



WORPLESDON PARISH COUNCIL

**Minutes of the full council meeting held 22 February 2018 in the Small Hall,
Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

107-2018 – Present:

Councillors: Chairman Cllr P Cragg, Cllr G Adam, Cllr D Bird, Cllr N Bryan (arrived 7.37pm), Cllr S Fisk, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr D Snipp, Cllr P Snipp, Cllr C Venables, Cllr J Wray and Cllr L Wright.

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

Members of the public: Cllr B McShee, Cllr K Witham, and two members of the public were also present.

108-2018- 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 E Nagle and Cllr H Unwin-Golding. Apologies and reason for absence were accepted.

109-2018- 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.

110-2018- To receive and consider written requests for new DPI dispensations

No requests were received.

111-2018- Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

112-2018 - Amendments to the Register of Interests

No declarations were made.

113-2018- Declaration of Gifts or hospitality over £25

No declarations were made.

114-2018 - Borough Councillor's report

Cllr McShee gave the following report:

1. M25 junction 10 improvements

I attended a Councillor briefing by Highways England about the Wisley Interchange Scheme M25, Junction 10, A3 which handles approximately 100,000 vehicles per day. There are 28 casualties per annum at Junction 10, which is

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double the average for M25 junctions.

Details were given of the proposed changes and these can be viewed at a public exhibition being held at GBC offices at Millmead House from 12th February until 26th March. At Millmead House go to the reception desk and ask to look at the M25 Junction file, also pick up the questionnaire and brochure. Information is also available online at www.highways.gov.uk/m25j10 and comments can be made in writing to FREEPOST, M25 Junction 10/A3 Wisley Interchange or emailed to info@highwaysengland.co.uk

A decision will be made in 2019/2020 with the works planned to start in September 2020 with a 2-year contract period.

2. Community Led Housing

I went to a briefing meeting on Community Led Housing at which there were three Parish Councillors. I trust that the subject will be on a future Agenda of the Parish Council.

3. Function of the M3 Local Enterprise Partnership (LEP)

At the last meeting of the Executive Advisory Board (EAB) the Executive Director of the Enterprise M3 Board Local Enterprise Partnership (LEP) explained how the LEP functions. Guildford has received £34m funding from the LEP, and I will let the Clerk have details of schemes which have received funding in Guildford.

Enterprise M3 received £219m from the Government for the Local Growth Fund in 2016/17.

Cllr Paul Spooner represents Guildford on the Enterprise M3 Board.

Cllr Cragg thanked Cllr McShee for his report.

115-2018 - County Councillor's report

Cllr Witham gave the following report:

1. Clay Lane, Jacobs Well - Update

Last year I asked the JWRA to start a log of road traffic incidents in Clay Lane, as the only incidents which the police are required to report to Highways are those when personal injury is involved, and the emergency services attend, not more "minor" incidents.

As a result useful information has been collated, which has been passed onto Highways and I have been in regular contact with both Surrey County Council Highways and the Police about Clay Lane.

As well as the recently installed VAS (speed 30 flashing sign) before the Clay Lane bends (from the A3), I am also pressing Highways for another VAS to be installed at the other end of Clay Lane, before the Queenhythe Road junction, where the speed limit also reduces from 40mph to 30mph.

New "Slippery Road" road signs have also been put at either end of the Clay Lane bends, including the Jacobs Well Road junction.

Highways are looking to improve sight lines at the Queenhythe Road and Clay Lane junction with vegetation cutback.

A proposal for anti-skid road surface treatment on the "Clay Lane bends" is now on the "Guildford Running List," which is a list of proposals across Guildford that will be for the Guildford Local Committee to consider.

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2. Charges for Salt Box Road car parks and displacement parking

As requested by Worplesdon Parish Council, I have pressed for double yellow lines to be installed along Salt Box Road, to coincide with the introduction of car park charges, and the plan is to have double yellow lines along two large stretches of the road, either side of both car parks.

Car parking Charges intended: payment methods by credit cards, permit or phone (not cash) £1.30 per hour for one off visitors, or £60 annual permit, so for regular users £1.15 per week. More info via [Surrey County Council's](#) website. The timing for all the above is not yet known.

3. Fairlands roundabout

A request for a speed table before the Fairlands roundabout (in the Normandy direction), junction with Holly Lane, has been put on the "Guildford Running List" following a number of incidents of vehicles speeding and coming off the road there.

