



Worplesdon Parish Council

Minutes of the full council meeting held 11 January 2018 in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm

1-2018 – Present:

Councillors: Chairman Cllr P Cragg, Cllr G Adam, Cllr N Bryan (arrived 7.35pm), Cllr S Fisk, Cllr J Messinger, Cllr S Morgan MBE, Cllr D Snipp, Cllr N Mitchell, Cllr C Venables and Cllr J Wray.

Cllr Morgan thanked the members for their sympathy card and flowers following the passing of her husband, Eric on 1.1.2018.

Staff: The Clerk to the Council and the Assistant Clerk were in attendance.

Members of the public: Cllr Elms and three members of the public were also present.

2-2018 – Public participation

It was **RESOLVED** that the meeting be adjourned to enable members of the public to address the Parish Council.

A member of the public addressed the Council about the need for a Parish Office and the associated costs/potential increase in the parish precept.

A second member of the public addressed the Council about planning application nos: 17/P/02593 and 17/P/02590.

The Chairman thanked both members of public for taking the time to attend the meeting to express their views, which the Council would take into account.

The meeting then reconvened.

3-2018- To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence had been received from: Cllr D Bird, Cllr E Nagle, Cllr H Unwin-Golding, Cllr P Snipp and Cllr L Wright. Apologies and reason for absence were accepted.

Apologies were also received from Cllr Bob McShee and Cllr Keith Witham.

4-2018- Declaration of Disclosable Pecuniary Interests (DPIs) by Councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

5-2018- To receive and consider written requests for new DPI dispensations

No requests were received.

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6-2018- Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

7-2018 - Amendments to the Register of Interests

Cllr Wray advised that she has a new job and had duly completed a new Register of Interests.

The form to be uploaded to the Council's website and submitted to Guildford Borough Council at the earliest opportunity.

8-2018- Declaration of Gifts or hospitality over £25

No declarations were made.

9-2018- Borough Councillor's report

Cllr McShee had advised that he had nothing to report.

Cllr Elms also had nothing report as no meetings had been held over the festive period, however, he was willing to answer any questions the members may have.

10-2018- County Councillor's report

Cllr Witham had provided the following report:

1. PLANS TO INTRODUCE CAR PARKING CHARGES AT THE TWO SALT BOX ROAD COMMONS CAR PARKS AND AT NEWLANDS CORNER

These plans are due to be progressed this month. We discussed this subject at a previous meeting, and I have subsequently supported the request of Worplesdon Parish Council regarding the consideration of double yellow lines on Salt Box Road at a meeting of the SCC Cabinet.

When I saw that 75% of respondents to the recent Surrey County Council consultation were opposed to the introduction of car parking charges at some of the local Commons, I was surprised that it was as low as 75%. After all, if you have been using the car parks free of charge, why would you support the introduction of charges? I was equally surprised that as many as 25% either supported the charges or at least understood the reasoning.

WPC Members may wish to look at the article that I placed on the website of the Guildford Dragon, which I hope explains more of the background:

<http://www.guildford-dragon.com/2017/12/18/kingston-view-car-park-charges-newlands-corner-commons/>

2. SUPPORT FOR LOCAL VOLUNTARY GROUPS IN WORPLESDON PARISH

I can update members on SCC grants obtained for 10 local groups in Worplesdon Parish. In the summer I asked for expressions of interest from local groups and organisations who might benefit from an SCC small grant, up to a maximum value of £500, and in particular from groups that have NOT received this funding before, as they would receive priority. It had to be for either some equipment, or a one-off project.

So, I'm pleased to report that over the past few months I have successfully sponsored applications for the following 10 local organisations across the Worplesdon Parish area:

WORPLESDON, GENERAL

- Worplesdon & District Bridleway Association - equipment for bridleway clearance and publicity
- The National Childbirth Trust, Guildford Branch - tent for events
- Worplesdon Village Hall - towards the cost of a worktop and sink in their new kitchen

WOOD STREET VILLAGE

A particular well done to all these groups in Wood Street Village, who were by far the most pro-active in asking! As I said before. "If you don't ask...! "

- The Wood Street Village Association - for the purchase of a gazebo for their annual event
- Wood Street Village Cricket Club - for a replacement sight screen
- Wood Street Beaver Group - for a replacement Tea Tent water heater
- Friends of Wood Street Infant School - for improvements to the playground area
- St Albans Church, Wood Street Village - equipment for a new Youth drop-in cafe
- Wood Street Village Horticultural Society - cost of bulbs for planting on the Village Green

FAIRLANDS

- Fairlands Cricket Club - for field renovation (this was the only application received from Fairlands)

JACOBS WELL

For the record, despite my requests for expressions of interest, no applications were received from any groups in Jacobs Well

So how is this money available?

And before anyone asks me the obvious question - How can Surrey County Council afford to give money to these groups when it is having to cut back on so many services? The answer is simple. The budget for these local community grants was reduced by 40% this year, so there is a lot less money available and the amounts involved are a few hundred pounds, the average grant given being £400. As Members of the Parish Council will know from previous discussions the services causing SCC such financial strain across Surrey are those such as Adult Social Care and Children's Social Services, which cost literally hundreds of millions of pounds a year. So, in terms of cost, there is no comparison.

While I am your County Councillor and there is any small grant funding still available for voluntary groups (and I don't yet know if there will be next year or not), I will continue to try and give support to local community groups and organisations in our area whenever possible. I have always felt that voluntary groups are the life blood of our local communities and should be supported. If there are such funds again next year I will publicise it at the time and will again give priority to any groups that have not applied before.

3. LOCAL ANTI-CRIME INITIATIVE - THE "JOINT ENFORCEMENT TEAM"

I can report on a meeting I attended recently with the Surrey Police and Crime Commissioner, David Munro. He has given a grant of £50,000 towards the creation of a Joint Enforcement Team "JET" which is a joint Police/Council (GBC) initiative aimed at tackling more offences such as litter, fly-tipping, anti-social parking and anti-social behaviour. In this way Police time can be used for issues, which only the Police can deal with.

GBC has a number of dedicated enforcement teams, for example parking, environmental health, noise complaints, licensing etc. This is not intended to replace those roles, but provide extra support on environmental matters and

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anti-social behaviour, plus support for existing enforcement teams to ensure a better and more co-ordinated response on those issues.

If residents need to report any of these issues, residents should contact GBC customer services – 01483 444499 (press 5) or email: customerservices@guildford.gov.uk. so that whatever the issue is can be routed to the correct team, whether that is a department or via the JET. It's not only about "enforcement". Their motto is "Engage; Educate and Enforce".

4. SURREY IS NOW JOINT TOP IN RECYCLING HOUSEHOLD WASTE

Surrey is now joint top of recycling rates in the country @ 57.7% of household waste being recycled. Information issued by the Government Department "DEFRA" shows both Surrey and Oxfordshire recycled 57.7% of household waste, the highest recycling rate of the 32 areas in England with two-tier authorities, i.e. County and Boroughs.

