources needed for the proposed e:hub consultation process.

*Posts at Lawnsmead:* As Simon had found an opportunity when there were no cars parked on the common, he had re-installed the posts.

#### **09/168 Current Planning Applications:**

The Comments made to Waverley Planning department regarding the following **10** planning applications considered since the last meeting was APPROVED unanimously:

**WA/2009/1325 Hatherley Brake, Liittleford Lane, Shamley Green**

*Erection of extensions and alterations including replacement of existing flat roof areas with pitched roofs, creation of new dormer windows and sunroom*

**WA/2009/1333 Pipers Landing, Green Lane, Wonersh**

*Erection of a two storey side extension (revision of WA/2009/0964)*

**WA/2009/1334 Brook Farm, Upper House Lane, Shamley Green**

*Erection of a replacement dwelling*

**WA/2009/1385 Moonrakers, Grantley Avenue, Wonersh**

*Erection of a first floor extension above existing garage (variation of WA/2007/1578)*

**WA/2009/1256 Close House, Chinthurst Lane, Wonersh**

*Erection of extensions and alterations to existing dwelling house*

*Amended plans to show omission of porch.*

**WA/2009/1399 Spring Cottage, Stroud Lane, Shamley Green**

*Erection of extensions and alterations*

**WA/2009/1401 Barnett House, Barnett Lane, Wonersh**

*Erection of extensions and alterations following demolition of existing garage (follows invalid application WA/2009/1119)*

**WA/2009/1422 Land at Wonersh Parish Church, The Street, Wonersh**

*Alterations to existing wall*

**WA/2009/1423 Land at Wonersh Parish Church**

*Application for Conservation Area consent to reduce the height of existing wall*

**NMA/2009/0002 Pippins, Guildford Road, Shamley Green**

*Amendment to WA/2009/0539. Amendment to garden sheds, extension of boundary fence between new dwellings*

#### **09/155 Finance**

- a) Members RESOLVED that the current list of Receipt and Payment vouchers be approved. This was PROPOSED by Cllr Healy, SECONDED by Cllr Bawden, with all in favour.
- b) Members received the budget statement to end October 2009. Cllr Bawden requested that forecast to date be included and would also like to see movement on reserves. It was **agreed** that Cllr Bawden, Cllr Morris, the Clerk and the new book-keeper meet to agree on a format for future budget reports.
- c) Members were asked to review the payment of the approved grant to Wonersh PCC for

- the distribution of parish council newsletters, as the distribution co-ordinator had declined to do so. Cllr Healy PROPOSED that this payment should not be made, and that the money should be used towards the cost of employing someone to deliver. This was SECONDED by Cllr Shareef, with all in favour. The Clerk would write and advise the PCC of the Council's decision.
- d) Members approved Julian Draper's quotation to reduce the willow tree at Shamley Green. This was PROPOSED by Cllr Powell-Evans, SECONDED by Cllr Band, with all in favour. Cllr BAND PROPOSED that the Clerk be authorised to approve the purchase and planting of the new tree recommended by WBC, up to a limit of £150.00. This was SECONDED by Cllr Bawden, with all in favour.
  - e) It had not been possible to obtain a quotation for the new standpipe at the allotments. This item was deferred to the next meeting.
  - f) Members approved Simon James' quotation for Blackheath traffic calming. The total cost is £4528.20 + vat, the Parish Council would pay £2,500 of this, £1500 from money allocated for this purpose and £1000 from the grant given by Cllr Povey. This quotation superseded the previous one for temporary works and is for the final installations. This expenditure was PROPOSED by Cllr Healy, SECONDED by Cllr Shareef, with all in favour.
  - g) Members approved a further survey of the pipes on Wonersh Common, to include jetting, at a cost of £1,400 + vat. Cllr Bawden advised that the original collapsed pipe would need to be repaired, but there was no further problem in this area. There was potentially a much greater problem on the other side of the common, in the pipe running towards Lawnsmead, which would need to be jetted out before it could be investigated. As Waterflow charged by the day, it was hoped that they would be able to investigate other pipes which were of concern at the same time. Martin Maybrey was happy for the spoil from the pipes to be spread on the common. Cllr Band PROPOSED that Waterflow be authorised to undertake this work, SECONDED by Cllr Shareef, with all in favour. Cllr Bawden abstained from voting.
  - h) Members received a paper from the Clerk on the applicants for the position of book-keeper for the parish council, and approved the appointment of Richard Holmes. The Clerk would check the licence on the Sage accounting package and transfer if necessary.
  - i) Wonersh Sports Pavilion: Members received a paper from Martin Maybrey proposing an increase in rent to £1,000 per annum, to cover the Parish Office and up to 40 meetings a year. Agreement to this rent increase was PROPOSED by Cllr Powell-Evans, SECONDED by Cllr Harding, with all in favour. Cllr Bawden abstained.

