

## WONERSH PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Thursday, 8<sup>th</sup> February 2007 at the Sports Pavilion, Wonersh at 7.30pm

#### **PRESENT.**

Mr R Bawden                      Chairman  
Mr M.Harding                      Vice Chairman  
Mrs L Healy  
Mr P Neve  
Mr N Morris  
Mrs B St.John

Also present were Mr Paul Napthine, Surrey Community Action, Mr M Band, Borough Councillor, Mr A Golden and 3 members of the public.

**07/019 APOLOGIES** – Councillors C Howard, P.Betlem, A. Shareef , PC Soulsby and PCSO M Barker sent their apologies.

**07/020 CODE OF CONDUCT** - no declarations

**07/021 MATTERS RAISED BY ELECTORS** – the meeting was adjourned by the Chairman in order to open the floor to the public.

Councillor M Band drew the Council's attention to the Post Office Consultation document published by the DTI. It recommends significant changes for rural post offices. The closing date for consultation is 8<sup>th</sup> March and he felt it is something the Parish Council should look at. Closure proposals are on a strategic basis and will be compulsory. It will effect the two post offices in the parish.

An elector asked if permission was required to put a clothing or book bank within the curtilage of the church. The Chairman told him it is church land but should just be passed by the Planning Dept in Waverley.

The Chairman closed the open part of the meeting.

**07/022 MINUTES** - the Minutes of the meeting held on 11<sup>th</sup> January 2007 were approved unanimously and signed as a correct record.

**07/023 MATTERS ARISING** –

112 –Bus shelter on Wonersh Common Road – the Clerk reported that the shelter needs a new roof – it will cost a considerable amount and this will need to come to the next meeting. Two featherboards also need replacing but at a reasonably small cost so the Clerk has instructed the contractor to go ahead with that. The old roof can be erected temporarily and this will not be at an extra cost to the council

06/139 – Wooden posts along Wonersh Common Road – the Clerk has had a message from Simon Hall of Highways saying insurance needs to be discussed before these are erected She has to discuss this with him further.

06/142 – Cleaner Neighbourhood Act - the Clerk has been tasked by the Cluster Group to look into the funding and economics of undertaking any of

the powers under this Act and she will report back after the next Cluster meeting.

07.011 – Lowering of the speed limit in The Street, Wonersh – the Clerk apologised for misleading the Council in the Matters Arising Update regarding this subject. She must, of course, write to Highways regarding the reduction of the speed limit as in the resolution passed at the Parish Council meeting on 11<sup>th</sup> January 2007.

07/012 – Annual Assembly – Mr Morris raised the question of the newsletter which is prepared in time for the Annual Assembly and the format that should be followed this year.

**DECISION** – The Council agreed to follow the 4 page format as previously.

**ACTION** – Mr Morris will contact councillors about the date by which he needs contributions.

07/016 – Correspondence – Mr Harding reported to the meeting that the cutting of the hedge at Lordshill playground has still has not been completed.

**ACTION** – Clerk to follow up again.

**07/024 VOLUNTEER LIAISON OFFICER PROJECT PLAN** – Paul Naphthine of Surrey Community Action outlined a scheme called the Volunteer Liaison Scheme. This is an information officer based within the parish and he gave examples of the sort of tasks this person may carry out. They could support the Parish Council by offering localised information and support actions coming out of the Parish Plan. They could monitor the requirements of the community. The volunteer would need to be recruited and work with the Parish Council supported by Paul Naphthine and Surrey Community Action. Funding would need to be applied for, although a volunteer could possibly share the facilities of the Parish Office.

The Chairman queried timing but Mr Naphthine emphasised that timing is not a major issue. Mr Naphthine confirmed that it was not envisaged that a liaison officer would be directly involved in Parish Plans. He envisaged that the designated liaison officer would need to work 10/12 hours per week to be effective and Mr Naphthine has a role description of the skills this person would need.