There is a Surrey Waste Partnership responsible for reducing waste and increasing recycling consisting of the 11 district and borough councils that collect waste and recycling - and Surrey County Council which is responsible for disposing of it. The target is to reach 70% of household waste being recycled.

Surrey has also seen a reduction in the amount of waste generated. The drop from 451.6kg to 439kg per person means the county has entered the top quarter of Councils for this measure, well ahead of a target to achieve this by 2020.

5. IMPROVEMENT FOR MENTAL HEALTH SERVICES FOR YOUNG PEOPLE

A new Mental Health Haven for young people in Surrey has opened. The service, which offers 10 to 18-year-olds in Surrey a safe place to go and talk about their worries and mental health was officially opened by the Chairman of Surrey County Council. The Haven, located at The Discovery Centre in Guildford, is run as a partnership by Surrey and Borders Partnership NHS Foundation Trust, Surrey County Council and Guildford and Waverley NHS Clinical Commissioning Group.

This new service will be a great source of support for young people when they need it most. By working together as one team with health services, it can make sure support offered is closely tailored to young people's needs, helping to prevent difficulties escalating and reducing the need for them to go to hospital for the assistance they need.

6. WINTER ACTION FOR SURREY'S ROADS

The County Council's fleet of gritting lorries are now out daily as needed during the cold weather to keep Surrey moving. Ahead of winter, the Council had stockpiled more than 14,000 tonnes of salt and enlisted the support of more than 50 farmers with ploughs to clear snow.

Potholes. Winter weather always brings more potholes, no surprise there! Last year Surrey Highways fixed more than 30,000 potholes. So, my usual annual reminder please, that SCC relies on public reporting and if you see a pothole - REPORT IT! Please don't leave it to others, as they will have left it to you!

The best way is via the website www.surreycc.gov.uk where there is a "Report It" section. You can bring up a map of the road and mark the potholes exact location on the road. How quickly it will be repaired depends on the size of the pothole and location in the road, i.e. how dangerous it is. Email: contactcentre@surreycc.gov.uk or Telephone: 0300 200 1003.

A new "Super Gully" has been a joint project developed between Surrey County Council highways engineers and commercial pipe specialists. It has been developed as an effective, low maintenance, high capacity kerbside storm-water management system to rapidly remove water from areas prone to flooding. Surrey is leading the way in improving ways to combat the effects of flooding.

7. UPDATE RE THE FINANCIAL POSITION AT SURREY COUNTY COUNCIL

The Government's annual Draft "Financial Settlement for Local Government" was published before Christmas and the consequences for Surrey for 2018 are currently being assessed, but one piece of good news is that the Government have accepted the application from Surrey (being the County Council and all 11 Borough and District Councils, to be part of the Pilot Programme for 2018 re more local retention of Business Rates. The exact details, and potential financial value, for this year are being considered at the moment, as part of the annual budget preparation process.

On behalf of all residents of Surrey, SCC continues to make the case for fairer funding for Surrey to all of Surrey's 11 MPs.

NEW INFORMATION:

I recently asked for a summary of the extra-legal responsibilities that have been placed on Surrey County Council by Parliament and the Government since 2010. And over those 7 years there are to date 65 extra-legal duties and responsibilities with which the Council has to comply. Of those:

- 28 are unfunded, i.e. extra responsibilities, but no extra funding from the Government
- 25 were funded by the Government
- 4 had one-off government grants (so no guarantee for the future)
- 8 were waiting to be confirmed either way.

Out of every £1 of council tax, around 70p is now spent on providing Adult and Children Social Care services to Surrey's most vulnerable residents. That leaves just 30p in every pound to provide ALL other essential council services across Surrey including Highways; Surrey Fire and Rescue, Libraries, Community Recycling Centres, support for rural bus services, maintaining the Surrey Countryside estate, and so on. So, the cost savings mainly have to come from that 30p in the pound.

8. REDUCED OPENING TIMES AT THE SLYFIELD RECYCLING CENTRE

I have reported on this previously and the reasons, so just to say that the reduced opening times (closure on the two least busy days of Tuesdays and Wednesdays) have now taken effect, so SCC will be monitoring the effects.

It is probably worth repeating that all household waste including garden waste, continues to be free of charge and that commercial waste, as before, is chargeable

11-2018- Minutes of the previous meetings

It was proposed Cllr N Bryan, seconded Cllr N Mitchell and **RESOLVED** that the minutes of the full council meeting held 23 November 2017 be approved and signed by the Chairman as a true record.

It was proposed Cllr N Mitchell, seconded Cllr C Venables and **RESOLVED** that the minutes of the Planning Committee meeting held 14 December 2017 be approved and signed by the Chairman as a true record.

It was proposed Cllr C Venables, seconded Cllr S Fisk and **RESOLVED** that the minutes of the General Purposes and Finance Committee meeting held 14 December 2017 be approved and signed by the Chairman as a true record.

12-2018 - Co-option of councillor – Jacobs Well Ward (following the resignation of Mr R Clark)

No applications had been received.

13-2018 - Planning Applications for consideration

Planning Application No: 17/P/02336 - 185 Applegarth Avenue, Guildford, GU2 8LP - Single storey rear conservatory and single storey rear infill extension (as amended on the 6/12/17).

This application had already been approved by Guildford Borough Council.

Planning Application No: 17/P/02493 - Aubrietia, Blanchards Hill, Jacobs Well, Guildford, GU4 7QR - Single storey rear extension following demolition of conservatory and detached garage.

RESOLVED: Leave to planners.

Planning Application No: 17/P/02515 - 22 Thatchers Lane, Worplesdon, Guildford, GU3 3RT - Single storey rear extension.

It was **RESOLVED** that the Parish Council comment as follows:

The drawings appear to be incorrect.

Planning Application No: 17/P/02528 - Roughwood, 30A Liddington New Road, Guildford, GU3 3AH - Proposed loft conversion to habitable accommodation with increase in roof height and insertion of rooflights, partial conversion of garage to habitable accommodation and store; alterations to fenestration.

It was **RESOLVED** that the Parish Council object to this planning on the grounds that:

1. It is out of keeping with the surrounding dwellings.
2. The proposed two storey dwelling will result in the loss of yet another bungalow from the existing housing stock within the parish.
3. The conversion of the garages to habitable space will result in the loss of two parking spaces. This bungalow is situated close to the junction of the A323. On street parking at this location would create a risk for other road users contrary to policy G1(1) of the Local Plan 2003.

Planning Application No: 17/P/02477 - High Trees, Goose Rye Road, Worplesdon, Guildford, GU3 3RJ - Erection of a single storey side extension, two dormer windows to front elevation and a first-floor rear dormer extension following demolition of existing detached garage.