**09/170 Delivery of agendas:** members RESOLVED to continue receive agendas and associated papers by e-mail, with all in favour.

**09/171 Briefing for potential councillors**

Cllr Harding, looking towards the possibility of a number of new councillors at the next election, proposed that a briefing should be put together so that they had some idea of what was involved.

It was agreed that the available material: the CD and accompanying leaflet, Cllr Shareef's leaflet, etc, should be collated and that at the January meeting members should consider how to get this material out to people. Potential councillors could be reached through the newsletter and word of mouth, and encouraged to talk to current councillors.

**Action:** display Cllr Shareef's leaflet on the noticeboards

**Agenda item:** January meeting.

**09/172 Commons Survey**

Sarah had given the Clerk a copy of the Cranleigh Commons Survey and had indicated that her intention was to print a set of documents in the same house style, but not to produce copies to

distribute to residents. After discussion it was **agreed** that Sarah should be asked to send the documents to the Clerk in electronic form, and that the Council would take responsibility for their circulation, which would include putting them on the web site.

**Action:** Clerk to request the master documents from Sarah Henderson in electronic form, copy to Cllr Band.

**09/173 Standards for England: proposal for joint standards committees**

Cllr Morris reminded members that local cases were previously referred to the Standards Board of England and that they are currently dealt with by Waverley Borough Council Standards Committee. It had now been recognised that there were limitations to this method, as members might be too closely connected with some cases. It was now proposed that adjoining borough councils set up joint boards. This had some consequences for parish councils, as the area covered by the proposed joint boards would be larger.

Cllr Harding commented that the disadvantage of joint committees is that their work would be more complicated as they would be dealing with a larger area. He acknowledged that this proposal would probably be more economical, although noted that the costs had not been analysed.

Members **received** this paper and its contents were noted.

**09/174 Discussion paper on parish council meetings**

Cllr Morris' paper had been circulated prior to the meeting and Councillors asked to give consideration to the suggestion that this Council move to a minimum of 12 full Council meetings per annum, starting in 2010. He noted that Financial Regulations allowed for the submission of proposals for inclusion in the budget up to the end of November, which at present meant that they would not be discussed until the January meeting, when the budget must be agreed.

Cllr Band advised that the Borough Council held 6 meetings a year, and that budgeted matters were dealt with by sub-committees. Cllr Powell-Evans reminded the meeting that, until 2005, this Council had met 6 times a year.

After discussion it was **agreed** not to set firm August and December meetings, but to decide at the July and November meetings whether a meeting the following month would be needed.

**09/175 Annual Assembly 2010**

This was **agreed** to be held on Thursday 22<sup>nd</sup> April, at Blackheath Village Hall.

The Annual Assembly at Shamley Green had produced a disappointing turn-out from the public, with only about 3/5<sup>th</sup> of the usual number at this venue. A discussion had been held subsequently on the possibility of inviting local societies to give a report or presentation at the Annual Assembly.

**Action:** A working party would review the content of the Annual Assembly and report back to full Council with proposals. Members: Cllr Morris, Cllr Harding, Cllr Healy, Cllr Powell-Evans, the Clerk.

**09/176 Away Day 2010**

Cllr Morris proposed a morning "away-day", commencing at 9am and finishing at 1pm with a buffet lunch. He would shortly circulate a request for all members to submit proposals for session topics. The objective would be to take the Council out of its usual form of meeting and enable a freer discussion. Topics might be: Quality Council; where the parish council is going in the future. Cllr Morris proposed that there should be three sessions in all. This proposal was **agreed** and a date set of Saturday 13<sup>th</sup> March 2010.

**Action:** The Clerk to obtain quotations from 3 venues.

**09/177 Reports from Councillors**

1. *Precised bylaws:* Cllr Harding had drawn up a set of bylaws which had been précised to fit  
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onto one page of A4, for which he was thanked. These were to replace the current ones, which were illegible and for which it had proved impossible to find a copy. Cllr Harding reminded the meeting that the purpose of displaying these bylaws was to be able to refer people to them when they were carrying out an action that they should not, as many people were unaware that these bylaws existed.

**Action:** Seek legal advice from WBC on whether these were complete and correct. Ask WBC legal team whether these could be translated into contemporary language, and whether a statement could be added to remind people that this is common land.