4. Aldershot Road, Fairlands proposed Pedestrian Island

I have updated the Clerk with information from Surrey County Council's solicitor regarding the common land issues at that location. The S38 Commons Act 2006 application is now progressing.

5. Council tax 2018/2019

As expected Council Tax will rise by just under 6% - the maximum that the Government allows this year - 3% reserved for use in Adult Social Care and 3% for all other services. Although Surrey County Council, and the 11 Borough Councils, were approved for one-year pilot of the Business Rate Retention, which will create about £20 million extra for Surrey County Council, plus an additional £2million for Adult Social Care (so combined £22m of new money for this year), at the same time a £12 million grant was discontinued.

6. Land north of Keens Lane

I have received the following from the SCC Senior Transport Development Officer who would assess any planning application from the Ashill Keens Lane development, she said:

"We would assess it in association with the proposed development and ensure the increase in traffic/pedestrian/cyclists could be safely added to the highway/footway. Depending on the development we would see if mitigation was required on Keens Lane, or if the nearby junctions were more significantly affected. We wouldn't compare Keens Lane to other roads but assess each application on its own merits. If an application is submitted I can assure you I will assess it thoroughly and am more than happy to meet to discuss during the process."

A Q&A session then took place. The following matters were raised:

- When double yellow lines are introduced in Salt Box Road, will they be enforced? Yes. It will be important to get the message through that parking in the road will not be tolerated.
- Guildford Borough Council's parking enforcement team is very active in Fairlands, particularly at school drop off and collection times.
- If residents park on the verge will the £70 fine still be applied. Yes.
- Parking is limited in the Salt Box Road car park. The number of season tickets should therefore be capped. If residents pay for a season ticket, they will want a parking space to be guaranteed. Perhaps the County Council should consider issuing timed season ticket passes to prevent potential issues with limited capacity?

[Suspension of Standing Orders – 7.48pm](#)

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As one of the members of the public arrived to the meeting after it had started, it was **RESOLVED** that the meeting be adjourned to enable her to address the Council.

The resident advised that she had been objecting to the proposals for development at the land north of Keens Lane for many years and enquired what further action residents can take to prevent the development on this Green Belt site.

The Clerk explained the process that has been taken to date, advised that the Parish Council has repeatedly objected to the proposals and that the Parish Council will be represented at the Examination in Public by our planning consultant, Richard Bate ([Green Balance](#)).

The Chairman thanked the resident for addressing the Council.

Meeting reconvened 7.53pm.

Cllr McShee left the meeting at 7.54pm.

116-2018 - Minutes of the previous meetings

It was proposed Cllr S Morgan, seconded Cllr N Mitchell and **RESOLVED** that the minutes of the full council meeting held 11 January 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr N Mitchell, seconded Cllr G Adam and **RESOLVED** that the minutes of the Planning Committee meeting held 25 January 2018 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 25 January 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr J Messinger, seconded Cllr S Morgan and **RESOLVED** that the minutes of the Extra-ordinary meeting held 1 February 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr J Messinger, seconded Cllr C Venables and **RESOLVED** that the minutes of the Planning Committee meeting held 8 February 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr C Venables, seconded Cllr S Morgan and **RESOLVED** that the minutes of the General Purposes and Finance Committee meeting held 8 February 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr J Messinger, seconded Cllr S Morgan and **RESOLVED** that the minutes of the Staffing Committee meeting held 16 February 2018 be approved and signed by the Chairman as a true record.

117-2018 - Co-option of councillor – Jacobs Well Ward

No applications had been received. A new poster has been erected on the six parish council notice boards. Members were asked to inform residents of the vacancy.

118-2018 - Planning Applications for consideration

Planning Application No: [18/P/00202](#) - 43 & 45 Keens Lane, Guildford, GU3 3HS - Variation of condition 2 of 17/P/01979, approved 24/11/2017, to allow new drawing numbers.

Cllr Mitchell advised that this application is purely a procedural matter. It was **RESOLVED**: Leave to Planners.

119-2018 - Invoices for payment

It was proposed Cllr N Bryan, seconded Cllr S Fisk and unanimously **RESOLVED** that payments of the value of £9,630.04 be approved and signed off.