RESOLVED: Leave to planners.

Councillors raised concern about potential parking issues impacting on Whitmoor Common, however, this property is at the far end of Goose Rye Road (near the Woking boundary) and is unlikely to cause an issue with the Common.

Planning Application No: 17/P/02330 - 72 Broadacres, Guildford, GU3 3BD - Conversion of detached garage to garden room with shower.

Request the following condition:

- If planning permission is granted: The garage cannot be used as ancillary living accommodation at any time.

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Planning Application No: 17/P/02593 - Chambers House, Clay Lane, Jacobs Well, Guildford, GU4 7NA - Variation of condition no 7 (personnel numbers) of application 98/P/01925 approved on 04/05/1999 to allow up to 20 people to be based at the office.

It was **RESOLVED** that in light of the comments received from a local resident, a site meeting would be carried out and planning applications 17/P/02593 and 17/P/02590 would be deferred until the Planning Committee meeting on 25 January 2018.

Planning Application No: 17/P/02590 - Chambers House, Clay Lane, Jacobs Well, Guildford, GU4 7NA - Change of use from repair, maintenance and service of skip lorries, tankers and containers including paint spraying, welding and the storage of tyres and vehicle parts to a bus maintenance workshop building, depot and associated storage.

Planning Application No: 17/P/02617 - Land to the side and rear of 85 & 87, Applegarth Avenue, Guildford, GU2 8LX - Two storey side extension, single storey rear extensions and alterations to No. 85 Applegarth Avenue to facilitate its conversion into two dwellings and erection of 3. No 4 bed dwellings to the side and rear of 85 & 87 Applegarth Avenue, with associated access, parking and gardens.

It was **RESOLVED** that the Parish Council object to this planning application on the following grounds:

1. This site backs onto Blackwell Farm and may therefore result in harm to the Green Belt.
2. The scale and size of the proposed, extensions and alterations and new dwellings represent disproportionate development and would result in over-development of a small site.
3. There is a lack of detail on surface water drainage and possible flooding issues (Applegarth Ave is a known flood risk area)
4. There are insufficient parking spaces to cater for the new dwellings.

14-2018 - Potential Parish Office

The Chairman advised that the responsibilities of the Parish Council have increased significantly. The Council has successfully appointed a new Assistant as the work of the Clerk is now more than one person can cope with. The Principal Authorities are devolving services to the Parish Council e.g. litter picking, ditch clearance, vegetation clearance. The work of the Parish Council, particularly in terms of vegetation clearance, has increased dramatically. Lack of space is now a serious issue. The Clerk's office measures 7ft x 9ft. It is unreasonable to expect two members of staff to work in such a small space, and is unacceptable in terms of their health, safety and well-being. The current arrangement is no longer sustainable in the long term.

A report paper stating the Needs for a Parish Office had been circulated to all members via email in advance of the meeting. A list of the 20 options previously considered had also been circulated.

A great deal of equipment is now stored in various locations across the Parish, but this is only possible as a result of goodwill, and is not the way in which a professional organisation should be operating.

In February 2016 the Parish Council resolved to put the provision of a Parish office on hold. I now ask you to consider formally re-examining the proposals put forward for your consideration.

The options are:

- Renting an office
- A self-build
- Purchasing a suitable building

Following discussion, it was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that given the urgent need for space, the council should actively examine the options currently available within the Parish.

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It was then proposed Cllr D Snipp, seconded Cllr G Adam that if no suitable offices can be found within six months the Parish Council should reconsider the proposal.

A vote took place. 8 For – Cllr Morgan was against the proposal as she felt a time limit was inappropriate.

Cllr Messinger abstained. Motion carried.

[A resident left the meeting at 8.18pm.](#)

15-2018 - New Surrey Waste Local Plan (SWLP) - Surrey County Council

The Assistant Clerk had reviewed the 600-page consultation document and had provided a précis for members, which was circulated via email to all members in advance of the meeting.

It was proposed Cllr P Cragg, seconded Cllr C Venables and **RESOLVED** that the Parish Council respond as follows:

- The Slyfield site includes two areas previously used for the landfilling of a 'range of waste materials'. As a result, the sites may potentially be contaminated. Appropriate contamination surveys must be carried out before a decision is taken regarding this site.
- The site is classified as Flood Zone 1 and Flood Zone 2/3 for fluvial flood risk and a combination of mainly 'very low' and 'low' risks of surface water flooding. If permission is granted for the use of this site for waste facilities appropriate mitigation measures must be put in place.
- The Parish Council notes that a small area of the site has been identified as designated Green Belt. Very special circumstances will therefore need to be demonstrated for any waste-related development of this site as per the National Planning Policy Framework.
- The Summary states that 'There are no Public Open Space or Rights of Way (PROWs) within or adjacent to the site.' However, public footpath no. 438, located to the West of the site, facilitates pedestrian access from Jacobs Well to the North-West of the upper left corner of the proposed site. In addition, the JWRA (Jacobs Well Residents Association) has also submitted an application to Surrey County Council to have a second path added to the definitive (Douglas Close to North Moors, Slyfield).

A vote took place. The result was 9 For – Cllr G Adam abstained. Motion carried.

The Clerk proposed a vote of thanks to the Assistant Clerk for her hard work producing the report.

Cllr Elms provided members with a brief update in respect of SARP (the Slyfield Area Regeneration Plan).

16-2018 - Invoices for payment

The Clerk/RFO had been unable to complete the payment list in time for the meeting. This item was therefore deferred until the meeting on 25 January.

17-2018 - Working parties/Winter Work Programme

Work parties will be held twice a month. Once on a Wednesday and once on a Sunday.

The following work parties were scheduled:

- Sunday 28 January (Continue clearance work beside the A323 opposite Hunts Farm)

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- Wednesday 14 February (crown lift the trees on the large roundabout at the entrance to Fairlands Estate, clean the street nameplates and the noticeboard)
- Sunday 25 February (Continue the vegetation clearance at Jacobs Well Recreation Ground)
- Wednesday 14 March (Strim back/side out the path near Pitch Place Rifle Range)
- Sunday 25 March (Nevins Copse, Pinks Hill, Broad Street Common).