Mrs StJohn stated that, in the three villages, it tends to be the same people who are already involved in all the organisations so finding a volunteer could be a difficulty. The councillors agreed that recruiting volunteers is a problem. It could be that the proposed web-site will provide necessary information.

The councillors considered all the schemes in the parish that already exist to provide information and whether a specific scheme would be more appropriate such as in Chobham where transport to St Peter's Hospital had been the focus of the Liaison officer.

**DECISION** – the Parish Council will consider the appropriateness and practicality of Mr Naphthine's suggested scheme for the parish.

**07/025 APPROVAL OF COMMENTS MADE BY WARD PLANNING SUB-COMMITTEES ON CURRENT PLANNING APPLICATIONS-** the comments to the Planning Dept regarding these applications were approved unanimously.

06/2821 – Barnett Hill, Blackheath Lane, Wonersh

06/2144 – Greenheys, Hullbrook Lane, Shamley Green

06/2916 – The Lodge, Great Tangley, Wonersh

06/2909 – Tanyard Farm, Woodhill Lane, Shamley Green

06/2903 – Northcote Farm, Northcote Lane, Shamley Green

06/2929 – Box Tree Cottage, Lordshill Common, Shamley Green

06/2933 – Meads, Wonersh Common Road, Wonersh

06/2934 – The Willows, Hill Close, Wonersh

06/2948 & 07/0035 – Hillside Cottage, Northcote Lane, Shamley Green

06/2970 – Brooklands Farm, Pepper Box Lane, Shamley Green

07/0021 – 43, New Road, Wonersh

07/0026 – Mendlesham Barn, Run Common Road, Shamley Green

07/0029 – Hambleton House, ( formerly Ronans ), Bracken Close, Wonerh

07/0036 – Halfpenny Cottage, Stonards Brow, Shamley Green

**07/026 FINANCE – APPROVAL OF CURRENT LISTS OF RECEIPTS AND PAYMENTS** - the Council resolved that Receipt Vouchers Nos C35-C36 and Payment Vouchers 07/01-07/11 be approved. An updated budget sheet was circulated.

**DECISION.** It was asked if the Clerk could circulate the budget sheet in advance of the meeting. The Clerk explained that this is not always possible if the meeting is early in the month because of receiving the bank statements in time.

**ACTION** – Clerk and Accounts contractor to endeavour to circulate budget update prior to meeting.

**07/027 FELLING OF TREE ON WONERSH PLAYGROUND** – Clerk reported that one of the trees that PBA had identified as needing attention does appear to need felling. The cost is £410.

**DECISION** – Mr Harding proposed that the tree was felled at this cost. This was seconded by Mr Morris and unanimously approved.

**ACTION** – Clerk to instruct contractor to carry out the work and also think and take advice about a replacement tree.

**07/028 CONSULTATION REGARDING THE CLOSURE OF POST OFFICES-**

Mr Harding reported on the possibility of 3000-4000 Post Offices being closed. The consultation period for this proposal ends on 8<sup>th</sup> March and the report on the outcome of that consultation is promised by the end of March. The likelihood of a Post office re-opening after it has been closed for any period of time is unlikely and the indications are that closure outcomes will be determined by distance as much as profitability – having a sorting office will not be a consideration. The rule of thumb is for a 3- 6 mile scatter of the reduced Post offices which would suggest that, in our area, Cranleigh and Bramley branches would survive and Wonersh parish could be left without a Post office. The post office authority may call for volunteer closures by offering a financial incentive.

Councillor Band urged the Parish Council to make representation regarding the consultation. Waverley Borough Council has flagged it up as an agenda item.

**DECISION** – Mr Harding proposed that the Parish Council should be putting forward a composite response to the consultation. This was seconded by Mr Morris and unanimously approved. Comments to be sent by councillors to the Clerk by 1<sup>st</sup> March. Councillors to make sure residents know of this consultation.