Payment list for approval 22.2.2018

Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
15.2.2018	Dcard	The Helping Hand Company Ltd	2 x litter picker hoops (H&S)	24.00	6.00	30.00	Est. chgs
15.2.2018	Online	Dryad Tree Specialists Ltd	Various tree surgery across parish	2490.00	498.00	2988.00	Tree surgery
14.2.2018	Online	Surrey Hills Solicitors	Professional services in connection with the rent of offices	345.00	69.00	414.00	Prof. advice
14.2.2018	Online	HAGS/SMP	Replacement panel for JW multi-play unit	200.00	40.00	240.00	P 'ground repairs
13.2.2018	DD	RISC IT	External back-up	30.89	6.18	37.07	Est. chgs
14.2.2018	Dcard	Cluskeys CCP Ltd	PPE	4.00	0.80	4.80	Est. chgs
12.2.2018	Dcard	Post Office Ltd	100 x 2nd class stamps	56.00	0.00	56.00	Est. chgs
14.2.2018	Dcard	Co-op	Refreshments for work party	6.35	0.00	6.35	Chairman's Allow.
10.2.2018	Dcard	Post Office Ltd	Special delivery postage - Deeds of Easement - Coombe Lane	8.55	0.00	8.55	Est. chgs
20.2.2018	DD	O2	SIM card	15.00	3.00	18.00	Est. chgs
20.2.2018	DD	O2	SIM card	15.00	3.00	18.00	Est. chgs
22.2.2018	Dcard	Signscape	Torque power tool driver bits	24.48	4.90	29.38	Est. chgs
22.2.2018	Online		Salary/exps (to be finalised ASAP)	3,000	0.00	3,000.00	Staff costs
22.2.2018	Online	Blue Sky	Groundsman & parts	1,781.43	0.00	1,781.43	Groundsman/M'nance
22.2.2018	Online	Dryad Tree Specialists Ltd	Crown lift willow trees at entrance to Fairlands Estate	390.00	78.00	468.00	Tree surgery
7.2.2018	Dcard	Medikit	First Aid kit (Forestry)	114.14	22.83	136.97	Est. chgs
9.2.2018	Dcard	Online First Aid	Additional spares for first aid kit	27.31	5.46	32.77	Est. chgs
8.2.2018	Dcard	TonerGiant	2 x full sets of toner (1 x HP & 1 x Brother)	300.61	60.11	360.72	Est. chgs
				8,832.76	797.28	9,630.04	

120-2018 - Post code area GU3 – Top burglary hotspot

Recently, insurance companies had released information stating that the Post Code area GU3 had been ranked as the top burglary hotspot.

Cllr Witham advised that Surrey Police had recently issued the following Press Release:

We currently have dedicated teams of officers engaged in a campaign to reduce the number of burglary offences across the county which has seen an increase in recent months. We are using a range of covert and overt tactics to hunt down and arrest wanted burglars and handlers.

“We’re also proactively targeting and gathering intelligence on suspected offenders and patrolling hotspot areas giving out crime prevention advice to the public and urging them to report any suspicious behaviour to us. Plus, we’ve got some ‘Trap’ houses set up in certain locations which we’ve kitted out with hidden cameras and gadgets with tracking devices. If you target one of these houses you could end up with more than you’ve bargained for.”

The campaign is already proving successful.

Arrests have also been made for burglary and handling offences and property has been seized across the county. As the burglary campaign continues the police say they will be arresting many more burglars and recovering property back to the rightful owners.

Detective Superintendent Pete Fulton added: “The emotional impact of a stranger entering your home is huge and can have a long-lasting effect on any victim. We are not prepared to tolerate this type of offending and over the next few months we will be using a range of tactics to not only prevent burglary happening in the first place but also to catch those responsible and lock them up. We want to make it as difficult as possible for offenders to operate in Surrey.”

“It’s important that everyone plays their part in reducing burglary and I would urge residents to think seriously about their home security. I really believe that people know what they should be doing when it comes to protecting their home but more often than not they don’t follow it through or become complacent and think it will never happen to them.”