Volunteers are welcome to attend. The work parties will commence at 10am and will finish by 1pm. Refreshments will be provided. Volunteers are asked to register their interest with the Admin Assistant.

admin@worplesdon-pc.gov.uk or ring 07718 479409

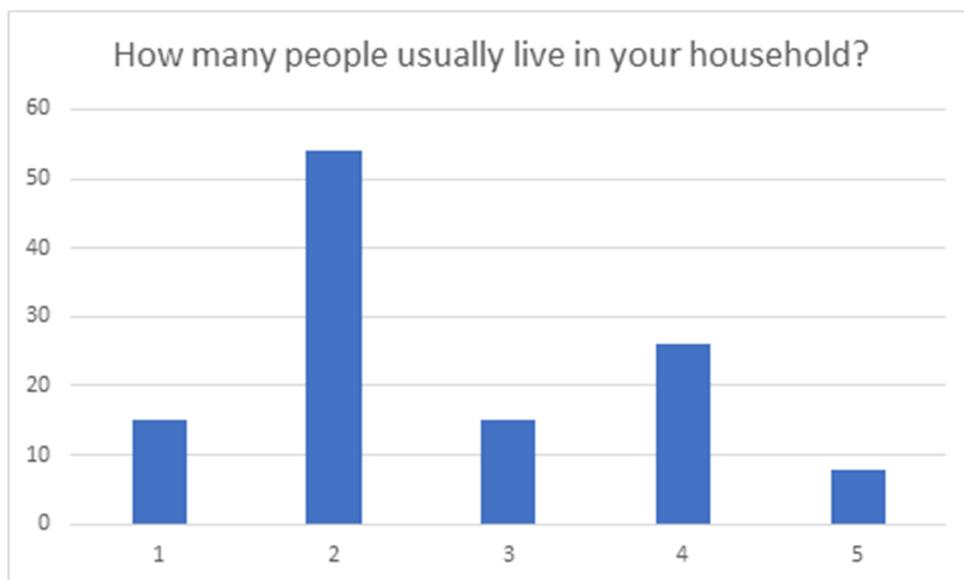
18-2018 - Residents' Survey 2017

At the point the survey closed, we had received 120 responses out of a possible 6,500 registered voters residing in the parish. This equates to a 1.8% response rate.

The survey was advertised in 3 local post offices, Wood Street Infant school foyer, on various social media sites, on Worplesdon Parish Council's website and in a few additional local businesses.

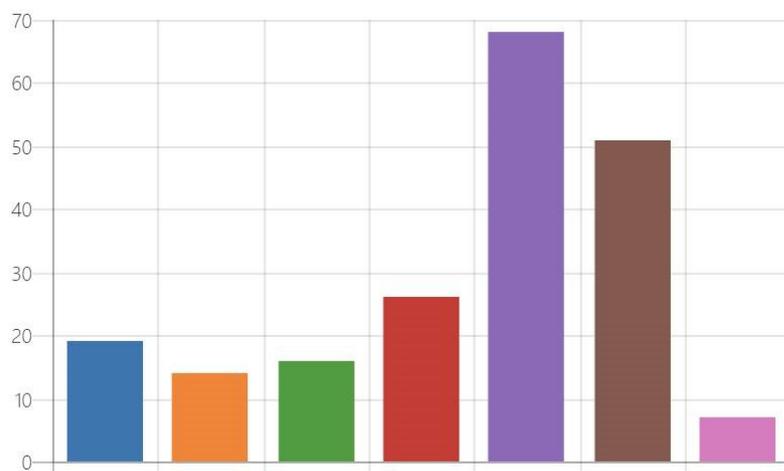
The results of the survey are as follows:

1.



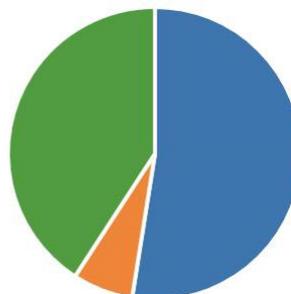
2. Please can you indicate their age bands?

0 - 7 yrs	19
8 - 14 yrs	14
15 - 20 yrs	16
21 - 35 yrs	26
36 - 65 yrs	68
66 - 80 yrs	51
81 + yrs	7



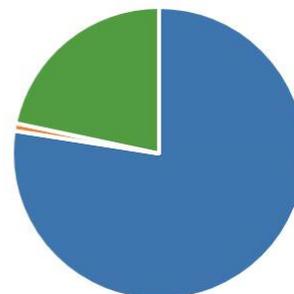
3. Community-led housing - Worplesdon Parish Council has been approached by Surrey Community Action to see whether or not there would be support for a Community-led housing scheme in the Parish of Worplesdon. Community-led housing is designed and managed by local people and built to meet the needs of the community – not for private profit. Community-led housing is often designed to help certain groups – for example young people, older people, or those in need of affordable homes. Would you be interested in attending a presentation about Community-led housing?

● Yes - I would be interested in ...	63
● Yes - I would be interested in ...	8
● No - I am not interested in thi...	49



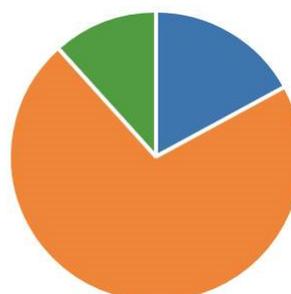
4. As far as possible the Parish Council attempts to preserve the Green Belt in and around the Parish. Do you support this approach?

● Yes	93
● No	1
● I would consider this on a site ...	26



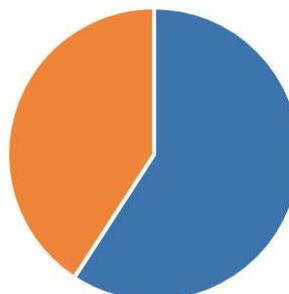
5. Parish newsletter - We currently spend £3,800 per year on newsletter printing and delivery costs – by reducing our printing requirements it would help to reduce expenditure and our carbon footprint. If electronic communication is the preferred option, in future hard copies would only be made available from public places around the parish. This would save £1,680 per year. How would you prefer to receive your newsletter?

● By hard copy - delivered (no c...	22
● By email - you can unsubscrib...	92
● Via the Parish Council website	15



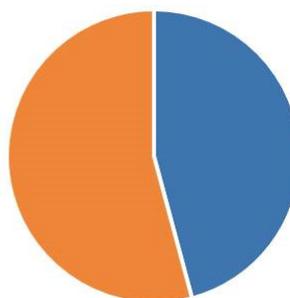
6. Would you be prepared to help improve the Parish by paying more council tax for Parish projects no longer provided by either Guildford Borough Council or Surrey County Council e.g. clearing sight lines at junctions, cutting back overhanging vegetation from pavements, cleaning the bus shelters, emptying litter bins and litter picking?

● Yes	71
● No	49



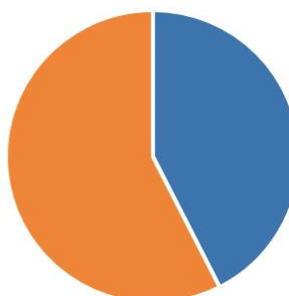
7. Would you be prepared to participate in parish maintenance activities to maintain the current level of services provided, including those no longer provided by Guildford Borough Council and Surrey County Council?