**ACTION** – Clerk to speak to Village Shop Committee  
Clerk to inform councillors of e-mail address for consultation.  
Councillors to let Clerk have their comments by 1<sup>st</sup> March

#### **07/029 SCHEDULE FOR THE REPAIR OF POTHoles IN THE PARISH**

Mr Morris had prepared a paper which had been circulated to councillors. There have been problems with the communication with the community gang and with being clear as to the work they have done. Expanding on this, Mr Morris pointed out that minor roads are not seen as a priority by SCC Highways although the traffic movements on these roads are often significantly high and are doing considerable damage.

Roads are not being maintained even though repairs have been agreed with the Highways Dept.

Performance standards appear to have disappeared in that communications are now rarely acknowledged. There is no evidence in Surrey that guidelines on the maintenance and repair of roads are being followed.

Mr Harding reported that there are whole sections of the main road through the villages which is breaking up in to chunks and infill work has been carried out inadequately.

The Clerk reported that other parishes are having similar problems and are interested in combining in some action. The Clerk is also having difficulty in monitoring whether the repairs requested of the community gang are being carried out.

**DECISION** – a proposal was made by Mr Morris that an approach is made to Dr Povey, County Councillor, to consider the setting up of a forum with SCC highways to look at the issues involved. This was seconded by Mr Harding and unanimously approved.

It was decided that a short statement should be sent to Dr Povey with a view to involving other parishes in Dr Povey's area at a later date.

**ACTION** – Mr Morris will draft a statement and send to the Clerk.

#### **07/030 FLY-TIPPING IN NORLEY LANE, SHAMLEY GREEN** – Mrs St.John

reported some fly-tipping on a field in Norley Lane, which is now being used by a charity as a donkey sanctuary. Mrs StJohn has been in touch with Paul Redman, Waverley Borough Council and understands that, as it is within the field, the charity has to pay for the removal of the rubbish. Some of the rubbish is asbestos. Councillor Band confirmed that WBC only removes rubbish dumped on their land.

It may be that residents have to organise the removal. There is no evidence of where the rubbish may have originated

**DECISION** - the Council would like to write to Mr Redman and ask him if WBC can remove the rubbish.

**ACTION** – Clerk to contact Mr Redman.

**07/031 CLERK’S ASSISTANT – discussion and approval of job specification** -

the Chairman had presented a report which had been circulated to all councillors. The Clerk and Chairman had met to consider ways in which some of the Clerk’s workload could be carried out by a contractor and had concluded that someone to act as a minutes secretary to the Parish Council meetings and pick up on ad hoc tasks under the direction of the Clerk would be suitable. This would mean duplication during council meetings. The contractor could possibly cover for the Clerk during absence but this would need to be carefully worded.

**DECISION** – Mr Bawden proposed that the job specification as laid out in the report was agreed in principle but a more comprehensive description was brought back to the council next month for ratification. This was seconded by Mrs Healy and approved unanimously.

**ACTION** – Chairman and Clerk to draft a revised specification.

Mr Morris suggested that there should perhaps be a sub-committee that deals with employment. The Council should also have a grievance procedure.

**DECISION** – Mr Morris proposed that a working party be set up to consider how parish employment issues should be handled, seconded by Mrs Healy and unanimously approved. A working party of Mr Morris and Mr Bawden was agreed.

**07/032 REPORTS FROM WORKING PARTIES**

a) Blackheath Traffic Calming Scheme – a report from Mr Morris had already been circulated. He reported that the residents of Blackheath had made positive comments at the Blackheath Village Society AGM. Another traffic data collection survey is being commissioned for the second week in June and Blackheath Village Society has agreed funds for that. The effectiveness of the current measures will then be assessed.

Mr Morris would like to take the opportunity of the pause in the working party’s activities to look more closely at the Quiet Lanes Schemes. He believes that Surrey Hills are running a pilot scheme and Mr Harding said he understood that this scheme related to the Ranmore area. Mr Morris would like to look in to this issue on behalf of the council. He asked if it would be possible to claim travel expenditure.

**ACTION** – Travel expense funding to go on the March agenda

b) Star Energy - a report from Mr Morris had already been circulated – the application is not being looked at by SCC until the 21<sup>st</sup> Feb 2007 and they are looking solely at a planning application for appraisal drilling.

c) Gerald’s Wood - a report by Mr Neve had been circulated but he reported that the contractor did not get access to the wood but that issue has now been resolved. The contractor may not be able to return for a while but it is important to get the trees planted as soon as possible.

**ACTION** - Mrs Healy and Mr Neve to look at the access tomorrow and ensure it is suitable.

Clerk to negotiate with the contractor to carry out the work as soon as possible.

### **307/033 REPORTS FROM COUNCILLORS**

a) SCAPTC – the Clerk reported, in Mrs Howard's absence, that Mrs Howard had nothing particular to say about the meeting other than it had been decided that subscriptions would remain the same..

b) Parish Plan – Mr Bawden reported that the Womersley Parish Plan committee had met to re-energise it. They considered the draft Action Plan which had been circulated at the last Council meeting and identified what they felt were the key actions within that list. That committee would like to have a couple of people present to the Annual Assembly and it was suggested that the other committees be asked if they wish to do the same. This was agreed.

**ACTION** – Clerk to write to the Parish Plan committees of Shamley Green and Blackheath.

The Clerk reported that the Village Design Statement was passed at Waverley Borough Council Executive committee on 6<sup>th</sup> Feb and has to go to before Council on 20<sup>th</sup> February. It will eventually be printed out and sent to every household.

### **07/034 CORRESPONDENCE** - The Clerk reported:

A letter from a person in Lawnsmead asking what was going to happen with parking when the posts are erected on the right hand side of Lawnsmead. They feel there is not enough room to park. The Clerk had also received phone calls on the matter and had suggested that the residents might get together to make any comments or suggestions about this and bring them to the Parish Council meeting. Nobody had come this evening to discuss the matter.

**DECISION** – the Council felt that, in view of the fact that no residents had come to that night's meeting, the Council should go ahead with installing the posts but be open to any suggestions that are made by residents with regard to signage, etc. The Council is responsible for the common and has to safeguard it.

An invitation for a day at "The Mind, Body and Soul" exhibition at Kempton Park with 2 free tickets on 10/11<sup>th</sup> March.

Longacre School Travel Plan Committee report from Mr Harding which states that the minibus collection, car share and Friday park and Stride have held traffic volume down with only a slight increase while pupil numbers have risen 15%. The construction of the teaching block under the 1<sup>st</sup> phase of the development plan is likely to commence with delivery of contractor supplies during the Easter holidays of 2007.

The Chairman reported that he had received a letter from Mr Walton stating that there had not been any recognition of the receipt of the survey that residents undertook with reference to the affordable housing proposal. In fact,

Mr Walton missed that part of the last Parish Council meeting when the Chairman made a point of reporting that the Council had received that survey and he also reported on the fact that ERHA had ceased any activity in looking at sites within the parish.

Mrs Healy reported that it was also in Mr Harding's account of the Parish Council meeting in the parish magazine.

**ACTION** – The Chairman to respond to Mr Walton

**07/035 ANY OTHER BUSINESS** – Mr Harding stated that there is an issue of the need for a one year review of Waverley's new planning regulations, particularly as there is great importance attached to pre-planning and yet the Parish Council has been isolated from that process.

The Chairman drew the Council's attention to the re-branding and emphasis regarding the RSCH campaign which is now re-focusing on preventing closure by stealth.

**07/036 DATES OF FUTURE MEETINGS**

Parish Council meetings: 8<sup>th</sup> March 2007, 12<sup>th</sup> April 2007  
Annual Assembly: 26<sup>th</sup> April 2007

There being no other business, the Chairman closed the meeting at 9.25 pm

Signed-----

Dated-----