2. *Shamley Green Pond:* Cllr Shareef was pleased to report that the application to Surrey Community Foundation had been successful, and that the Parish Council had received a grant of £5,730 for the proposed work. The grant-maker had requested that the Parish Council contribute £1,000 towards the project, and it was noted that this sum had already been allocated in the budget. Cllr Shareef would bring a proposal to the December meeting that this work be authorised, releasing the £1,000 contribution from reserves and taking up the quotation supplied by Simon James, which had been used as supporting evidence for the grant application.
3. *Footpath diversion at Madgehole:* Cllr Harding and Cllr Shareef had undertaken a site visit to view this diversion, which took the footpath across the field. They considered this diversion to be an improvement, as the current footpath is in a very bad state of repair. They noted an electrified gate at the junction of the diversion whilst the application had stated that there was no gate, and assumed that this would be removed. It was important that this did not become a fenced tunnel.
4. *Village Gateways:* Cllr Powell Evans confirmed that these had been ordered and their positioning had been agreed with SCC Highways. It had been decided to use white writing, as black would not show up against the oak in the rain. SCC were now unsure that they could install these without charge, and had asked for a contribution from the Parish Council. Cllr Powell-Evans would bring a proposal to the Council for this contribution to the January meeting.

**Agenda item:** January meeting.

## 09/178 Correspondence

- a) *Letter to Lawnsmead resident re parking:* Mrs Hounsham, 4 Lawnsmead, objected to the Council's letter regarding parking on common land, pointing out that the residents of Lawnsmead respect their area and would not/have not removed/destroyed the wooden posts. She expressed the view that parking on the left of Lawnsmead should be for Lawnsmead residents only, and that a sign should be erected to that effect. She believes that, until it is made clear that Lawnsmead is private and residents only, this issue will always arise, mainly from users of the hall. She also expressed the view that the posts are not sufficiently robust for their purpose.  
**Action:** Clerk to check easement. Members to consider whether a sign should be erected to clarify the parking situation.
- b) *Star Energy Community Fund:* the fund administrator has written to advise that the fund is inviting applications for a further year, having allocated grants in its first year totalling £105,000 to 14 projects in Surrey, Hampshire, Lincolnshire and Nottinghamshire. Closing date for applications is 31<sup>st</sup> December.
- c) *Changes to dispensation regulations and other Code of Conduct Issues:* Waverley BC have written regarding the following:
  1. Dispensations: the purpose of which is to provide a solution to situations where over 50% of the members who would be eligible to vote at meetings are prohibited from doing so because they consider themselves to have a personal or prejudicial interest. Requests

must be made in writing to the Standards Committee by the members concerned, dispensations already granted will be ignored and no dispensation may remain in place for more than 4 years.

2. Consultation meetings held by the parish council: all interests must be declared, as these meetings constitute a meeting of the parish council
  3. Other public meetings held by a body of which a councillor is a member: the councillor should make it clear that they are not present in their role as councillor.
- d) *Blackheath Village Society*: have written to thank the Parish Council for its generous grant towards the village well project. They advise that it looks as though target funds are in sight now and, providing satisfactory insurance for the well can be put in place, it is hoped that the project can soon be started.
- e) *Wonersh United Charities*: have written to acknowledge receipt of the Parish Council's cheque for £100.00 and to relay thanks. These funds, as always, are welcome in helping to address the needs of the more vulnerable and needy residents of the parish.
- f) *Dunsfold Rural Housing Official Opening and Rural Affordable Housing Seminar*: the Parish Council has received an invitation to this event, to take place at 1.30 on Monday 30<sup>th</sup> November at Winn Hall, Dunsfold. The event will start with the official opening of the English Rural Housing Associations new development at Arnold Close, Dunsfold.
- g) *Rock in 11 Dimensions*: The Parish Council had been invited to Glebeland's Community Science event on the 19<sup>th</sup> November, presented by Dr Mark Lewney.

#### **09/179 Councillors Business**

- a) *Parish Council newsletter*: Cllr Powell-Evans reminded the meeting that the next edition would be due to be published in January.

#### **09/162 Dates of Future meetings:**

Planning: 15<sup>th</sup> October, 29<sup>th</sup> October, 12<sup>th</sup> November, 26<sup>th</sup> November. The planning meeting scheduled for Thursday 24<sup>th</sup> December was re-arranged for Tuesday 22<sup>nd</sup> December. All members were invited to attend.

Full Council: 12<sup>th</sup> November, 10<sup>th</sup> December, 14<sup>th</sup> January

There being no further business, the meeting closed at 10.30pm