● Yes	55
● No	65



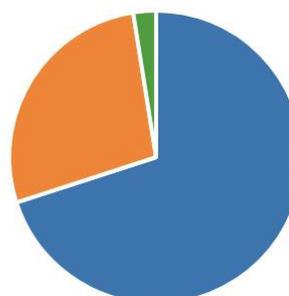
8. Would you be prepared to contribute directly towards a specific parish project such as wildflower meadow, playground equipment, ditch maintenance, information boards?

● Yes	51
● No	69



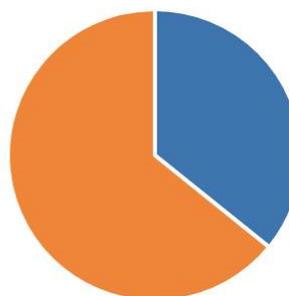
9. Grass cutting It currently costs £20,650 to cut and strim the grass within the parish 15 times per year (the parish comprises 35sq miles). This equates to £1,377 & VAT per cut. Areas of common land, by law, have to be managed on a biodiversity basis and cuts are carried out less frequently. Our grass cutting grant is reducing by £3,168 in 2018/2019, however, the Parish Council intends to maintain the level of cuts currently being carried out. Do you want the level of cuts to be?

● Maintained	84
● Reduced	33
● Increased	3



10. Harry's Meadow, Jacob's Well – Potential uses - Currently the meadow is predominantly used by dog walkers. In addition, local residents' groups hold two events: May Day Fayre and Annual Bonfire. To improve biodiversity, we are considering planting bulbs in Harry's Meadow and are looking to investigate associated sponsorship opportunities. Planting will be a major undertaking! Would you be willing to assist with this task to enhance biodiversity e.g. to benefit bees?

● Yes	43
● No	77



11. K6 Phone Kiosks - At the request of local residents Worplesdon Parish Council adopted two K6 phone kiosks – Frog Grove Lane and Liddington Hall Drive. The telephony has been removed and the local communities are considering their future use. Do you have any suggestions? E.g. Book Exchange, art or craft gallery

These are the residents' responses:

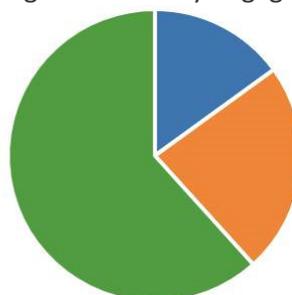
- “Nope
- Library or debit fib. Lots of ideas
- Art works
- De fib. Local History display. People to display craft items for sale in a locked telephone box. Book exchange.
- I would like to see the one on Frog Grove used as a book exchange. Not everyone who resides locally can make it to the library in central Guildford and this would help them too.
- Book exchange
- Book exchange
- Book exchange
- No
- De fib
- I like the book exchange idea.
- Book exchange
- Book exchange or craft display
- Book exchange sounds good as does an art or craft gallery; may be a bit of a temptation to vandalism though
- No
- Book exchange
- Book exchange
- Book exchange would be great!
- Craft stalls for amateurs on rotational basis.
- Leave them as iconic antiques
- Remove the kiosks
- Mini coffee shop or book exchange
- Book exchange
- Book Exchange works well as I have seen this in other counties.
- Area information kiosk
- Book exchange / defibrillator
- Surely a use should have been thought of before adopting the kiosks, perhaps the residents who made the request have an idea. Who will be maintaining the kiosks and will this be a cost to the parish? I appreciate this kind of thing but it seems there isn't a lot of funding for extras?
- Trial book exchange if it encourages vandalism then remove the kiosks.
- book exchange
- no
- Floral exhibits
- wondering how you would stop them being vandalised but a book exchange is a good idea
- Not sure but it is nice to keep them
- All of the above, perhaps in turn.
- Still being discussed
- Book exchange Plant exchange but would need to be maintained
- Not worth the effort especially ongoing s & m
- Move it to the Village Green & use for walking maps of the area etc..
- Book exchange
- Both seem good ideas

- Book exchange, provided that someone looks after it to ensure the suitability of material. There could also be space to advertise local events.
- Performance art?! Battery drop off University projects - open to applications
- notice board to pin local events and issues
- No
- Toy bank exchange
- Book exchange, notice board, newspaper delivery pick up points
- cash point? (I have seen telephone boxes in Yorkshire turned into both a public phone and cash machine)
- Don't know.
- Book exchange. For sale ads. Local events posters."

12. Play area upgrades (Worplesdon Memorial Ground and Fairlands)

Some of the play equipment has reached the end of its life expectancy and the Parish Council is considering multiple options. We intend to hold a Community Engagement Event in February 2018 at which members of the public can choose the replacement equipment. Would you be interested in attending a Community Engagement Event?

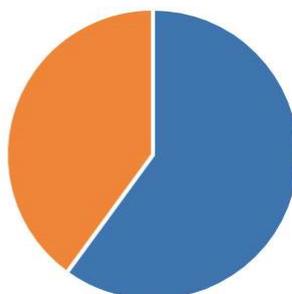
● Yes - Weekend	18
● Yes - Evening	28
● No	74



13. Potential Parish Office

The nature of the work of Parish and Town Councils is increasing and changing rapidly. We are a large parish and have outgrown our current facilities (home as office). To cope with this, we need to provide a parish office. Would you support a 96p per Band D property per month increase on the parish precept to provide appropriate office facilities?

● Yes	72
● No	48



14. Is there anything you would like to suggest that the Parish Council can consider for next year's expenditure that you think would benefit the residents of the parish.

These are the residents' responses:

- "Phase 2 Worplesdon memorial hall sime gallery
- Planting trees etc
- Grant to Sidney Sime gallery. Adult exercise equipment in playground
- Community event to celebrate Prince Harry's wedding - preferably a large one to try to unite all 4 villages rather than 4 separate celebrations!
- Pushchair access to Harry's meadow
- Anything that would draw the people of the parish together and increase community spirit. For example, the church recently held a charity evening with a jazz band.