If you only do the bare minimum, please follow these tips:

- Lock doors and windows when you go out.
- Leave lights on or on a timer so it looks like someone’s at home especially if you’re going to be away for Christmas.
- Register your property (laptop, phones, bikes etc) with a company such as Immobilise. (www.immobilise.com) – this will increase your chances of getting it back if it’s stolen. The online service is totally free and is quick and easy to use. Items marked as being registered with Immobilise are less likely to be stolen, and households displaying Immobilise stickers are less likely to be targeted by burglars.
- It’s a good idea to photograph any expensive or unusual items such as jewellery and place stickers in your windows to let people know your property is marked.
- Invest in a safe if you have very expensive jewellery in the house and store jewellery in there when you’re not wearing it.
- And if you own an expensive car make sure you store keys away from doors/windows and cat flaps. There have been a number of incidents where burglars are targeting properties with high-value cars on the driveways, stealing the keys and then making off in the vehicle.

These simple measures might be all it takes to make an opportunist burglar decide it’s not worth their while targeting your property.

Advice on how to keep your home safe can be obtained from your local Crime Reduction Advisor on 101 or by visiting the [Surrey Police website](#).

It was agreed that on this basis there was no need for the Parish Council to take any action.

Cllr Wright suggested including the summary of advice in the next Parish Newsletter.

121-2018 - Road Traffic Accidents – Clay Lane

Cllr Witham had already provided information about this issue in his Councillor’s report.

Given that the JWRA has been extremely pro-active about this issue and Cllr Witham has been pushing hard for various improvements, it was agreed that the Parish Council write to Cllr Keith Taylor, Chairman of the Local Area Committee strongly supporting the introduction of an anti-skid surfacing at the double bends in Clay Lane, the cost of which is anticipated to be £15,000.

122-2018 - Potential Parish Office

The current tenant has, due to circumstances beyond their control, had to extend their existing tenancy until mid-May.

In a bid to allay any concerns the landlord may have about the Parish Council's tenancy, it had been suggested that the Clerk and Assistant Clerk meet with the landlord and letting agent at the earliest possibility.

123-2018 - Land north of Keens Lane

Proposed development 150 houses and a 60 bed Care Home.

Cllr Mitchell gave the following report:

- It is proposed that there will be numerous entrances into the proposed development. These include two road access points and four driveway accesses directly onto Keens Lane. It is likely the driveway accesses will result in additional on-street parking, in addition to the existing private house driveways.
- There will be pedestrian access from the development to Keens Lane.
- Screening is being proposed to replace the existing hedgerow. The existing hedgerow grows on a bank, which is 500mm higher than the road level. Where the site dips to the north this will have to be level to provide a pavement. In the current brochure it appears that to provide said pavement, which should be 2.5m in width, the developer would need to cut into the embankment, which I presume will require a major retaining wall or serious earthworks.
- At present it appears that surface water run-off from the development will drain onto Keens Lane, this would exacerbate the existing problems in Sime Close and Sidney Court.
- The proposed loss of hedgerows will result in the loss of screening to houses which front Keens Lane. These could, however, be replaced by a 2m living wall/replacement screening.
- It appears that pavements have not been provided around the entire development, this would result in residents in the north of the site having to walk in the road.
- In my opinion it would make sense for the Travel Plan to incorporate a crossing on the Aldershot Road to enable children from the development to walk to Worplesdon Primary School.
- Of the 21 houses in Sime Close, 13 children attend Worplesdon Primary or St Joseph's School. Encouraging families to walk to school is critical to alleviating further pressure on the local road network. A crossing on the Aldershot Road would provide a significant benefit to the local community.
- The provision of self-build plots could enable Community Led Housing to be provided.
- I am sure the recently appointed Minister for Housing would be interested in both of these possibilities.

The Chairman thanked Cllr Mitchell for his report.

Cllr Adam stated that until a planning application is submitted, and the Parish Council/local community can see what is actually being proposed, there is currently no point in writing to the Borough Council about this proposal, which is, at present, a wish list put forward by the developer.

Local residents should ensure that any comments they choose to submit are limited to material planning considerations.

The Chairman advised residents to make use of the objections previously lodged by Worplesdon Parish Council with Guildford Borough Council. These are:

Issues and Options consultation 2014:

- This land is located within the Green Belt and meets the following purposes of the Green Belt which are to:

check the unrestricted sprawl of large built-up areas; to prevent the coalescence of the historic settlement of Worplesdon with the town; to assist in safeguarding the countryside from encroachment; to preserve the setting and special character of our historic town. Very special circumstances would be required to justify the loss of this site given its proximity to Whitmoor Common.

- Part of the site is within 400m of Whitmoor Common which forms part of the Thames Basin Heath, Special Protection Area (TBHSPA), Site of Special Scientific Interest (SSSI), Local Nature Reserve (LNR). Regardless of any review of the Borough Council's SPA Avoidance Strategy we believe that this site should not be disturbed.
- The ditch behind Pitch Place Green links into the local watercourse which leads into the main river through Whitmoor Common. We are led to believe that water voles (a protected species) inhabit this watercourse. In addition, we understand that there is a badger sett within this parcel of land. Bats and other protected species also inhabit this parcel of land.
- This particular land contributes to a vital wildlife corridor which links Whitmoor Common, Chitty's Common, Rydes Hill Common, Broad Street and Backside Commons to the Hogs Back.
- Light and noise pollution would have a detrimental impact on Whitmoor Common, SPA/SSSI/LNR.
- The local road network, particularly the A322, already takes a considerable amount of traffic.
- The local road network would be difficult to widen given that Keens Lane is bordered by Chitty's Common, Pitch Place Green - Worplesdon Road is registered common land and Salt Box Road is bordered by Whitmoor Common SPA/SSSI/LNR on the northern side and Stringer's Common – Site of Nature Conservation Importance (SNCI) on the southern side.
- The South East is an area of high water stress. Guildford Borough lies within several Water Resource Management Units including the River Wey and Hoe Stream (surface water). Any development within this area could affect provision of water to the residents of Guildford Borough. An increase in development will correspondingly increase the demand for water. It would therefore be inappropriate to develop this parcel of land due to the potential detrimental effect on the local water supply.

Regulation 19 response 2017 - Policy A22

Worplesdon Parish Council OBJECTs to this proposal as:

- There is a current lack of infrastructure, including waste water infrastructure, to support development on this site. The narrow road cannot be widened due to the house called "Timbers" (of local heritage interest). Impact on the Grade II listed building called "Pitch Place House". Proximity to Whitmoor Common SPA/SSSI.
- In part, this site is within 400m of the SPA/SSSI. Increased traffic will correspondingly increase vehicular particulates and nitrous oxide emissions, which will have a detrimental impact on Whitmoor Common SPA/SSSI contrary to the Habitats Directive, the Birds Directive and the Habitats Regulations - See Judicial Review Case No: CO/3796/2013 (21.2.2014) *Ashdown Forest Economic Development LLP Claimant - and - (1) Secretary of State for Communities and Local Government (2) Wealden District Council (3) South Downs National Park Authority*
- This site provides an important wildlife corridor between Whitmoor Common SPA/SSSI/LNR and Chitty's Common, Rydes Hill Common, Littlefield Common (SNCI) and Broad Street and Backside Commons (SNCI).
- When assessing the suitability of this site constraints should be applied as per paragraph 119 of the NPPF.
- Worplesdon Parish Council objects to the proposed relocation of the urban boundary at this point.

The Chairman also stated that the Parish Council has met with Ashill and did raise the need for a crossing on the Aldershot Road. Ashill is currently considering this request.

Councillors then raised the following points:

- If exceptional circumstances are demonstrated SANG will need to be provided.
- If the developer decides to submit a planning application before the Examination in Public is held they will have to prove exceptional circumstances for this Green Belt site.

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- There is already significant pressure on infrastructure including the hospital, Drs' Surgeries, dentists, schools etc.

Standing Orders waived:

At 8.32pm it was **RESOLVED** that the meeting be adjourned to enable Cllr Witham to address the meeting. Cllr Witham advised that he has raised concern about the Aldershot Road/Gravetts Lane junction, which is the obvious route for families with children attending Worplesdon Primary School. As stated in my report, I have raised this with Kirsty Wilkinson at Surrey County Council. I have also alerted the school team, as the school's capacity to take children from the proposed site at Keens Lane needs to be taken into account. Infant School pupils from Wood Street Infant School now feed directly into Worplesdon Primary School which reduces their capacity to take new junior school pupils.

The meeting was reconvened at 8.35pm.

- There are currently three Care Homes within a square mile of the Keens Lane site which provide 212 specialist nursing beds. These are not all full.
- The proposed planning class use for the Care Home does not mean that it will be a specialist care home.
- Anyone seeking to object to the proposals should wait until an actual planning application is submitted.
- The developer is currently seeking support from local residents as part of their required community liaison work.
- As and when a planning application is submitted it is far better for residents to submit individual responses. Petitions, or a standard format letter, are counted as a single objection.

Cllr Witham and both residents left the meeting at 8.44pm.

124-2018 - Access licence – Disabled parking spaced (tennis courts) Worplesdon Memorial Ground

The following response had been received from Guildford Borough Council.

If the Borough Council's team had not been drafting a new licence, then they may have been dealing with work that would produce an income for the Borough Council. The cost of £250 is not unreasonable for a 5-year term for which there is no licence fee payable for the use of the access.

The wording of the licence does mean that Tim Seymour, Worplesdon Tennis Club's coach, will not be able to park his car on the Parish Council's disabled parking spaces any longer.

Having provided the disabled parking spaces for the benefit of the local community ongoing access is required.

Following discussion, it was proposed Cllr N Bryan, seconded Cllr G Adam and **RESOLVED** that the £250 fee, and wording of the revised access licence be accepted.

A vote took place. The result of the vote was: 11 FOR – Cllr S Morgan objected, Cllr N Mitchell abstained. Motion carried.

125-2018 - Wood Street Village Association (WSVA)

Request for permission to hold the Annual Summer Show had been received from the WSVA. Full details as to what the show would include had not yet been provided.

As per the existing policy for hiring the Village Greens the fee for the Summer Show and any subsequent use of the Green (Charity Event) is £10 per day.

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Following discussion, it was proposed Cllr S Morgan, seconded Cllr G Adam and **RESOLVED** that permission for the Summer Show be granted.

A vote took place. The result of the vote was: 12 For – Cllr Mitchell voted against the proposal (due to a lack of details). Motion carried.

126-2018 - Challengers Charity Event July 2018

Cllr Messinger advised that an event has already been advertised, albeit consent for the event has not yet been sought.

Following discussion, it was agreed that the Parish Council write to Disability Challengers explaining that, in future, they must obtain the Parish Council's permission before the event is publicly advertised.

Cllr Wray left the meeting at 9.02pm as she was feeling unwell.

The Chairman declared a short comfort break. Meeting reconvened 9.07pm.

127-2018 - Fairwood Helpers

Cllr Morgan advised that Fairwood Helpers are in desperate need of volunteers, including drivers. Anyone willing to volunteer should contact Sue Harris, Chairman of the Fairwood Helpers on 01483 237619 or email sueann.harris4@btinternet.com

Councillors were asked to spread the word within the local community.

128-2018 - Strategic Plan

The draft Strategic Plan had been drafted and issued to all members via hard copy at the start of the meeting.

The Clerk advised that it is a 5-year plan which seeks to give the Parish Council additional direction based on the responses to the Residents Survey carried out at the end of 2017.

It should give the local community a clear idea as to what the Parish Council does and does not do.

The survey responses, together with our understanding of the needs of the community from day-to-day interaction, are what has provided the 6 key priorities on which this document is based:

1. Community Engagement
2. Good Governance and Fiscal Responsibility
3. Community Representation
4. To Support the Economy
5. Improve and Maintain Recreational Facilities
6. Conserve and Improve the Local Environment

Each of these Priorities has then been subdivided into:

- Objectives
- Action
- What will happen
- Timescales
- Measures of Success
- Financial Implications

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- Project Leaders

This allows for each 'Objective' to be treated in a clearly targeted matter providing openness and transparency.

A Working Party is required to review and complete the Strategic document.

The following councillors agreed to sit on the Working Party:

Cllr Cragg, Cllr Fisk, Cllr Mitchell, Cllr Morgan, Cllr Messinger and Cllr D Snipp.

A Working Party meeting is to be organised as soon as practicable.

129-2018 - To review and approve all risk assessments of the Council

This item was deferred until the March full council meeting.

130-2018 - New Parish Council website

Cllr D Snipp provided the following progress report:

- The new website is progressing nicely.
- A second draft of the new site now needs to be tested on a strategic, rather than a technical basis.
- I have created a Facebook page and Twitter account for the Parish Council. These will be linked to the new website.
- There is a section for Markets. My advice would be if that the section is not required, then it should be deleted rather than being populated for the sake of it.
- The timescale to delivery of the second draft is anticipated to be within a week. The Council can then use the site to update the DNS. The site can then be made live.

The Chairman thanked Cllr Snipp for his assistance with this project.

131-2018 - Public consultation – Highways England – Junction 10 (A3/M25) Planning Act 2008 Section 47 - Notification of a Local Community Consultation on a Proposed Development Consent Order Application - Statutory Pre-Application Consultation 12 February 2018 until 26 March 2018

Cllr Adam suggested that as the Parish Council responded to the initial consultation, the site is not in the Parish, and the proposals made within the consultation paper will not solve the problems being experienced, no action should be taken by the Parish Council. A better solution would be to construct a new motorway between Gatwick and Stanstead.

Councillors can, of course, respond to the consultation as individuals.

132-2018 - Vehicle Activated Sign (VAS)

The Chairman advised that one of the Parish Council's VAS signs appears to have a fault. Due to a misunderstanding, the two Parish Council owned VAS signs have been maintained by Surrey Police over the past 18 months. The Casualty Reduction Office has now removed his padlocks and placed new padlocks onto both signs, the keys for which have been delivered to the Clerk.

It was proposed Cllr N Bryan, seconded Cllr G Adam and unanimously **RESOLVED** that the cost to send the sign to the manufacturer for investigation being £27.50 & VAT (carriage) be approved.

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Price for a repair to be provided on receipt of the VAS sign.

The cost of a new sign is £2,625 & VAT.

Power spend: LGA 1972 s111.

The Chairman kindly agreed to mark-up both VAS signs as the property of Worpleston Parish Council for the avoidance of any doubt in future.

133-2018 - Annual Parish Meeting – Wednesday 14 March 2018 – 7.30pm Fairlands Community Centre

The Annual Parish Meeting; the meeting of the Electors of the Parish, is being held on Wednesday 14 March 2018 at the Fairlands Community Centre.

Residents will have the opportunity to choose the replacement playground equipment for the Fairlands and Worpleston play areas. Local historians David Rose and Geoff Burch are to give a talk about historic Worpleston and Mary Broughton will be giving a presentation about the work of the Worpleston Memorial Trustees and how the Parish Council's grant has been used towards the recent hall improvements.

All are welcome. Councillors are required to attend the meeting.

The following councillors gave their apologies for the meeting: Cllr J Messinger and Cllr N Bryan.

134-2018 - Finance

a) Bank reconciliation January 2018

This item was deferred.

b) Monthly budget report January 2018

This item was deferred.

c) Gulley clearing - Coombe Lane

The Assistant Clerk had sought three quotations, however, only two quotations had been received. Minimum cost £175 & VAT (4 gulley's), maximum cost £304 & VAT (two gulley's).

Following discussion about the proposed installation of the new gas main in Coombe Lane, it was proposed Cllr N Mitchell, seconded Cllr P Cragg and **RESOLVED** that the quotation from RFM Pipeline Services be accepted. Total cost £175 & VAT.

If, as a result of the installation of the new gas main, SGN flush mud down the drains, they will be required to re-jet them.

A vote took place. The result of the vote was: 11 For – Cllr C Venables and Cllr G Adam abstained from the vote. Motion carried.

Power to spend: PHA 1936, s260

d) New handles for Husson Breeze (WSV)

One of the handles had been damaged by fire (arson). The Groundsman will be able to fit a new handle.

It was proposed Cllr C Venables, seconded Cllr G Adam and unanimously **RESOLVED** that two handles be ordered. One to be fitted with immediate effect. The other to be stored for future use.

Total cost £67.50 & VAT.

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

e) Water trace dye - Worplesdon Flood Forum

It was proposed Cllr N Bryan, seconded Cllr L Wright and unanimously **RESOLVED** that the cost of £27.92 & VAT be approved.

Power to spend: LGA 1972 s111.

f) General Data Protection Regulations (GDPR) – Appointment of External Data Protection Officer (DPO) in accordance with the new regulations

Further GDPR training provided by SALC had been attended by Cllr Cragg, Cllr D Snipp, the Clerk and Assistant Clerk on 30 January 2018, at Bletchingley Golf Course.

The advice provided reiterated NALC's advice, which is 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/RFO 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 DPO role.

At the training event two companies, Satswana and GDPR-Info Ltd, had both provided a figure of £500 - £2,000 for the provision of the DPO role, which incorporated advice and training.

A quotation was also obtained from [DataGRC](#). This company is run by a local resident who is an expert in Data Protection and Information Security. The services offered by DataGRC are:

- ✓ Online GDPR test for staff to evidence their awareness and attestation
- ✓ Provision of standardised templates for WPC to customise and use (data asset register, data privacy impact assessment, decision log, privacy notice, cookie notice, privacy policy).
- ✓ On-going Outsourced Data Protection Officer Service comprising:
 - Quarterly review with independent status report.
 - Oversight of WPC Subject Access Requests (SAR).
 - Regular newsletter providing details of new guidance and case studies.
 - Liaison with ICO on behalf of WPC.
 - On-going support for WPC's data privacy queries.
 - Rapid response breach support in the event of a suspected event.
- ✓ Opportunity for beta use of Data GRC Email Protector tool (pop up alert window for email going externally or with attachments) when released.

Worplesdon Parish Council will remain fully responsible for their data privacy and maintenance of controls, as required by the legislation, and their operational response to Subject Access Requests.

As a local resident, and if Data GRC can also be recognised with an URL href link (<https://datagrc.co.uk>) from the WPC website, Mr Dewey offered this service at the very heavily discounted price of £500 + VAT per annum.

Cllr D Snipp advised that he had spoken with Mr Dewey and had been satisfied that his services would be appropriate for the Parish Council.

The Clerk advised that Mr Dewey would require Professional Indemnity Insurance as he would be providing specialist advice to the Parish Council.

It was proposed Cllr G Adam, seconded Cllr D Snipp and unanimously **RESOLVED** that provided Mr Dewey holds Professional Indemnity Insurance his quotation, as stated above, be accepted and that Mr Dewey be appointed as the Parish Council's External DPO with immediate effect.

Power to spend: LGA 1972 s111

g) Litter picker hoops

It was proposed Cllr C Venables, seconded Cllr N Mitchell and unanimously **RESOLVED** that the cost of two litter picker hoops be ratified. Total cost £24 & VAT.

Power to spend: LGA 1972 s111.

135-2018 - Clerk's Report

The Clerk had nothing to report.

136-2018 - Chairman's Report

Cllr Cragg gave the following report:

- 1) 28th January and 14th February 2018, along with staff and fellow councillors, assisted in further clearance of sight-line obscuring shrubs and vegetation and siding out of footway on Aldershot Road.
- 2) 23rd January with the Assistant Clerk deployed the SDR on Jacobs Well Road adjacent to its junction with Queenhythe.
- 3) 17th January with the Clerk, Assistant Clerk and Cllr Morgan attended a LCAS training session on risk engineering at the Zurich Insurance office in Farnborough.
- 4) 19th January with the Clerk, Assistant Clerk and Cllr Venables viewed potential Parish office in Frosbury Farm.
- 5) 22nd January, on behalf of the Council, with the Clerk attended funeral of Eric Morgan at Guildford Crematorium.
- 6) 24th January with the Clerk and Assistant Clerk viewed potential Parish Office in Merrist Wood College.
- 7) 30th January with the Clerk, Assistant Clerk and Cllr David Snipp attended a follow-up Data Protection course at Bletchingley Golf Club.
- 8) 1st February with John Steer cleared another area of Ash saplings on the east side of Nevins Copse.

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- 9) 5th February with the Clerk attended a Cluster meeting with Normandy and Pirbright Parish Councils.
- 10) Mid-February took down Clerks Honour Board, sanded off varnish and printing and re-varnished ready for new signwriting of names.
- 11) During January and February attempted, on three occasions, to contact the local Chambers of Commerce to talk about our setting up a local Business Forum – received no reply to either email or telephone contacts. I will make further attempts at Rural Economy Conference in Woking on 2nd March.

Cllr Mitchell advised that the efforts of the working parties at the corner of Aldershot Road and Gravetts Lane are greatly appreciated by the families whose children attend Worplesdon Primary School.

137-2018 - Date of next meeting – Thursday 22 March 2018

Meeting closed 9.30pm

Signed: Chairman of the Council

Date: