



Worplesdon Parish Council

**Minutes of the General Purposes and Finance Committee meeting held Thursday 25 January 2018
at 7.30pm in the Small Hall, Worplesdon Memorial Hall**

42-2018- Present

Councillors: Chairman of the Council Cllr P Cragg, Cllr S Fisk, Cllr J Messinger, Cllr N Mitchell, Cllr D Snipp, Cllr J Wray and Cllr L Wright.

In Cllr Venables absence Cllr Cragg chaired the meeting.

Staff: The Clerk to the Council and the Assistant Clerk.

43-2018- To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40.

Apologies and reason for absence were received from Cllr G Adam, Cllr N Bryan and Cllr C Venables. Apologies accepted.

Cllr J Wray substituted for Cllr G Adam. Cllr S Fisk substituted for Cllr C Venables.

44-2018- Declaration of Disclosable Pecuniary Interests by Councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

45-2018- Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct

No declarations were made.

46-2018 - Invoices for payment

It was proposed Cllr N Mitchell, seconded Cllr L Wright and unanimously **RESOLVED** that payments to the value of £26706.08 be approved and signed off.

Payment list for approval 25.1.2017

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
N/A	5.1.2018	Online	Dr P Cragg	Civic gift - KT	25.00	0.00	25.00	Chairman's Allowance
14.12.2017	14.12.2017	DD	RISC IT	External back-up	30.89	6.18	37.07	Est. chgs.
N/A	15.12.2017	800166	Guildford Borough Council	Certificate of Lawfulness - Height barrier	48.75	0.00	48.75	Est. chgs.
14.12.2017	21.12.2017	Online	Guildford Borough Council	Final payment - Harry's Meadow	8,806.82	0.00	8,806.82	Harry's Meadow
4.12.2017	5.1.2018	Online	Barrelfield Distribution	Delivery - Parish newsletter	375.00	75.00	450.00	Parish newsletter
29.12.2017	5.1.2018	Online	Mulberry & Co	Professional Services - Payroll	105.00	21.00	126.00	Professional advice
13.12.2017	8.1.2018	Online	RGP	Traffic Survey - Keens Lane	6,646.90	1,329.38	7,976.28	Professional advice

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	7.12.2017	Dcard	Carphone Warehouse (Business)	Payment check	0.01	0.00	0.01	Est. chgs.
10.12.2017	28.12.2017	DD	O2	SIM card payment	15.00	3.00	18.00	Est. chgs.
9.12.2017	27.12.2017	DD	O2	SIM card payment	15.00	3.00	18.00	Est. chgs.
7.1.2018	21.1.2018	DD	O2	SIM card payment	15.00	3.00	18.00	Est. chgs.
6.1.2018	20.1.2018	DD	O2	SIM card payment	15.08	3.02	18.10	Est. chgs.
9.1.2018	12.1.2018	Online	Worplesdon Memorial Trustees	Quarterly room charge	263.00	0.00	263.00	Est. chgs.
9.1.2018	12.1.2018	Online	Worplesdon Memorial Trustees	Peppercorn rent play area	2.00	0.00	2.00	Playgrounds
9.1.2018	12.1.2018	Online	Worplesdon Memorial Trustees	Annual rent - Tennis courts	105.00	0.00	105.00	Tennis courts
15.1.2018	15.1.2018	Dcard	Zero Waste Recycling	Recycle compatible toner cartridges	15.00	3.00	18.00	Est. chgs.
17.1.2018	19.1.2018	Online	Parish Online	Subscription	133.00	26.60	159.60	Computer Software
15.1.2018	15.1.2018	Online	RISC IT	External back-up	30.89	6.18	37.07	Est. chgs.
16.1.2018	19.1.2018	Online	HAGS-SMP Ltd	Button seat for Typhoon	96.70	19.34	116.04	Playgrounds repairs
17.1.2018	800167	Online	Mr D Jenkins	Donation towards elec. - Perry Hill Green Xmas lights	50.00	0.00	50.00	Xmas lights
22.1.2018	22.1.2017	Dcard	Wickes	Surveyor's tape	10.99	0.00	10.99	Est. chgs.
23.1.2018	23.1.2018	Online	Staff costs	Salary/exps				
N/A	23.1.2018	Online		Salary/exps	6,552.57	0.00	6,552.57	Staff costs
N/A	23.1.2018	Online		Ee's and Er's Pension Conts				
N/A	23.1.2018	Online		PAYE/NIC				
24.1.2018	24.1.2018	Online	Blue Sky	Groundsman	1,769.58	0.00	1,769.58	Groundsman
15.1.2018	23.1.2018	Online	Viking	Stationery	66.83	13.37	80.20	Est. chgs.
Total					25,194.01	1,512.07	26,706.08	

47-2018 - Land Management/H&S Inspection Report

Land Management Report

The Assistant Clerk had prepared the following report for members' consideration. A copy of the report had been emailed to all members in advance of the meeting.

Completion of works:

- Mr Trevena has been clearing numerous grills around the parish in preparation for the wet winter weather. The Clerk has asked Mr Shirley (GBC) to arrange removal of arisings.
- The Assistant Clerk has been in contact with Wood Street Infant School to explain the arrangement regarding gritting of the car park. A copy of the arrangement has been emailed to the Bursar.
- The bus shelter at Douglas Close, Jacobs Well has been replaced with a new wooden shelter. Bus shelter installed January 2018. The Clerk has highlighted to SCC that the bus stop flag post now potentially causes an obstruction in the footpath in an unlit village.
- The Clerk and Assistant Clerk have met with Merrist Wood College regarding ditch maintenance, specifically Littlefield Common, Coombe Lane and adjacent to Worplesdon Memorial Tennis Courts, on 14.12.17. Merrist Wood confirm that works involving ditch clearances are ongoing, especially around Littlefield Common.
- The Groundsman has cleared some of the vegetation from the roundabout at Fairlands.

Work agreed with contractors/volunteers:

- The new backing on three noticeboards (Fairlands, Wood Street Green and post office) has been received. Mr Trevena to install these with assistance. Works to commence in Spring 2018.

- Dryad Tree Services were appointed to carry out requisite tree surgery within the Parish. Planning permission was granted for the willow tree in the Conservation Area of Perry Hill (Coombe Lane). Work was due to be carried out at the end of November 2017 but was postponed until January 2018 due to adverse weather conditions.
- The Clerk has chased up HAGS/SMP regarding the finger entrapment finding in the Jacobs Well play area. Again followed up with HAGS/SMP. Chased 26.9.17. Chased 9.10.17. Clerk has chased again. Manufacturer has failed to respond repeatedly with regard to this matter. Assistant Clerk to send letter to UK Directors of HAGS/SMP with regard to their catalogue of continuous failures.
- Replacement Typhoon button seat has been delivered and requires fitting.
- Replacement panel for Jacobs Well play equipment has been ordered but has not yet been delivered.
- Dryad to lift the crowns of the trees at the entrance to Fairlands.
- Dryad to remove the goat willow from the back edge of Wood Street Village Pond.

Quotations required for:

- Signage for the Multi Use Games area (half ball court) – low priority.
- Signage for the Worplesdon tennis courts.
- Height barrier and bollards for Worplesdon Memorial Hall Car Park. As at 23.01.18, 3 quotes had been received for the revised Certificate of Lawfulness application.
- Felt on roof of bus shelter opposite Royal Oak, Wood Street Village appeared to be lifting. Mr Trevena investigated further and agreed that the roof is in poor condition and required attention. Assistant Clerk obtained a quote of £910 including materials and labour from DLE Roofing. The roofer's photographs show that the roof is in a very poor state of repair and requires substantial works to replace and repair where appropriate. The work comes with a 15-year guarantee.
- Assistant Clerk to obtain quotes for treatment of bamboo on island in Wood Street Village pond and for a replacement duck house. Two companies have been approached for quotes, and they both indicated that the most effective time to spray the bamboo is during the springtime. Assistant Clerk's father has volunteered to assess the duck house for potential repair as opposed to replacement.
- Mr Trevena has reported two leaf blocked road gully drains on Coombe Lane. Assistant Clerk to obtain quotes for a jetter to remove the debris. Assistant Clerk has approached 3 firms. Assistant Clerk to chase.

Outstanding works:

- Mr Trevena will help Jacobs Well residents to paint the height barrier into the recreation ground. This is a low priority.
- White gate at White House Lane, Jacobs Well to be welded and repainted by Mr L Rose and Mr P Trevena.
- All glass bus shelters to be cleaned by Mr Trevena. Cleaning schedule in process.
- Mr Trevena has started weeding around the edge of the tennis courts.
- The white safety gates in Wood Street Village need to be re-painted. Mr Trevena to carry out in Spring 2018.
- Bus shelter at Wood Street Village pond has suffered deliberate vandalism to its Perspex panels. Not replaced due to ongoing vandalism issues.
- Mr Trevena to replace 4 slats on the bench at the junction of Gravetts Lane and Aldershot Road (January 2018).
- Mr Trevena is in the process of de-silting and removing the leaves from the ditch near the entrance to Perry Hill Farm, Coombe Lane. Ongoing.
- A replacement log is required for the edge of Jacobs Well Recreation Ground. Cllr Cragg to provide a suitable log.
- The blackthorn bushes on common land beside the A323 between Gravetts Lane and the entrance to Hunts Farm were encroaching over the pavement and obscuring the highway warning signs. A work party was held on 18.10.17 to cut back the offending vegetation and to attempt to side-out the pavement for safety reasons. SWT approved the works. A further work party was held on 29.11.17, but an additional work party has been

arranged for 28.01.2018 to further improve sightlines. Thanks have been received from a local resident for the vast improvement.

Groundsman's/Clerk's Observations:

- Residents in Gumbrells Close have installed bridges over the ordinary watercourse. This has been reported to Surrey County Council. Consent is required for these types of structure. This was followed up at the Flood Forum on 24.11.17. Clerk and Assistant Clerk to discuss this matter further at meeting with SCC on 09.01.18. Matter was discussed and a multi-agency site inspection will take place on 27.02.18.
- Mr Trevena reported the outlet at Moat House pond, Jacobs Well was not correctly functioning. Water was backing up into the pond and could lead to issues with flooding. The outlet may require a non-return valve/flap to be fitted. Further investigation required.
- Mr Trevena noted that a ladder and a pump have been placed in a ditch at Brookside, Jacobs Well. Assistant Clerk to report the matter to SCC using online form as pollution from the pump is entering the brook. Online reporting not suitable in this instance. Matter discussed at meeting with SCC on 09.01.18. A multi-agency site visit will take place on 27.01.18.
- Damaged street nameplates on Wood Street Village Green and Gravetts Lane have been replaced by Guildford Borough Council.
- Mr Trevena reported that the ditch along Coombe Lane is being dammed with debris. Riparian ownership letters to be delivered to all properties reminding them of their responsibilities (January 2018). Clerk and Assistant Clerk to liaise with SCC with regard to up-to-date contact details for inclusion in the letters.
- Mr Trevena noted that the grips and ditch on Gravetts Lane are silted up and require digging out.
- Two spaces in the Wood Street Village car park are being encroached by grass and soil from the far bank. Mr Trevena to investigate further when these car parking spaces are vacant during the February half term.
- The notice boards in Wood Street Village and Fairlands are covered in algae. Mr Trevena to clean and spray with Wet and Forget.
- The street nameplates in Fairlands are particularly dirty. Cleaning of street nameplates has been added to the Winter Work Programme for 14.02.18.
- The Clerk has noted the occurrence of trees planted in various SCC verges, without consent. The Clerk has liaised with SCC to bring these trees to their attention.
- Mr Trevena has noted lunch-associated rubbish is being thrown over the fence from the Jacobs Well car park into the brambles at the edge of Harry's Meadow. Litter pick required, and bramble runners to be trimmed. Brambles to be retained for ecological habitat support. This has been added to Winter Work Programme.
- Fly tipping on Frog Grove Lane near Aldershot Road was reported to SCC by the Clerk on 04.12.17.
- A resident observed that the cricket netting was in poor condition at Worplesdon Memorial Ground. The Clerk has referred the matter to the Memorial Ground Trustees.
- The Assistant Clerk has approached the RHS for guidance on suitable bulbs for consideration at Harry's Meadow. The RHS kindly provided a list which requires further investigation into those which would be most suitable for the proposed location and approximate costs.
- Mr Trevena reported fly tipping and damage to a gate at the rear of Wood Street Village Infant School. The Clerk reported the issues to SWT. Mr Trevena reports that the gate has been repaired.
- Assistant Clerk reported flooding on Holly Lane to SCC. SCC stated that they are aware of the issue, and will add it to the jetter list but believe the issue could be alleviated with improved maintenance. Assistant Clerk to liaise with Merrist Wood.
- The Clerk and Assistant Clerk are to conduct a multi-agency tour of locations which are flooding hotspots and/or are sites of long standing issues from the Flood Forum Action Plan on 27.02.18.
- The Clerk has been given a central email address countryside@surreywt.org.uk and telephone number, 01483 910087, for the reporting of issues relating to matters involving SWT land and property. The Clerk has circulated this to all Councillors and staff to enable issues to be reported directly in the first instance (for the matter to be effectively dealt with), and for the Clerk/Assistant Clerk to be notified afterwards to allow them to follow up.

- The Clerk received a report, via Rt Hon Anne Milton, MP's office, of fly tipping on Wood Street Village Green. Both the Assistant Clerk and groundsman inspected the Green separately, on the day notification was received in January 2018, and were unable to find any residual debris. The resident had reported the tipping took place prior to Christmas 2017.
- The Assistant Clerk observed that the litter bin at the Wood Street Community Car Park now requires emptying twice per week during term time. Groundsman's schedule to be amended to reflect this.
- SWT are undertaking a wildflower meadow report for the Oak Hill site in Wood Street Village. Assistant Clerk to ascertain if the project would have the support of Wood Street Village's Horticultural Society and Wood Street Infant School for its ongoing maintenance.
- The Clerk was notified of fly tipping of a mattress in Gravetts Lane. Reported to SWT.
- The Clerk has notified SWT of damage to wood posts on Oak Hill. SWT have acknowledged the email.
- The Clerk observed that the fingerpost on Keens Lane had been knocked over. Without taking responsibility for the damage, Levanter have very kindly paid for, and concreted in, a new oak post.
- The Clerk has reported the severely damaged 'Give Way' sign at the end of Jacobs Well Road. Notification has been received that this should be remedied within 28 days from 18.01.18.
- The VirginMedia cabinet at Sandy Lane, Wood Street Village was discovered to be open. Assistant Clerk to write to VirginMedia to rectify.

Volunteer work party – Jacobs Well:

- Cllr Cragg and Mr Steer commenced work at Jacobs Well 7.6.2017 to clear vegetation from around the play area and the front section of Moat House pond (the large pond). A further working party took place on 10.01.18 at 10am. Help from local volunteers was most welcome.

Nevin's Copse

- Cllr Cragg and Mr Steer continue to cut back nettles, brambles and saplings from cleared areas in the copse.
- A further working party to be arranged to burn the remaining two heaps of arisings. Added to Winter Work Programme.

Hare and Hounds footpath

- This was reported again to the Clerk to be in a poor state. On this occasion, the Clerk has directed the resident to GBC.

Health and Safety Inspection Report

The Groundsman had undertaken his weekly and monthly inspections as a result of which the Assistant Clerk had prepared the following report, a copy of which had been issued via email to all members in advance of the meeting.

Weekly Reports

Worplesdon, Jacobs Well and Fairlands play areas, the Husson Breeze and community car park at Wood Street were checked on 11.12.17, 13.12.17, 18.12.17, 20.12.17, 29.12.17, 05.01.18, 10.10.18 and 15.01.18. Mr Trevena has carried out the following work:

- Cleared litter and rubbish, continued to monitor worn surfacing at the Fairlands play area.
- Litter picked across the parish – focusing on Jacobs Well sports field and neighbouring ditch.
- Swept leaves up at Fairlands play area.
- Main focus has been on clearance of grilles in preparation for winter weather.

Outstanding works:

- Tarmac near the basketball court, Worplesdon Memorial Hall (on the Typhoon side) has a small crack – to be monitored.
- Swing ropes on the Typhoon were replaced by HAGS/SMP 3.8.17 One rope snapped within a month of installation. Reported to HAGS/SMP. Ropes not installed as per manufacturer's instructions. A new set of ropes has been manufactured free of charge. Equipment was chained off to prevent use. Chased 9.10.2017. Clerk has been advised that new ropes are to be installed w/c 6.11.17 by HAGS/SMP. New ropes fitted 17.11.17. Subsequent inspection by Mr Trevena and the Play Inspection Company have identified that 2 of the 3 ropes have been fitted incorrectly. HAGS/SMP advise this will be remedied by 8.12.17. Clerk has asked for HAGS to provide written 'sign-off' that they have been correctly fitted this time. Not received as at 11.12.17. Issue to be included in the letter to be drawn up by the Assistant Clerk.
- The bus shelter near The Avenue, Perry Hill has some slight damage to the window frame. To be repaired as soon as practicable.
- A land grab has taken place near Fairlands play area. The ditch has been infilled and compost bins and paving slabs placed over the top. Clerk has already reported to SCC and GBC. Additional photos have now been taken and were discussed at the Flood Forum on 24.11.17. Assistant Clerk to report the matter via online form to SCC. Online form not suitable for this matter. Issue discussed at meeting with SCC on 09.01.18. Multi-agency site inspection to take place on 27.02.18.
- Damaged wetpour beneath the Husson Breeze, Wood Street Village Green. Clerk chased and received new repair date of w/c 6.11.17. Richard Randall's Quarterly Inspection Report (inspected on 8.12.17) highlighted that a letter 'H' has been carved into it, so the damage remains unrepaired. Clerk to chase.

Groundsman's/Clerk's Observations:

- Damaged slat – multi-play unit, Jacobs Well. Mr Trevena has temporarily made safe the split. A quotation of £200 plus VAT has been received from HAGS/SMP and has been accepted by the Clerk. The replacement panel has still not been received. Assistant Clerk to include this in the letter to the manufacturer.
- Wetpour at Worplesdon Memorial Ground play area – worn in places – continue to monitor.
- Bus shelter beside Wood Street Village pond has cosmetic issues, to be remedied by Mr Trevena.
- The Christmas tree has been removed from St Mary's Church
- To consider a standalone power supply to the green for future lights. Assistant Clerk to investigate further.
- The Christmas tree has been removed from Wood Street Village Green.
- Following repeated surface-water flooding to a property and access road on Sime Close, the Clerk and Assistant Clerk met with Mr Giles from SCC to try to determine a solution. Discussions are ongoing. Site inspection to assess levels and slopes for run off took place in December 2017. Residents are now in contact with Rt Hon Anne Milton, MP and the Management Company.
- PPE gloves are required for litter picking to minimise the possibility of accidents. The Clerk was able to obtain 2 litter pickers from Woking Road depot; however gloves are still required for difficult to pick up items. The estimated cost of each pair of sharps-proof gloves is approximately £42. Handy hoops for bin bags would also be beneficial for litter picking activities to aid good posture and weight distribution. The estimated cost of each hoop is £20.
- Both the Clerk and Assistant Clerk have suffered blackthorn injuries to their feet during recent work parties, despite wearing appropriate footwear. Assistant Clerk to investigate the cost of PPE work boots.
- Clerk has identified a date in February 2018 for appropriate NSWRA training for Clerk, Assistant Clerk and Mr Trevena.
- Mr Trevena reported further damage to the Husson Breeze. A handle had sustained significant fire damage. Assistant Clerk has obtained a quote for replacement of £33.75 each.
- A Jacobs Well resident reported that the car park at Jacobs Well Village hall was dangerous due to potholes. Clerk referred her to the Jacobs Well Trustees.

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- Some items in the first aid kits require updating as they have reached the end of their dated life. Clerk to investigate prices of replacement kits and additional items required to reflect our tasks. Cost of a chainsaw first aid kit £145 & VAT.

Monthly Health and Safety Report:

The monthly report was undertaken on 08.12.17, 11.01.18 and 12.01.18.

Jobs Completed:

- Mr Trevena has sprayed Wet and Forget in the play areas in Fairlands again due to persistent moss.
- Mr Trevena checked the Jacobs Well bonfire in Harry's Field for remnants/offensive items following the recent bonfire. Area determined to be free of debris, although there were significant holes left from the fireworks. Clerk has written to JWSC.

Jobs Outstanding from previous reports:

- The cracks in the concrete base of the maypole were discussed at the Wood Street Village Association February 2017 meeting, and repair is due imminently. Chased 11.9.2017. Assistant Clerk emailed the Chair of the Wood Street Village Horticultural Society on 27.11.17. Assistant Clerk to chase again.
- The far gate of the Worplesdon tennis courts needs attention. Assistant Clerk to obtain quotes to repair the hinge and to upgrade the latches to self-closing latches to prevent animal incursions onto the tennis courts.
- The committee had decided to remove the BMX ramps/banks and replace/make good the tarmac. Plain tarmac would have little or no play value. Quotation for the installation of a 'Viper' sought from HAGS/SMP. Further quotations being sought from Proludic, Kompan and Playdale.

It was proposed Cllr J Messinger, seconded Cllr S Fisk and unanimously **RESOLVED** that the report be approved and accepted.

48-2018 - Co-option Jacobs Well Ward

No applications had been received.

Cllr Snipp advised that he had again raised this with the JRWA, but no volunteers came forward.

49-2018 - Height barrier & posts, Worplesdon Memorial Ground

The Certificate of Lawfulness application had been submitted to, and validated by, Guildford Borough Council (22 December 2017). The Clerk had phoned Guildford Borough Council to enquire when the application will be decided but had been unable to speak to the Planning Officer.

Three quotations had been obtained, details of which had been issued to all members via email in advance of the meeting. The Clerk advised that the Parish Council is not obliged to accept the lowest quotation but must ensure that the best value quotation is accepted. Minimum cost £5,541.31 & VAT – Maximum cost £7,380.00 & VAT.

Following discussion, it was proposed Cllr J Messinger, seconded Cllr P Cragg and **RESOLVED** that T J Hunt (Contracting) Ltd's quotation be accepted. Total cost £6,569.00 & VAT.

A vote took place – Vote result – 4 For, Cllr Wray, Cllr Snipp and Cllr Wright abstained from the vote. Motion carried.

Power to spend: OSA 1906, ss 9 and 10

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50-2018 - Surrey Rural Economy Conference - Friday 2nd March 2018 – Venue Living Planet Centre, Rufford House, Brewery Road, Woking, Surrey, GU21 4LL - 9am – 3.30pm – Cost £48 + VAT

It was proposed Cllr J Messinger, seconded Cllr J Wray and unanimously **RESOLVED** that Cllr Cragg, Cllr Fisk and the Clerk be permitted to attend the event on behalf of the Parish Council.

Cllr Wright also asked to attend the event. This request will be considered at the General Purposes and Finance Committee to be held 8 February 2018.

51-2018 - Flower border maintenance – Fairlands

It was agreed that the current contractors, Nigel Jeffries Landscapes have been doing an excellent job of weeding the flower border.

It was proposed Cllr J Wray, seconded Cllr L Wright and unanimously **RESOLVED** that Nigel Jeffries Landscapes be appointed to undertake flower border maintenance on nine occasions in 2018 (from March to November inclusive).

It was proposed Cllr P Cragg, seconded Cllr F Fisk that the cost being £113 & VAT per occasion also be approved.

Power to spend: OSA 1906, ss 9 and 10

52-2018 - Mayor's Award for Service to the Community

Nominations were duly considered. All applications must be submitted by 23 February 2018.

53-2018 - Honour's boards

Three quotations had been sought, however, only two had been received at the time of the meeting. The Clerk was to meet with the third contractor on site on 26 January 2018.

The Chairman advised that he would take the Clerk's Honour Board down and will remove the current lettering to reduce costs.

This item is to be deferred until the next General Purposes and Finance Committee meeting.

54-2018 - Holly Lane

The members considered what, if any action, can be taken in light of the recent accident in which a student was injured whilst crossing the road.

The Clerk advised that in 2012 Worplesdon Parish Council and the Students' Union paid 50/50 towards a new dropped kerb crossing point and knee rail fencing to re-route the "desire line" for students crossing the road. Part of the scheme included planting up the flower border on the right-hand side of the entrance to provide a physical barrier and encourage students to use the safer crossing point.

Cllr Venables had written, as an individual, to Cllr Witham suggesting that the buses are re-routed into the College as part of the bus route.

Whilst it is the responsibility of the County Council to resolve highway safety issues, it was agreed that the Parish Council ask Surrey County Council to carry out the following:

- Remove the oak tree from the verge, which blocks sightlines (oak tree situated on the right-hand side of the main entrance (when facing the college). This tree is not in a Conservation Area, nor is there a tree preservation order on it.

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- Carry out a full junction safety assessment.

In addition, Merrist Wood College have been asked to:

- Reinstate prickly bushes in the flower border to act as a deterrent; and
- To educate their students to observe the Green Cross Code when crossing the road.

Cllr Messinger stated that potholes and flooding issues in Holly Lane may be adding to the distractions motorists face when using this road.

The flooding issues have been drawn to the attention of Surrey County Council. Cllr Messinger was asked to report the potholes to Surrey County Council.

55-2018 - Terms of Reference IT Committee

The Clerk had circulated the revised IT Committee Terms of Reference, as well as an alternative version of the Terms of Reference to all members of the General Purposes and Finance Committee in advance of the meeting.

Members further considered the necessity for an IT Committee; what powers the committee should have and what expenditure limits, if any, should be granted as well as the additional workload required to administer a Committee.

Following discussion, it was proposed Cllr Snipp, seconded Cllr N Mitchell unanimously **RESOLVED** no IT Committee should be formed, but that a new IT working party should be formed purely to make recommendations to the Council, with no decision-making powers.

The newly formed IT working party is to consider the design/content of the new website and the establishment of social media. All members with an interest in these topics would be welcome to join the working party. The IT working party will be a “task and finish” group purely making recommendations to the General Purposes and Finance Committee and/or Full Council.

Meetings will be held as deemed necessary. Cllr Snipp offered to draw up reports and to pull together the recommendations of the working party, which are to be circulated to all members of the Council no later than one week before the relevant meeting.

All councillors are accountable for the subsequent decisions made and are required to read the reports prior to the meeting at which the report is to be presented.

56-2018 - Bus stop –at the top of Oak Hill, Wood Street Village

The roof of the bus stop is in a poor state of repair. A quotation had been obtained from DLE Roofing. The work undertaken would come with a 15-year guarantee. This company have recently carried out work in the locality. The calibre of the work was considered to be of a high standard.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr L Wright and unanimously **RESOLVED** that standing orders be waived and the quotation be accepted.

Total cost £910 & VAT, if applicable.

Power to spend: Local Government (Misc. Prov.) Act 1953, s4

57-2018 - Donations 2017/2018

Letters of thanks had been received from: Crimestoppers, Kent Surrey Sussex Air Ambulance and Citizens Advice Guildford.

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58-2018 - Community Led Housing Event - Date: 19th February 2018, Location: Guildford Baptist Church
Time: 9:30am -12.30pm

It was agreed that Cllr Morgan, Cllr Fisk, Cllr Mitchell and Cllr Messinger would attend this free event on behalf of the Parish Council.

The Clerk was duly instructed to reserve four places with Surrey Community Action.

59-2018 - Replacement playground equipment Fairlands and Worplesdon play areas – Community Engagement Event

It was agreed that a public consultation be carried out during the Annual Parish Meeting, which is being held in the Fairlands Community Hall on Wednesday 14 March 2018.

60-2018 - Illegal Incursion policy – Worplesdon Memorial Ground

This item was deferred until the next General Purposes and Finance Committee meeting

61-2018 - Provision of new website

Cllr Snipp stated that a design has now been provided by Welland Creative based on the Parish Council's specification.

There have been some minor tweaks to the original design. At present the Committee needs to consider the basic design. Photographs, content and migration of existing documents will come in due course.

Cllr Snipp confirmed the site is fully responsive and will work on mobile phones, i-pads, computers, laptops etc.

Members considered the design following which it was proposed Cllr L Wright, seconded Cllr N Mitchell and unanimously **RESOLVED** that the design, as amended, be approved and that Welland Creative be instructed to move forward to a BETA version.

62-2018 - Provision of parish office

Cllr Cragg advised that two options had come forward:

- Offices in Frosbury Farm, Gravetts Lane – These offices are available on a five-year lease. They are centrally located, clean and secure with up to 5 parking spaces – these would not be appropriate for evening meetings.
- An office in Merrist Wood College – these were on the 1st floor with no lift, communal facilities and no parking spaces.

Following discussion, it was proposed Dr P Cragg, seconded Cllr J Wray and unanimously **RESOLVED** that the Committee authorise the Clerk to start negotiations for the possibility of renting the offices in Frosbury Farm.

The Council will need to seek the advice of a suitable solicitor.

63-2018 - Blackwell Farm

Richard Bate (the Parish Council's Planning Consultant) and Tor Peebles, Surrey County Council had advised meeting with the University to discuss the National Standards for Sustainable Drainage (SuDS) and sewerage requirements for Blackwell Farm in the event this site is taken forward in the Local Plan at the Examination in Public which is to be held in June 2018.

At the Worplesdon Flood Forum held in November it had been further recommended that a meeting be called with the University to discuss (SuDS) and sewerage capacity given that, under the Water Industry Act 1991, Thames Water cannot refuse to connect new developments to the sewerage system. Thames Water can, however, request a "Grampian condition" which is a planning condition attached to a decision notice that prevents the start of a development until off-site works have been completed on land not controlled by the applicant.

The purpose of meeting with the University is to prevent harm to the existing communities of Wood Street Village and Fairlands, as well as the potential new community at Blackwell Farm, IF this strategic site is approved at the Examination in Public and the site moves from its current agricultural use to urban use.

The best SuDS schemes and components are those that have involved a range of expertise (and the community) in their design. SuDS need to be effectively integrated within the wider development. Any development at Blackwell Farm is likely to have a direct impact on Whitmoor Common SPA/SSSI, the hydrology of which depends on surface water run-off from Blackwell Farm. The Parish Council has considerable local knowledge regarding flooding that would be of vital importance in the event this site is developed.

It was proposed Cllr P Cragg, seconded Cllr J Messinger and unanimously **RESOLVED** that a meeting be called with Max Lu the Vice-Chancellor, Surrey University at the earliest opportunity. Representatives from: Thames Water, the EA, Surrey County Council, Guildford Borough Council (the planning and engineers teams) and the CPRE would also be invited.

64-2018 - Surrey County Council – Proposed commons car parking charges

Save Newlands Corner had copied the Parish Council into their correspondence with Surrey County Council about the proposed Pay and Conserve charges at five commons including Whitmoor Common.

Having responded to the Pay and Conserve consultation it was agreed that the Parish Council had no further comment to make on this subject and that no further action would be taken.

65-2018 - First Aid kit/s

Cllr P Cragg had attended the Lantra First Aid training specifically designed for arboriculturists and those in land management who use chainsaws and are therefore at risk of catastrophic injury.

Following discussion, it was proposed Cllr L Wright, seconded Cllr J Wray and unanimously **RESOLVED** that the cost of a specialist chain saw first aid kit be approved. Total cost £140 & VAT.

Power to spend: LGA 1972 s111.

66-2018 - Bridge at the bottom of Harry's Meadow, Jacobs Well

The current bridge was installed by local residents. Following discussion, it was proposed Cllr P Cragg, seconded Cllr N Mitchell, and unanimously **RESOLVED** that the Clerk commence discussions with Surrey County Council regarding the practicality and legality of the current structure and to seek advice about whether or not a more suitable structure is required.

Meeting closed 10.12pm