- Continue doing a good job focusing on the essentials (clearing sight lines, maintenance, bins, grass cutting, etc). Generally, I would prefer services to be cut to meet the budget constraint.
- Renewable energy facilities in Harrys meadow alongside bee friendly flowers
- A better walk way between wood street and Worplesdon school. As the bus is not helpful. A nice play area in walking distance
- Something for teenagers
- No
- More regular open volunteering project organised. People bring tools - insurances needed covered by PC?
- If anything comes to mind we would get in touch
- Completing the renewal of pavements in Fairlands some are still very uneven
- Not sure what the Parish Council is responsible for. Some of the pavements & roads on Fairlands need resurfacing.
- Have regular fairs (not only at Christmas) where one can pay towards the cost of a stall. Around £10 to £1
- Suggestion for future questionnaires: let us choose both weekend and evening meetings. I might be able to make either, having to choose one was quite limiting.
- Cleaning back narrow footpaths
- Replace the rest of the footpaths on Fairlands
- Clean out the ditches around the community centre in Fairlands
- The current grass cutters do not provide an efficient service. Suggest the Council investigate other providers.
- Health and fitness classes or social activities such as comedy nights or tribute acts at Fairlands village hall
- Some notices requesting that people respect the grass verges on Fairlands. Some new bollards to replace the broken, shabby ones in Envis Way, this might be a SCC fund?
- Improvements to the lighting and fittings of Fairlands Community Hall. Events boards for memorial hall and Fairlands hall. In fact all function halls. Maintain pressure to stop building on green belt areas.
- Not at this time, but if I do later will contact you with my ideas/suggestions.
- Yes, a one off relatively small cost, replace the Worplesdon sign that is in very poor, scruffy condition near to Tanglely lane & site the new one further back from the road so as not to obscure the traffic travelling legally at up to 60 MPH on the Worplesdon Road towards Guildford. I really don't know how there hasn't been a major accident at this spot. I do know there have been several minor bumps. The condition of the current sign also gives a very poor representation of Worplesdon to visitors to the area
- Just to encourage you in spending - for example for legal fees - in furthering your excellent and remarkable work on the Local Plan.
- Speed Bumps on Brocks Drive and Brooke Forest in the Fairlands area. Far too many speeding cars.
- One would have thought that a Parish Office could be sensibly provided in the Memorial Hall at little to no cost given that it is supposed to be a community asset. I appreciate that £11 p/a is not a huge amount, but with expectations of council tax increases of another 6% in Surrey it will soon add up. Anything which can be done to reduce costs should be considered frankly - hence my lack of support for additional grass cutting. The Council is making steps to modernise it's communications infrastructure which is good - a better website and opt in communications would be useful and enable reduction in cost printing newsletter which whilst interesting are ultimately expensive for the value they provide. Please drop the App idea. It's expensive in the long run and benefits can be achieved with a simpler website. There may be some residents for which paper newsletters still work - but these should go to an opt in also to reduce costs. I value the work the parish council do, and regularly read agendas/minutes online of meetings. But a lot of the expense here can and should be cut down.
- Re above comment about an office - I assume this is a cost for minimum requirement in a central accessible place and would provide the community with value for money.
- Currently I do not think that many of the residents of Worplesdon know what the parish council for what their value is. Planning, roads, verges, etc are all outside their remit. Even reading the drab website does not really help. It appears the WPC is just an expensive "talking shop" and if they were not there it would make no difference. The WPC needs to raise their profile, get the full support of the residents, be proactive over key issues and be seen to act on the resident's behalf. Then maybe GBC & SCC would take some note of their views! This should be a major action for 2018.

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- keeping foot paths clear
- Apply for a speed limit of 30 miles for the entire length of Salt Box Road. Cut vegetation more frequently along one side of the road (Stoughton side) to ease pedestrians use of it (cut back shrubbery sufficiently and cut grass.
- Please let us know your precise office requirements in case Worplesdon Parish Church can help :-)
- More speed awareness signage
- An event to commemorate the end of the Great War. Have a stall at the village shows.
- Litter picking along the Aldershot Road
- We have already seen provision in the previous years precepts for new office accommodation which I consider unnecessary We certainly should not be making further provisions and the money previously earmarked should be put to better use or deducted from future precepts
- Substantial dual width board walk right across Whitmoor Common. Discourage all other footpaths and turn the Common in to a nature reserve including wetland area.
- Would welcome a chat about this in new year when a bit more time to think about it!
- Not sure.”

19-2018 - To establish an IT Committee with powers of expenditure

Draft Terms of Reference had been issued to all members via email in advance of the meeting.

Debate took place regarding the pros and cons of establishing an IT Committee as opposed to the current IT working party.

It had been proposed that the Committee be granted powers of expenditure to ensure that all IT related issues can be dealt with expeditiously.

Following a lengthy discussion, numerous changes were proposed to the draft Terms of Reference.

It was proposed Cllr G Adam, seconded Cllr D Snipp and unanimously **RESOLVED** that an IT Committee be established but with no powers of expenditure.

The revised Terms of Reference to be circulated and approved at the next General Purposes and Finance Committee meeting.

The Committee members to comprise: The Chairman and Vice-Chairman as Ex-officio members. Cllr G Adam, Cllr S Fisk and Cllr D Snipp. Cllr Adam stated that if Cllr Unwin-Golding wished to be on the Committee he would be happy to stand down.

[Cllr Elms left the meeting at 9.03pm](#)

20-2018 - Worplesdon Memorial Trustees – Parish Representative

Cllr Messinger's 3-year term of office came to an end in November 2017. Cllr Messinger had expressed her willingness to re-stand for a further 3-year term of office.

It was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** That Cllr Messinger be re-appointed to serve a further three-year term of office.

The Clerk to inform the Worplesdon Memorial Trustees of the appointment.

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21-2018 - Appointment of the GDPR (General Data Protection Regulations) Officer

Whilst the Parish Council has appointed the Clerk to be the Council's GDPR officer, based on the drafting of the GDPR and the guidance from the Article 29 Working Party, it is NALC's view that most clerks and RFOs cannot be designated as a council's DPO. This is because although they may satisfy some requirements of the job, they will not satisfy all of them which are summarised below:

- An absence of conflicts of interest (which may arise from responsibilities as a clerk/RFP and may include processing activities);
- Independence;
- Expert knowledge of data protection law and practices and related professional ethics to effectively advise and influence full council and
- Adequate time to perform DPR role

A further training session is being provided by SALC at which the latest GDPR information is to be provided. SALC (Surrey Association of Local Councils) is working with a firm who may be able to provide an appropriate service to Parish Councils.

This item is to be on the agenda of the February full council meeting.

22-2018 - GDPR – Privacy Policy

The Parish Council is, as part of GDPR, required to publicise its Privacy Policy. The following wording was provided at the previous GDPR training event.

“Worplesdon Parish Council takes your data privacy seriously. We are registered as a data controller with the Information Commissioner who maintains a public register of data controllers. To find out what processing of personal data is being carried out by us visit <https://ico.org.uk/esdwebpages/search> and input the name of our Council.

If you wish to find out what information the council holds about you please contact us providing your contact details, a brief description of the information you require and enclose proof of your identity. This could be a scanned copy of a household bill, passport or membership card.

You will receive a response to your request within 20 days.

Please send your request to:

Email: clerk@worplesdon-pc.gov.uk

Postal address: Mrs G F White, Clerk to the Council, Worplesdon Parish Council, West View, 84 Rydes Hill Road, Guildford, Surrey, GU2 9UG”

It was proposed Cllr J Messinger, seconded Cllr G Adam and unanimously **RESOLVED** that the draft Privacy Policy in its current form be approved and adopted. If the Council receives further advice regarding the Privacy Policy any revised wording will be further considered by Council.

23-2018 - Wildflower seeds - Oak Hill, Wood Street Village

Katy Fielding, Surrey Wildlife Trust had advised that she has organised a report to be put together by their Ecology Team. This will include a site visit and preparation of a short letter report detailing how the wildflower meadow can be reinstated, including recommendations on seasonal timings, management and monitoring. This work will cost £372.50 & VAT, the funding of which will be met by the Wildlife Trust. Ms Fielding sought confirmation that if the

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Wildlife Trust is prepared to contribute towards the project the Parish Council will be willing to meet the cost of the seed.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr S Fisk and **RESOLVED** that the Parish Council contribute a maximum of £350 & VAT towards this partnership project.

A vote took place the result was: 8 For – Cllr G Adam and Cllr J Wray abstained from the vote. Motion carried.

24-2018 - Christmas lights - Perry Hill Green- D Jenkins

Following discussion, it was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Parish Council give a donation of £50 to Mr Jenkins for the supply of electricity to power the lights in the horse chestnut trees, Perry Hill.

It was also agreed that the Parish Council approach UK Power Networks to investigate the cost of putting a separate power supply in the Village Green.

25-2018 - Quarterly playground inspections

On 8 December 2017 Inspector Richard Randall from Dick Randall Services inspected all four play areas within the Worplesdon parish and the Husson Breeze on Wood Street Village Green. This is a summary of findings from all five reports.

Fairlands Play Area

The safety surface under or around some of the equipment has been damaged by shrinkage (especially around the boulder, slide of the multi-play unit and around the outer edges of the play area. (Low Risk)

This will be monitored by the Groundsman.

White House Lane, Jacobs Well Play Area

The HAGS multi-play unit has a damaged slat. It had been taped over, but now tape is coming off. Re-tape for short-term, but this could deteriorate quickly and become a High Risk. (Medium Risk)

An order has been placed for a new panel, which the Groundsman will fit once received. Clerk to chase January 2018.

Wood Street Green Play Seat Area

Shaped hole has been cut into the safety surface. Repair suggested to avoid further damage. (Low Risk)

The Clerk to chase Abacus.

Worplesdon Play Area

There is shrinkage along the right-hand edge of the swing bay. (Low Risk)

This will be monitored by the Groundsman.

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Worplesdon Teen Area

One of the Typhoon button seats is badly split which could 'nip' legs and trap fingers. Action required is to change seat for a new one. (Medium/High Risk)

A new seat has been ordered and will be fitted by the Groundsman as soon as received.

The MUGA unit has a piece missing from the corner leaving a bolt exposed and an edge. The recommended action is to file down the white board edge and also to file down the side of the exposed bolt and washer. (Medium Risk)

The Groundsman has filed down the side to minimise risk.

26-2018 - Request received to install a light on the bus shelter at the top of Oak Hill (near St Alban's Church)

A local resident had approached the WSVa to ask for a light to be fitted in the bus shelter.

Members duly considered the request.

It was proposed Cllr S Morgan, seconded Cllr G Adam and unanimously **RESOLVED** that the request be declined as it would set a precedent across the Parish, the cost of which would be unviable.

Wood Street Village, like Jacobs Well and Fairlands, is an unlit village, therefore residents would be advised to carry a decent torch with them.

27-2018 - New 5-year licence for the tennis courts, Worplesdon Memorial Grounds 1.1.2018 – 31.12.2022

The new licence has been drafted and signed by both the Parish Council and the Worplesdon Memorial Trustees.

No further action is required.

This item will be added to the agenda of the January 2021 agenda, to enable further negotiations to take place.

New access licence between Guildford Borough Council and Worplesdon Parish Council

Following the Parish Council's objection to the proposed Heads of Terms produced by the Borough Council the Heads of Terms had been revised. These were presented to the members for further consideration.

Members considered the Heads of Terms were still unacceptable. Members believed that as the Borough Council's solicitor is in the employment of the Council there should be no charge to the Parish Council for the revised Access licence.

Members were also unhappy with the definition of the shared costs in respect of the upkeep of the track. How many people are expected to share the cost?

The Clerk highlighted that the Tennis Coach would **NOT** be permitted to use the car park under the terms of the new Licence.

The Clerk was instructed to write to Alex Duggan as soon as practicable.

28-2018 - Deployment of the Speed Data Recorder (SDR)

The Clerk had prepared a draft SDR policy which had been issued to all members via email in advance of the meeting.

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The purpose for which the SDR was purchased is to build up a picture of traffic volume and speed across the parish. If a speeding issue is indicated, information can then be passed to Surrey County Council and Surrey Police.

It is the aim of the Council to collect the data, which can then be publicised on the Parish Council's website for residents' information.

It was agreed that comprehensive data be collected from each village. This will provide a demonstration of traffic movements not an actual comparative set of data as surveys won't always be carried out at the same time every year.

The SDR cannot be placed close to large/shiny road signs as this can skew the data. Junctions should also be avoided.

Information from surveys carried out during school holidays will be discounted by the Police and Surrey County Council.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that the SDR be deployed on a weekly basis.

Cllr Adam had proposed numerous changes to the draft SDR policy. The revised policy is therefore to be considered at the General Purposes and Finance Committee to be held 8 February 2018.

29-2018 - Event to promote the Parish Council tennis courts

It was agreed that this item be deferred until the 8 February 2018 General Purposes and Finance Committee meeting.

30-2018 - Premises Licence – 32 Stringer's Ave, Jacobs Well

An application had been made to the Borough Council for extended opening hours and consent to sell alcohol.

The Borough Council has the ability to revoke the licence in the event that anti-social behaviour subsequently takes place.

Cllr Snipp advised that residents were divided over the application, but not evenly, and that the JWRA had decided to leave it up to residents to respond to the application as individuals.

It was proposed Cllr N Bryan, seconded Cllr D Snipp and unanimously **RESOLVED** that the Parish Council take the lead from the JWRA and make no comment on the application.

31-2018 - The Council App

The App Office require final approval of the Worplesdon App design. The rules regarding Apps changed in December 2017, therefore, if the Parish Council wishes to proceed, the costs will increase significantly.

It was proposed Cllr D Snipp, seconded Cllr C Venables and **RESOLVED** that the Parish Council should abandon the project.

A vote took place – Result of the vote – 9 For, Cllr N Mitchell abstained. Motion carried.

32-2018 - Finance

a) **Bank reconciliations November and December 2017**

The RFO had prepared the bank reconciliations for November and December 2017 in accordance with the Accounts and Audit Regulations, a copy of which was issued to all members.

It was proposed Cllr G Adam, seconded Cllr C Venables and unanimously **RESOLVED** that the Chairman sign the bank reconciliations and bank statements.

Appendix - 1 – November and December 2017 bank reconciliations.

b) **Monthly budget reports November and December 2017**

The RFO had prepared the monthly budget reports for November and December 2017 in accordance with the Accounts and Audit Regulations, a copy of which were issued to all members.

It was proposed Cllr G Adam, seconded Cllr C Venables and unanimously **RESOLVED** that the Chairman sign the monthly budget reports.

Appendix - 2 November and December 2017 budget reports.

c) **Notice of Conclusion of Audit 2016/2017**

To receive and approve the External Audit Report (had previously been presented to the General Purposes Committee 28 September 2017). This was because the report was received too late to be presented to the September full council meeting.

As previously reported, the External Auditor's report confirmed there were no matters giving cause for concern. The relevant legislative and regulatory requirements have all been met. Full details had been published on the Parish Council's website and noticeboards, as required by the Accounts and Audit Regulations.

It was proposed Cllr C Venables, seconded Cllr P Cragg and unanimously **RESOLVED** that the External Auditor's report (previously approved by the General Purposes and Finance Committee) be approved and accepted by the full council.

d) **Grant towards the upkeep of St Mary's Churchyard**

Details of income and expenditure over the past 7 years had been received from the Church and had been circulated to all members via email in advance of the meeting.

It was proposed Cllr C Venables, seconded Cllr P Cragg and **RESOLVED** that for the financial year 2017/2018 the grant be reduced to £250, as per the recommendation of the General Purposes and Finance Committee.

In future, the automatic grant will cease, and the PCC will need to apply for funding by 31 August annually.

A vote took place – The result of the vote – 8 For, Cllr J Messinger voted against and Cllr G Adam abstained. Motion carried.

At 10.25pm the Chairman asked the members for permission to carry on with the meeting until the remainder of the business had been completed. It was proposed Cllr J Wray, seconded Cllr N Mitchell and unanimously **RESOLVED** that the meeting should continue until the business had been completed.

e) Precept 2018/2019

It was proposed Cllr N Bryan, seconded Cllr D Snipp that £2,500 be vired from grass cutting to IT.

It was then proposed Cllr D Snipp, seconded Cllr S Fisk and **RESOLVED** that the precept be approved at £196,712 and that the Band D precept rating be set at £56.61. This represents a decrease of 0.8%

A vote took place – Result of the vote – 8 For, None against, Cllr J Messinger and Cllr G Adam abstained. Motion carried.

f) Virements:

It was proposed Cllr G Adam, seconded Cllr S Morgan and unanimously **RESOLVED** that the following virements be approved:

Vire £400 from Earmarked Reserves to Training
Vire £2,000 from Earmarked Reserves to Er's NI
Vire £500 from Earmarked Reserves to Playground Repairs
Vire £850 from Earmarked Reserves to PC Grant to Wards

g) New button seat swing – Typhoon, Worplesdon Play Area

It was proposed Cllr N Bryan, seconded Cllr J Wray and unanimously **RESOLVED** that the cost of the new button seat be ratified. Total cost £96.70 & VAT.

Power to spend: LG (Misc. Prov.) Act 1976, s19

h) Quarterly financial check carried out by Cllr Jan Messinger 11.12.2017

Cllr Messinger gave the following report:

- A couple of invoices had not been stamped, albeit they had been signed by the members at the meeting.
- On a couple of occasions members had not initialled the invoices.
- I also checked all outstanding items from the last inspection.
- There were no matters of concern.

i) Guildford Residents' Association

It was proposed Cllr N Bryan, seconded Cllr J Wray and unanimously **RESOLVED** that a financial contribution of £250 be made to the GRA towards the Examination in Public regarding the SHMA (Strategic Housing Market Assessment).

Power to spend: Power of Competence Localism Act 2011.

j) Invoice no. 117 SGN

Payment of £624 received via Wellers Hedleys Solicitors.

k) GDPR training - Tuesday 30 January 2018: Bletchingley Golf Club, Church Lane, Redhill RH1 4LP

It was proposed Cllr J Messinger, seconded Cllr G Adam and unanimously **RESOLVED** that the cost of the GDPR training be ratified. The cost of four delegates, Cllr Cragg, Cllr D Snipp, the Clerk and Assistant Clerk was approved. Total cost £192 & VAT.

Power to spend: LGA 1972 s111.

33-2018 - Clerk's Report

a) **Free Thermal Imaging Course, Wednesday 24 January at 5pm and 7pm**

Guildford Borough Council is providing a free thermal imaging course for local residents to help detect heat loss and missing insulation from your home. Places are limited, and booking is required. The course lasts approximately 1 hour, and the instructor will take you through how to use and interpret the images on the camera. To book your place, please visit: <https://www.eventbrite.co.uk/e/free-thermal-imaging-course-tickets-39479766043>

Following the course residents will be able to borrow the thermal imaging camera to detect heat loss and missing insulation in their homes. For more information or queries please contact climatechange@guildford.gov.uk or phone 01483 444509.

Cllr D Snipp advised that he had booked onto this training course.

b) **Surrey Wildlife Trust – New contact details** - To report problems call 01483 910087 or email countryside@surreywt.org.uk

c) **Friends of Chitty's Common – Work party dates:**

Sunday 14 January 2018 - 10am until 3pm
Sunday 19 February 2018 - 10am until 3pm
Saturday 10 March - 10am until 3pm and
Sunday 8 April - 10am until 3pm.

All are welcome. Whether you can only spare an hour or two or would like to know more, please contact Pauline Searle on 01483 825424.

34-2018 - Chairman's Report

Dr Cragg gave the following report:

- 1) "29th November 2017 assisted in further clearance of sight-line obscuring shrubs and vegetation and siding out of footway on Aldershot Road.
- 2) 5th December assisted Clerk and Cllr Nigel Mitchell with mounting SDR on Clay Lane close to junction with Queenhythe Road.
- 3) 7th December attended SALC Director's meeting in Cranleigh specially to discuss forthcoming data protection legislation as it will affect the Council.
- 4) 19th December with Cllr David Snipp demounted SDR from Clay Lane site. I took SDR case home and heat-marked with Parish ownership and contact details with pyrograph tool.
- 5) On behalf of Council, with the Clerk, made compassionate visit to ex-councillor Derek Slaymaker.
- 6) 1st January delivered card of condolences on behalf of Council to Cllr Sandra Morgan on the death of her husband Eric earlier that morning.
- 7) 4th January attended Emergency First Aid course for people working in the land based and forestry trades. Learnt especially tourniquet use and stemming of catastrophic bleeding. Will need to purchase a customised First Aid kit.
- 8) 8th January attended Wood Street Village Assoc. meeting.
- 9) 9th January, with Cllr David Snipp, mounted SDR on northern side of Clay Lane close to Burpham Court Farm. Also in afternoon attended SALC working party in Bookham discussing councillor training programme.

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10) 10th January supervised and assisted with volunteer councillors and volunteer residents, brushwood and
bramble clearance around Jacobs Well Pond.”

35-2018 - Date of next meeting – Thursday 22 February 2018

Meeting closed 10.37pm

Signed:

Chairman of the Council

Date: