



## **Worplesdon Parish Council**

### **Minutes of the Full Council meeting held 26 July 2018 in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

#### **392-2018 - Present**

##### **Councillors:**

Chairman Cllr P Cragg, Cllr G Adam, Cllr D Bird, Cllr N Bryan (arrived 7.38pm), Cllr S Fisk, Cllr J Messinger, Cllr S Morgan MBE, Cllr N Mitchell, Cllr E Nagle, Cllr D Snipp, and Cllr L Wright.

Mr Marks-Oldham had tendered his resignation the day after the previous full council meeting.

Mrs Snipp tendered her resignation on 26 July 2018.

##### **Officers of the Council:**

Mrs G White - Clerk to the Council  
Mrs V Fear - Assistant Clerk.

##### **Members of the public:**

Borough Councillor B McShee, Borough Councillor D Elms, County Councillor K Witham and 4 members of the public.

#### **393-2018 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40**

Apologies and reasons for absence were received from Cllr H Unwin-Golding. Apologies and reason for absence were accepted.

#### **394-2018 - Public participation**

No-one wished to address the Council.

[Cllr N Bryan arrived at 7.38pm.](#)

#### **395-2018 - Primary School Dance Festival – including KS2 Worplesdon Primary School pupils**

Karen Palmer gave a short presentation to the Council after which there was a Q & A session.

Ms Palmer was invited to apply for a grant. The grant application to be considered at the September meeting.

Ms Palmer left the meeting at 7.50pm.

#### **396-2018 - Declaration of Disclosable Pecuniary Interests (DPIs) by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)**

No declarations were made.

#### **397-2018 - To receive and consider written requests for new DPI dispensations**

None received.

### **398-2018 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

Cllr Adam and Cllr Messinger declared they are members of the Worplesdon Memorial Trustees.

### **399-2018 - Declaration of Gifts or hospitality over £25**

No declarations were made.

### **400-2018 - Borough Councillor's report**

Cllr McShee gave the following report:

#### **1. Review of Refuse and Recycling Services**

At the last meeting of the Society, Environment and Council Redevelopment E.A.B, there was an item on the agenda about 'Review of Refuse and Recycling service', on which the Board made the following comments:

As the existing vehicles need to be replaced in 2019, two options are being considered, one to stay with the current service or change the service to:

1. Weekly - food waste in a caddy
2. Weekly - nappies in a sack
3. Three - weekly paper and card in a bin
4. Three weekly - combined recycling in a sack
5. Three weekly - refuse in a bin

Amongst the factors affecting the decision were:

- New vehicles take 12 months to procure
- The impact of the ban by China on certain recyclable materials.

The Board were in favour of maintaining the current level of service, but the final decision is with the Executive. The Board said there should be public consultation about the choices, then the matter should be debated by the Full Council. Matt Furniss, the Lead Member for Infrastructure would not accept the Board's proposal.

I, along with other Councillors, was against the three-weekly collections and the use of sacks and were of the opinion that residents should have their say in the Refuse and Recycling service, which we pay for in Council Tax.

#### **2. Community Policing Briefing**

I attended a Community Policing Briefing on Tuesday at which Dawn Nicol, Community Safety Manager and Supt. Graham Barnett were in attendance.

Amongst the matters discussed were:

- PIYN (Policing in Your Neighbourhood)
- The appointment of a Rural Crimes Officer
- JET (Joint Enforcement Team)
- Travellers – The need for a transit site in the County
- Bicycles – The bikes purchased by the Parish Council are still being used when the police need to get to an incident in the town centre quickly.

I would suggest that you contact Dawn Nicol or Cllr Graham Ellwood to attend a meeting of the Parish Council in the near future.

The Chairman thanked Cllr McShee for his report.

## **401-2018 – County Councillor's report**

Councillor Witham gave the following report:

### **"Local Issues**

#### **1. No 17 and 17a Bus Service - Wood Street Village and Fairlands.**

Some time ago when Arriva abandoned their bus service 17 covering the Wood Street area and the Fairlands Estate, Stagecoach took it over on a commercial basis, not under contract to Surrey County Council. It currently runs generally hourly on Mondays to Saturdays.

However, Stagecoach have now advised the Council that they intend to significantly reduce the service from 3<sup>rd</sup> September 2018, for commercial reasons.

This is unrelated to the takeover by Stagecoach of all the bus services through the University campus. Under current national legislation, they do have this prerogative, for a service that is not operated under contract to a local authority and to be clear, Surrey County Council has played no part in this decision. It has not been asked to agree this, it is simply advised by the Operator.

The new timetable will offer only four journeys each way on Mondays to Fridays and only two on Saturdays.

Buses will leave Fairlands via Wood Street Green for Guildford at 07:30, 09:38, 13:38 and 17:25 on Mondays to Fridays and at 09:38 and 13:38 on Saturdays.

Buses will leave Guildford via Wood Street Green to Fairlands at 09:05, 13:05, 16:45 and 18:10 on Mondays to Fridays and at 09:05 and 13:05 on Saturdays.

In the "old days" the County Council could be asked to provide a subsidy for a non-economic route, but there is no bus support funding available to pay Stagecoach, or any other operator, to provide more journeys than those listed above. Surrey County Council is also unable to arrange the diversion of another service to cover the affected area.

**Local comments concerning this change should be addressed to Stagecoach's Managing Director at their Chichester office - Edward Hodgson ([edward.hodgson@stagecoachbus.com](mailto:edward.hodgson@stagecoachbus.com))**

Please note that the Stagecoach Kite service will continue to operate up to every 15 minutes along the main Aldershot Road, including from the junction with Frog Grove Lane and the entrance to Fairlands Estate.

#### **2. Louis Fields, Fairlands - Rowan Trees**

A request some months ago to Worplesdon Parish Council from a resident in Fairlands to have additional wooden posts installed on residential verges to combat continued parent parking was declined, I recall not just a cost basis but also on "where do you stop" i.e. every road could ask for such posts. Surrey County Council takes a similar view regarding posts.

However, there is a possibility that a limited number of Rowan trees could be planted - a request has been received from residents in Louis Fields and is being considered for the "pinch points" to help deter parking on those verges.

The Council's comments would be welcomed.

#### **3. Salt Box Road Double Yellow Lines**

As requested by Worplesdon Parish Council, I have asked and am awaiting a reply regarding the double yellow lines along Salt Box Road - on either side of the Britten's Pond Car Park. Members will have seen my follow up to the road repair query.

#### **4. Salt Box Road, Verge grass cutting**

Also in Salt Box Road, although this years' weather has been abnormal, I did get Surrey County Council to fund an additional cut of the grass verge. There are two standard Surrey County Council rural verge cuts, plus one paid for by Worplesdon Parish Council, thank you, and a 4th via Surrey County Council (all done by Guildford Borough Council as the contractor).

#### **5. Road safety signage, Clay Lane, Jacobs Well**

The request for additional signage on Clay Lane near the junction with Queenhythe Road was actioned. Highways were not able to recommend a permanent Vehicle Activated Sign (VAS), but did install two additional static signs (approaching junction on the right) plus additional "slow down" and 30 roundel markings on the road surface.

#### **6. Surrey Fire and Rescue**

I was asked by a member of the Parish Council about Surrey Fire and Rescue (SFR) and information circulated by the Fire Brigades Union - which, like any trade union, has its own agenda.

Surrey County Council is spending £46 million a year on its FRS, but what it has to respond to has changed considerably. In discussion with the Chief Fire Officer recently, I was surprised to hear that the number of fires in Surrey has reduced by 50% in the past ten years, but in the same period the number of road traffic incidents has increased by 50%. This means that how manpower and equipment are deployed changes. Just a few weeks ago Surrey County Council had the go ahead for SFR to purchase 30 new vehicles over the next couple of years. I also remind members that two years ago Surrey County Council built and opened two brand new, state of the art, Fire Stations at Ladymead, Guildford and in Woking.

#### **402-2018 - Surrey County Council - Council-wide programme that will cover the next three years**

##### **Important Consultation on Public Services in Surrey**

[www.surreycc.gov.uk/vision2030](http://www.surreycc.gov.uk/vision2030)

County Councillor Keith Witham (SCC Worplesdon) introduced this issue to the Members of the Parish Council. He explained that the public consultation will help form Surrey County Council's views on its priorities regarding how it funds and provides services over the next three years and beyond. The consultation runs to 3<sup>rd</sup> September 2018.

Surrey County Council is not the only provider of public services; there is the NHS, Surrey Police, the Borough and Parish Councils, all of whom also serve the same residents. All public bodies are under financial pressure, so more partnership working in the future will be the way forward.

Surrey residents are being asked to help shape a vision for Surrey in 2030 by giving their views. Surrey County Council is encouraging as many people as possible to give their feedback on what matters to them and what they want Surrey to be like in 2030.

Residents, businesses, local groups and organisations across the county are invited to participate by completing the survey and sharing the link to the survey with others. The more responses, the better.

The combined feedback will be used to create a shared vision for Surrey in 2030. You can find out more and see the survey on the council's website at:

[www.surreycc.gov.uk/vision2030](http://www.surreycc.gov.uk/vision2030)

Please watch the short animation film on the link that outlines the draft vision and then answer a few questions.

Surrey is a great place to live where many residents and businesses thrive. But not everyone has the same opportunities and many people face problems including domestic abuse, homelessness and mental health issues.

It is no surprise that there are growing financial pressures for the County Council. The population is increasing and putting more strain on services for children and older people, housing and infrastructure. At the same time the

County Council and other public services (as always) have finite resources to respond.

With significant challenges facing the county it is important we try to agree what we want Surrey to be like in the future. A shared vision will help inspire and enable better outcomes to be achieved for everyone in Surrey.

All analysis and reporting of your views and comments will be aggregated and anonymised. SCC will then use this feedback to turn the draft into a shared vision for Surrey that will shape future plans for services and how we can all work together to achieve it. Members of the Parish Council are asked to take a few minutes to give your views and encourage others to also do so.

Cllr Witham also explained there are a number of work programmes covering all Council Departments looking at the “worst case scenario” financially, which is that if nothing changes, in three years’ time the County Council could have a gap between its anticipated income and its anticipated expenditure of approximately £250 million a year - which has to be addressed. A lot of that will depend on answers yet to be given by the Government, but there is no sign that the Government is willing to increase funding for local government in the same way as it has announced, for example, for the NHS. So, the financial realities will have to be addressed.

But, in response to an earlier item in the meeting, SFR is not amongst those work programmes. It is "business as usual".

The important areas of financial uncertainty yet to be answered by the Government are:

- Whether the Business Rate retention pilot (for one year, this year) will be extended? That is worth £20million to Surrey County Council this year, plus £8million to the Districts and Boroughs - of which Guildford Borough Council’s share was larger than average, £1million.
- Whether the Government’s current plan of "Negative Revenue Support Grant" will continue and be implemented, or as Surrey County Council has argued, be dropped. The Revenue Support grant to Surrey is now £zero (down from £151m a year). The current Government plan is that next year Surrey County Council Tax payers should pay the Government £17million (a negative grant) to be spent elsewhere in the country. I, and the rest of the Council have argued this is plain wrong and that Surrey Council Tax payers’ money should be kept in Surrey and spent on Surrey services.
- Its assumed that the 2% cap on Council Tax increases for general costs will be retained. The extra council tax precept for Adult Social Care has come to the end of its three-year implementation period.”

Cllr Witham also mentioned that Guildford Borough Council is forecasting an £8.5million per year shortfall in three years’ time, equivalent to 8.5% of its annual revenue budget of just under £100million a year. So it too is having to deal with that financial reality.

A Q & A session then took place.

Members raised questions about the services that will be affected by the County Council’s loss of income and the reduction of the bus service to Wood Street Village.

Two members of the public arrived 8.12pm.

The Chairman thanked Cllr Witham for his reports.

#### **403-2018 - Minutes of the previous meetings**

It was proposed Cllr N Mitchell, seconded Cllr N Bryan and unanimously **RESOLVED** that the minutes of the full council meeting held 28 June 2018 be approved and signed by the Chairman as a true record.

In future, minutes of the various committees and working parties are to be received and noted by the full council but will be approved and signed at the subsequent committee/working party meeting.

Minutes to be received and noted:

- Staffing Committee – 29 June 2018
- Meeting with Bahram Assadi – 9 July 2018 (informal meeting for information only)
- Planning Committee – 12 July 2018
- General Purposes and Finance Committee – 12 July 2018
- Strategic Plan Working Party – 16 July 2018

#### **404-2018 - Planning Applications for consideration**

**Planning Application No: [18/P/01014](#) - Land North of Keens Lane and, Tangley Lane, Guildford** - Hybrid planning application for the demolition of existing buildings and development of a total of 148 residential dwellings: full planning application for the development of 144 residential dwellings (Use Class C3), 70 bed care home (Use Class C2), new vehicle and pedestrian accesses off Keens Lane and Tangley Lane, 355 car parking spaces with associated landscaping and outline planning application for 4 self-build residential dwelling plots on land adjacent to Tangley Lane.

The Council expressed its disappointment with the Highway's Dept. and Education Dept's responses and raised concern about local primary school provision should this development be built.

At present, this site is still in the Green Belt and very special circumstances have not been demonstrated for building in the Green Belt.

#### **405-2018 - WW1 commemorations: Roll of Honour**

The Trustees had raised concern about the use of glass over the calligraphy Roll of Honour, which was originally intended to be sited in the main hall beneath the existing stone memorial. This location was chosen to enable the Roll of Honour to be easily viewed by the public. However, at that height, it was possible the glass could get broken during children's parties.

As instructed at the previous full council meeting, the Clerk provided costs for the following options:

<b>Roll of Honour Options</b>	<b>Details</b>	<b>Cost &amp; VAT</b>
Option One – Oak wooden honour board – style to match existing boards in the Council chambers	Dimension – 4' 4" tall x 31.5" wide	£976
Option Two – Handwritten calligraphy	Dimensions – A2 & frame	Minimum £830 Maximum £1,450
Option Three – Bespoke WW1 bench with laser etched roll of honour on either side of the seat	Bench, laser etched plaques, delivery, fitting and concrete base	£2,715

Following consideration, it was proposed Cllr S Morgan, seconded Cllr D Snipp and **RESOLVED** that the Council approve the commissioning of an oak wooden honour board, style to match the honour boards in the Council Chambers. Total cost £976 & VAT. *Power to spend: General Power of Competence – Localism Act 2011.*

It was suggested that the honour board be erected in the small hall on the short wall nearest the door.

A vote took place – Result of the vote – 9 in favour – Cllr Adam against. Motion carried.

This resolution to be put to the Trustees for their approval.

Cllrs McShee and Elms left the meeting at 8.45pm

The Chairman urged members to attend either the Battle's Over – National Tribute in Harry's Meadow on 11 November, or the Church Service at St Mary's Church. (Both events are having to be held at the same time due to the programme issued by the Queen's Pageant Master).

Councillors and local school children will be invited to read out the name of a fallen soldier/s at the morning event. A wooden poppy cross to be placed in a special planter at the Beacon lighting event. The names of all 52 men to be read out at both events.

#### **406-2018 - SDR (Speed Data Recorder) deployment**

The Assistant Clerk will be co-ordinating future deployments. The following councillors are trained and able to assist. Cllr P Cragg, Cllr N Mitchell and Cllr D Snipp.

It was proposed Cllr D Snipp, seconded Cllr G Adam and unanimously **RESOLVED** that the SDR be deployed as follows:

<b>Deployment Date</b>	<b>Location</b>
18/9 Deploy (2 weeks) – 2/10 Retrieve	Aldershot Road, near the entrance to Hunts Farm
30/10 Deploy (2 weeks) – 13/11 Retrieve	Frog Grove Lane, Wood Street Village
13/11 Re-deploy (1 week) – 20/11 Retrieve	Oak Hill, Wood Street Village
20/11 Re-deploy (2 weeks) – 4/12 Retrieve	Broad Street, Wood Street Village
Jan 2019 (weather dependent)	Rickford
Feb 2019 (weather dependent)	Perry Hill, near St Mary's Church

#### **407-2018 - Community Speed Watch training**

The Clerk advised that the Speed Watch Scheme is being resurrected by residents in Wood Street Village.

Cllr Snipp advised that the JWRA are also trying to motivate residents to join the scheme. Deployment of the SDR in Jacobs Well has worked. The Casualty Reduction Officer has been carrying out speed checks in Jacobs Well.

The following councillors kindly offered to be trained to use the Community Speed Watch kits: Cllr G Adam, Cllr S Fisk, Cllr D Snipp and Cllr N Mitchell. Cllr Cragg is already trained. Cllr Messinger advised that her son has been trained and is also willing to volunteer.

It was agreed that the Clerk ask Surrey Police to set up a training session. The WSVA and JWRA to be made aware of the training opportunity.

It was agreed that those councillors who are already trained can help immediately. In principle, members were willing to make a contribution towards the cost of volunteer training. The cost of the training session to be brought to the next appropriate council meeting.

#### **408-2018 - Cycle track – Aldershot Road – Rydes Hill roundabout to Holly Lane**

Following discussion, it was agreed that the Parish Council request either the provision of a cycle track from Rydes Hill roundabout to Holly Lane, provided there is sufficient width to accommodate a cycle path. Where this would involve the use of common land, it was proposed to create a new bridleway that could be used by equestrians, pedestrians and cyclists.

The Clerk was authorised to write to Surrey County Council accordingly.

This request fits in with the aims of the EM3LEP (Local Enterprise Partnership) to increase the number of cycle routes across the County.

#### **409-2018 - Worplesdon Memorial Trustees**

Following Mr Marks-Oldham's recent resignation a Parish Representative vacancy exists on the Worplesdon Memorial Trustees.

No volunteers came forward. It was agreed that this item be put back onto next full council agenda.

#### **410-2018 - Height barrier – Worplesdon Memorial Grounds**

A proposal for the operation of the height barrier had been received from the Worplesdon Memorial Trustees. See appendix 1.

It was proposed Cllr B Nagle, seconded Cllr P Cragg and unanimously **RESOLVED** that the protocol, as proposed by the Trustees, be approved and accepted.

The Clerk and Assistant Clerk to return their keys to the Manager of the Hall at the earliest opportunity.

At 9.05pm the Chairman called a comfort break. Two members of the public and Cllr K Witham left the meeting at this point.

Meeting reconvened at 9.15pm.

#### **411-2018 - Strategic Plan – 2018 – 2023:**

It was proposed Cllr L Wright, seconded Cllr G Adam and **RESOLVED** that:

1. The Strategic Plan 2018-2023 document be approved and adopted. Appendix 2.
2. Local services/businesses within the Parish:

Members generally agreed that it would be useful for residents, especially if they are new to the area, to know what is available in terms of local groups, Residents' Associations, activities, facilities etc. However, there was no consensus of opinion as to how this should be best achieved.

It was agreed that the IT Committee should convene to consider whether the advertising of parish 'resources' on the Council's website would be appropriate. On the Council's previous website this information had been provided via hyperlinks.

3. All other recommendations of the Strategic Working Party:

It was proposed Cllr D Snipp, seconded Cllr N Mitchell and **RESOLVED** that all other recommendations of the Strategic Party be approved, as follows:

- **Corporate Identity - Recommendation:** Seek advice of a graphic designer for a style guide in the modern style – Use of the strap line "Worplesdon Parish Council – 'Engaging with our community'"
- **Councillor 'Role Description' - Recommendation:** Approve this document unaltered.
- **Recruitment and Retention of Councillor's report - Recommendation:** Approve revised report and to act upon the advice contained within the report.



4. **Marketing - Recommendation:** That councillors be invited to specialise in certain topics to feed into Council decisions rather than all councillors trying to work on everything. E.g.

- Marketing – Cllr Fisk
- Proof reading/publishing – Cllr Morgan and Cllr Snipp
- Projects/De-cluttering – Cllr Mitchell
- Environment/Land management – Cllr Cragg
- Historic research – Cllr Messinger and Cllr Fisk
- IT – Cllr Snipp
- Finances – Cllr Messinger and Cllr Adam

**4. Future projects - Recommendations:**

- When changing play equipment – display a sign to engage with the wider community. Use a Facebook survey to enable people to vote.
- Update signage at play areas to include the Council's Facebook and Twitter details.
- Continue to use the ticker line on our website highlighting consultation.

**5. Revised fees for hiring of Parish land:**

It was proposed Cllr P Cragg, seconded Cllr N Bryan and **RESOLVED** that the fee for holding community events on public land owned or managed by the Parish Council will be reduced to zero after 1 April 2019:

A vote took place. Result of the vote: 6 in favour – Cllr G Adam, Cllr N Mitchell, Cllr S Morgan and Cllr B Nagle abstained. Cllr D Bird - against. Motion carried.

It was then proposed Cllr P Cragg, seconded Cllr L Wright and unanimously **RESOLVED** that the following charges be applied with effect from 1 April 2019.

- Registered Charity – £100 per day
- Commercial use – Competitive market rent, in line with that currently charged by GBC.
- Weekly skip fee - £25

Event application forms, risk assessments, copies of insurance certificates, food hygiene certificates etc. will still be required.

**412-2018 - Elections 2019 – Encouraging candidates to stand for election**

It was proposed Cllr J Messinger, seconded Cllr N Mitchell and **RESOLVED** that the Working Party's recommendations be approved as follows:

- That an evening event be held in each village early in the New Year (between 8pm and 10pm) to which members of the public would be invited – wine and nibbles to be provided. This will provide an opportunity for community engagement.
- A simple Residents' Survey to be carried out during the various events. The survey to be completed within 30 seconds, on tablets, during the event.

The survey to comprise no more than five questions, including:

- Are you interested in becoming a councillor? Yes – no with an open field for responses.
  - How would you prefer to engage with the Parish Council?
- 
- A display of the work carried out by the Council, including the projects to be carried out in 2019, this could be e.g. a mood board, or exhibition board.
  - Copies of the millennium book to be sold at each event.

- The survey to be prepared by one or two councillors to avoid the need to hold numerous working party meetings.
- Cllr Cragg kindly agreed to write an article for the various magazines. Word limit 150 – 200.

The following suggestions were also agreed:

- A letter to be written to the Surrey Advertiser.
- An approach be made to all the existing societies/Residents' Associations

#### **413-2018 - Play area, Jacobs Well**

Following complaints on Facebook, a local resident had requested the provision of parking spaces beside the play area in Jacobs Well.

Members considered the proposal.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that the Parish Council refuse the request on the grounds that:

- The Recreation Ground is located on common land.
- The play area was located at this site specifically to enable local residents to walk to the facility.
- The JWRA (Jacobs Well Residents' Association) does not support the proposal.
- There is an existing no parking sign on the height barrier.

#### **414-2018 - Grass cutting – St Mary's Churchyard**

It was proposed Cllr L Wright, seconded Cllr G Adam and unanimously **RESOLVED** that the Clerk be authorised to continue to examine the possibility of the Parish Council incorporating a limited number of grass cuts of the churchyard within its grass cutting contract in lieu of a grant to the Church.

#### **415-2018 - Work Parties**

It was proposed Cllr P Cragg, seconded Cllr S Fisk and **RESOLVED** that work parties be carried out between 10.30am and 12.30pm as follows:

<b>Date of work party 2018</b>	<b>Site</b>
12 September	Land beside Wood Street Village Community Car Park
23 September	Wood Street Village Green near Pound Lane
10 October	Harry's Meadow
28 October	Jacobs Well Recreation Ground
14 November	Nevins Copse
25 November	Main roundabout - Fairlands
12 December	Nevins Copse


A vote took place. 10 in favour, Cllr G Adam abstained from the vote. Motion carried.

#### **416-2018 - Finance**

##### **a) Invoices for payment**

It was proposed Cllr N Bryan, seconded Cllr B Nagle and unanimously **RESOLVED** that payments of the value of £19,669.79 be approved and signed off.

Payment list for approval - 26.7.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
18.7.2018	18.7.2018	Dcard	National Library of Scotland	Historic maps of Worplesdon	49.50	9.90	59.40	Est. chgs
13.7.2018	13.7.2018	DD	RISC IT Solutions	External back-up July 2018	30.89	6.18	37.07	Est. chgs
30.6.2018	25.7.2018	Online	Gavin Jones Ltd	Grass cutting April 2018	2457.75	491.55	2949.30	Grass cutting
30.6.2018	25.7.2018	Online	Gavin Jones Ltd	Grass cutting May 2018	2,457.75	491.55	2,949.30	Grass cutting
30.6.2018	25.7.2018	Online	Gavin Jones Ltd	Grass cutting June 2018	2,457.75	491.55	2,949.30	Grass cutting
N/A	25.7.2018	Online		Salary/exps		0.00		Staff costs
N/A	25.7.2018	Online		Salary/exps		0.00		Staff costs
N/A	25.7.2018	Online		PAYE/NIC	6,353.32	0.00	6,353.32	Staff costs
N/A	25.7.2018	Online		Ee's & Er's Pension Conts		0.00		Staff costs
25.7.2018	25.7.2018	Online	Blue Sky	Groundsman & materials	1,767.75	0.00	1,767.75	G'man & land m'ment
13.6.2018	13.6.2018	Online	RISC IT Solutions	External back-up June 2018	30.89	6.18	37.07	Est. chgs
7.7.2018	25.7.2018	Online	Green Balance	Professional planning services & rep @ EIP	2,136.00	427.20	2,563.20	Professional advice
13.7.2018	13.7.2018	Dcard	Ebay	Map of Parish	4.08	0.00	4.08	Est. chgs
<b>Total</b>					<b>17,745.68</b>	<b>1,924.11</b>	<b>19,669.79</b>	

**b) Bank reconciliations April, May and June 2018**

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for April, May and June 2018 in accordance with the Accounts and Audit Regulations, copies of which were issued to all members.

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

*Appendices 3, 4 and 5 – April, May and June 2018 bank reconciliations*

**c) Monthly budget reports April, May and June 2018**

The RFO had prepared the monthly budget reports for April, May and June 2018 in accordance with the Accounts and Audit Regulations, copies of which were issued to all members.

It was proposed Cllr S Fisk, seconded Cllr D Bird and unanimously **RESOLVED** that the Chairman sign the monthly budget reports.

*Appendices 6, 7 and 8 – April, May and June 2018 budget reports*

**d) Grant aid applications 2019/2020**

Local organisations are invited to submit grant aid applications in August for consideration within the 2019/2020 precept. Councillors to inform local organisations of the opportunity.

**e) Concurrent Functions Grant Aid**

It was proposed Cllr N Mitchell, seconded Cllr S Morgan and unanimously **RESOLVED** that the following bids for funding be approved:

- Replacement of the Wicksteed climbing frame in the Worplesdon play area with a toddler unit – Quotation obtained £18,000 & VAT.

- New noticeboard for Broadacres – Quotation obtained £1,736 & VAT plus £250 & VAT installation fee.
- Heritage plaques, maps and an interpretation board (detailing a heritage trail) – Maximum cost £2,000
- Flower planters for use e.g. near Worplesdon Primary School – subject to consent from Surrey County Council – Maximum cost £5,000.

**f) Provision of additional Christmas tree lights**

Perry Hill – Three quotations have been sought, but only one quotation had been received at the time of the meeting.

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

**417-2018 - Clerk's Report**

**a) There are four casual vacancies on the Council**

Councillors are asked to publicise the vacancies when speaking with the public.

**b) Installation of a new electricity supply – Perry Hill Green**

The UK Power Network and JDS Decorations Ltd quotations have been accepted. It is anticipated the supply will be installed by October 2018. A site meeting has been arranged for Monday 6 August 2018 between 8am – 1pm.

**418-2018 - Chairman's Report**

**Cllr Cragg gave the following report:**

Since the previous full council meeting I have:

- 1) 2<sup>nd</sup> July attended Wood Street Village Association meeting.
- 2) 4<sup>th</sup> July with the Clerk and Cllr Messinger attended Whitmoor Common Association Annual General Meeting.
- 3) 9<sup>th</sup> July, with the Clerk and Vice-Chairman, met the freeholders of a commercial property and discussed the Council's aspirations for the site.
- 4) 16<sup>th</sup> July attended the last of our Strategic Plan meetings.
- 5) 18<sup>th</sup> July with the Clerk, Vice-Chairman and Cllr Messinger met Peter Trevena to discuss the potential job offer. On 20<sup>th</sup> July all (with exception of the Clerk) met Peter Trevena to clarify further points in our proposed documents.
- 6) 19<sup>th</sup> July with John Steer strimmed verge on field side of pathway along Worplesdon Road from Tangle Lane to School Lane.
- 7) 19<sup>th</sup> July in evening accompanied the Clerk to observe the running of a Godalming Town Council full council meeting.
- 8) 23<sup>rd</sup> July attended WW1 working party meeting.

**419-2018 - Items for inclusion on future agendas**

- a) Replacement bridge Harry's Meadow** - To approve the purchase of a kit bridge (to conform with the standards suggested by Surrey County Council) and to approve the installation costs.
- b) To agree the dates for the 'prospective candidates' events and to approve the various venue hire costs.**

**Due to the confidential nature of the following items (staff matters and potential negotiation of a contract), a resolution was passed to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960**

The Assistant Clerk and a member of the public left the room at this point. 10.07pm

#### **420-2018 - Recommendations of the Staffing Committee:**

The following recommendations were tabled:

##### **1. Assessment of the work of the Council**

###### **Recommendations:**

- That councillors assist where possible such as: putting up agendas, delivering newsletters/flyers.
- The Council must make every effort to secure a suitable office space at the earliest opportunity.
- The Council should consider a short-term and long-term solution to the current lack of office space.
- Staff should focus on the Council's priorities and councillors should assist wherever possible.

##### **2. Review of pay and conditions of all staff**

###### **Recommendations:**

- Clerk's job description – Approve without amendment.
- Clerk's salary – The Clerk is at the top of the current pay scale SCP 38. Once she successfully completes her level 4 course she will be entitled to an additional spinal column point which will push her into the benchmark 3 category – SCP 39.
- That in light of the additional hours being worked by the Clerk to deal with the workload, that she should continue to be paid for all additional hours worked.
- The NALC/SLCC pay award should be implemented and back-dated to 1 April 2018.
- The Assistant Clerk's salary should be increased to spinal column points 28 in recognition of the of the additional duties being carried out.
- The Assistant Clerk's job description be amended as presented at the Staffing Committee meeting.
- The Clerk's hours to be increased to 6 per day in recognition of the work actually being carried out. In light of the Assistant Clerk's family circumstances, flexible working will be permitted to enable her to continue to work from home as and when required even when an office is provided.
- A confirmation of salary letter to be issued by the Chairman of the Staffing Committee following the July full council meeting.

##### **3. Clerk's paid study leave**

###### **Recommendation:**

- That the paid study-leave for the current academic year be extended to 10 days. These days to be taken at the Clerk's convenience to ensure the assignment deadlines can be met in light of the considerable workload with which the Clerk is dealing.

##### **4. Employment of the Groundsman as a permanent part-time employee**

###### **Recommendations:**

- That the revised Contract of Employment, Person Specification and Job Description be considered in light of the meetings held with Mr Trevena.
- The Staffing Committee to consider the position of a part-time employed Groundsman at an early September Staffing Committee meeting to give Mr Trevena an opportunity to consider the Council's offer.
- All recommendations of the Staffing Committee to be approved by the full council at the September full council meeting. Any offer of employment to be made with effect from 1 October 2018.

Minutes approved by the full council – 13 September 2018

It was proposed Cllr G Adam, seconded Cllr N Mitchell and **RESOLVED** that: items 1, 2 and 3 as above be approved.

It was proposed Cllr G Adam, seconded Cllr S Fisk and **RESOLVED** that the Council approve the revised job description, contract of employment and proposed salary and to move forward in the discussions with Mr Trevena on that basis.

A formal interview to follow as soon as possible.

#### **421-2018 - Potential Parish Office**

The Chairman advised that a preliminary meeting had been held with the owners of a building which may be suitable for conversion.

Their feedback is currently awaited.

Another local land owner had been approached but did not have any suitable buildings.

The Assistant Clerk and the member of the public returned to the room at 10.27pm

#### **422-2018 - Date of next meeting – Thursday 13 September 2018.**

Meeting closed 10.28pm

Signed:.....

Chairman Worplesdon Parish Council

Date: 13 September 2018

## **Appendix 1:**

### **WORPLESDON MEMORIAL HALL and SPORTSGROUND and Sime Gallery Trust**

#### **Car Park Height Barrier**

Approved by the Trustees – xx xxx 2018

#### **GENERAL STATEMENT**

The height barrier was installed by Worplesdon Parish Council with agreement by the Trustees to prevent illegal incursion into the grounds of Worplesdon Memorial Hall.

The operation of the height barrier is the responsibility of the Trustees and this policy sets out the means by which the use of the barrier is controlled and managed.

The height barrier will remain closed at all times except when entry/exit is required. Once a vehicle enters the site the gate will be closed and only reopened when the vehicle is leaving and will be closed immediately after departure.

#### **KEY HOLDERS**

The main key holder will be the manager of the Memorial Hall. A copy of the key will be sent to Surrey Fire and Rescue in the case of the need for a fire engine to enter the site to deal with an emergency. A key will also be held by a Trustee in the case of emergency or to cover the hall manager. Any change in key holders will need to be recorded in the schedule. The schedule of key holders is set out in Appendix 1.

No keys will be handed out to any other party without prior approval of the Trustees.

#### **OPERATION OF THE BARRIER**

No vehicle that requires opening of the height barrier will be allowed to enter the site without prior arrangement. The height barrier will be opened to allow entry and exit and closed immediately after. The gate will not be left unattended. The booking form for the hall will include the question whether an over height vehicle will need entry and if so this will need to be booked through the hall manager.

#### **COMMUNICATION**

It is essential that there is ongoing communication between the Trustees and the Parish Council so that both parties are aware of activities that require opening and closing of the barrier outside the normal hall operations.

Appendix 1 Key Holders

Key Number		Name	Telephone No	Signed
1	Hall Manager			
2	Trustee			
3	Fire Brigade			
4				
5				





# **Strategic Plan 2018 - 2023**

[www.worpleston-pc.gov.uk](http://www.worpleston-pc.gov.uk)

Approved July 2018



## Index

Document Update Register .....	1
Background to the Strategic Plan .....	2
Introduction to Worplesdon .....	2
Introduction to the Parish Council .....	3
Strategic Priorities.....	4
Strategic Objectives – 2018 – 2023 .....	4
1. Community Engagement and Representation .....	5
2. Governance and Fiscal Responsibility .....	8
3. Business Engagement .....	10
4. Management of Recreational Facilities .....	11
5. Conserve and Improve the Environment .....	12
Your Parish Councillors .....	16
Map showing the parish boundary .....	16

## Document Update Register

Date updated      Item amended and Reason

Amended by

## Strategic Plan

Worplesdon Parish Council carried out a Residents' Survey in December 2017 seeking residents' views on the work of the Parish Council. We have developed this Plan based on responses to that Survey along with our understanding of the community's needs gathered from our day-to-day involvement with residents.

The Plan sets out five key priorities on which the Parish Council intends to focus. This Plan is a working document and aims to guide the Council in its long-term work. We will need to seek the support and co-operation of both Guildford Borough Council and Surrey County Council in working to achieve our objectives. The Plan will be reviewed 6-monthly and will be used in the budgeting process, to plan activities for the following year and will enable the Parish Council to monitor its progress against key priorities. This Plan should give our local community a better idea as to what the Parish Council does and to clarify what it doesn't do – to explain what issues fall under the responsibility of other bodies (such as Guildford Borough Council and Surrey County Council).

Please do tell us what you think about the Plan. Your views are always appreciated.

## Introduction to Worplesdon

According to the place names of Surrey the word Worplesdon is derived from "werpels" a bridle-way and "dun" a hill.

Worplesdon has been inhabited for 3 - 4,000 years. Two Bronze-age barrows were excavated on Whitmoor Common by General Pitt-Rivers in 1877. The Bronze-age burial urns that were found are now in the Pitt Rivers Museum in Oxford.

With a population of 9,020, Worplesdon neighbours the Surrey Hills and is adjacent to the AONB (Area of Outstanding Natural Beauty) at Blackwell Farm.

Covering 5,325 acres, or 35 sq miles, the Parish of Worplesdon comprises five communities: Broadacres, Fairlands, Jacobs Well, Worplesdon (Perry Hill, Rickford, Pitch Place, Worplesdon St Mary's etc.) and Wood Street Village.

There are nine commons in Worplesdon (Broad Street and Backside, Clasford, Chitty's, Littlefield, Rickford/LNR, Rydes Hill, Stringer's and Whitmoor (part of the Thames Basin Heaths Special Protection Area (TBHSPA), Site of Special Scientific Interest (SSSI) and Local Nature Reserve (LNR)). Additionally, Broad Street, Backside, Littlefield, Rickford and Stringer's Commons are SNCI (Sites of Nature Conservation Importance).

The map on the final page of this document shows the civil parish boundary.

Worplesdon boasts three thriving schools (primary and infant) and four pre-school groups, the internationally-renowned Merrist Wood Agricultural College, The Worplesdon Memorial Hall and recreation ground, Fairlands Community Centre, Jacobs Well Village Hall, three village churches (St Mary's - Worplesdon, St Alban's - Wood Street Village, United Reformed - Rickford), numerous Sports Clubs, two Social Clubs (Jacobs Well and Fairlands), a weekly country market (Jacobs Well) and five pubs (The Cricketers, The White Hart – Wood Street Village, The Jolly Farmer, The Royal Oak – Wood Street Village, The White Lyon and Dragon). Our website, [www.worplesdon-pc.gov.uk](http://www.worplesdon-pc.gov.uk), includes further information about the villages and the rich history of the Parish.

For those who are interested in local history, we also have copies of our Millennium book, 'Worplesdon 2000 The Tale of Four Villages' available for sale at £10 per copy, from the Parish Office.

## Introduction to Worplesdon Parish Council

The Parish Council owns certain areas of land within the parish boundaries. These are:

- The Worplesdon Memorial Ground (administered by The Worplesdon Memorial Trustees)
- Jacobs Well Recreation Ground
- Harry's Meadow – Jacobs Well
- Nevins Copse – Pinks Hill, Wood Street Village.

We also lease from Surrey County Council (lease expires May 2073):

- Wood Street Village Green
- Perry Hill Green
- the cricket ground at Backside Common and
- Pitch Place Green.

We hold these assets on behalf of the community.

The Parish Council is the first tier of local government and is a non-party political, non-ecclesiastical body.

It has an important role to play in promoting the interests its five communities, representing their interests and working with other groups in the community. Guildford Borough Council is responsible for services including housing and environmental services. Surrey County Council's responsibilities include highways (both roads and pavements), education, health and social services and public rights of way. The divisions of responsibility between Guildford Borough Council and Surrey County Council are not always clear. Both Councils do have [websites](#) which give detailed information as to the services they are responsible for and contact details for the relevant departments.

The Parish Council comprises 16 Councillors, who each serve a four-year term of office and receive no allowances or remuneration of any kind.

There are four electoral wards in the Parish:

- Fairlands (5 Councillors)
- Jacobs Well (3 Councillors)
- Perry Hill (3 Councillors)
- Wood Street Village (incorporating Broadacres) (5 Councillors)

Members of the public are welcome to attend any meeting of the Council. The Council usually meet on the 4th Thursday of the month in the Small Hall at The Worplesdon Memorial Hall (full council meetings are not held in August or December). Residents are able to address the Council during the public participation session at the start of these meetings. The dates are publicised on both our website and the Parish Noticeboards.

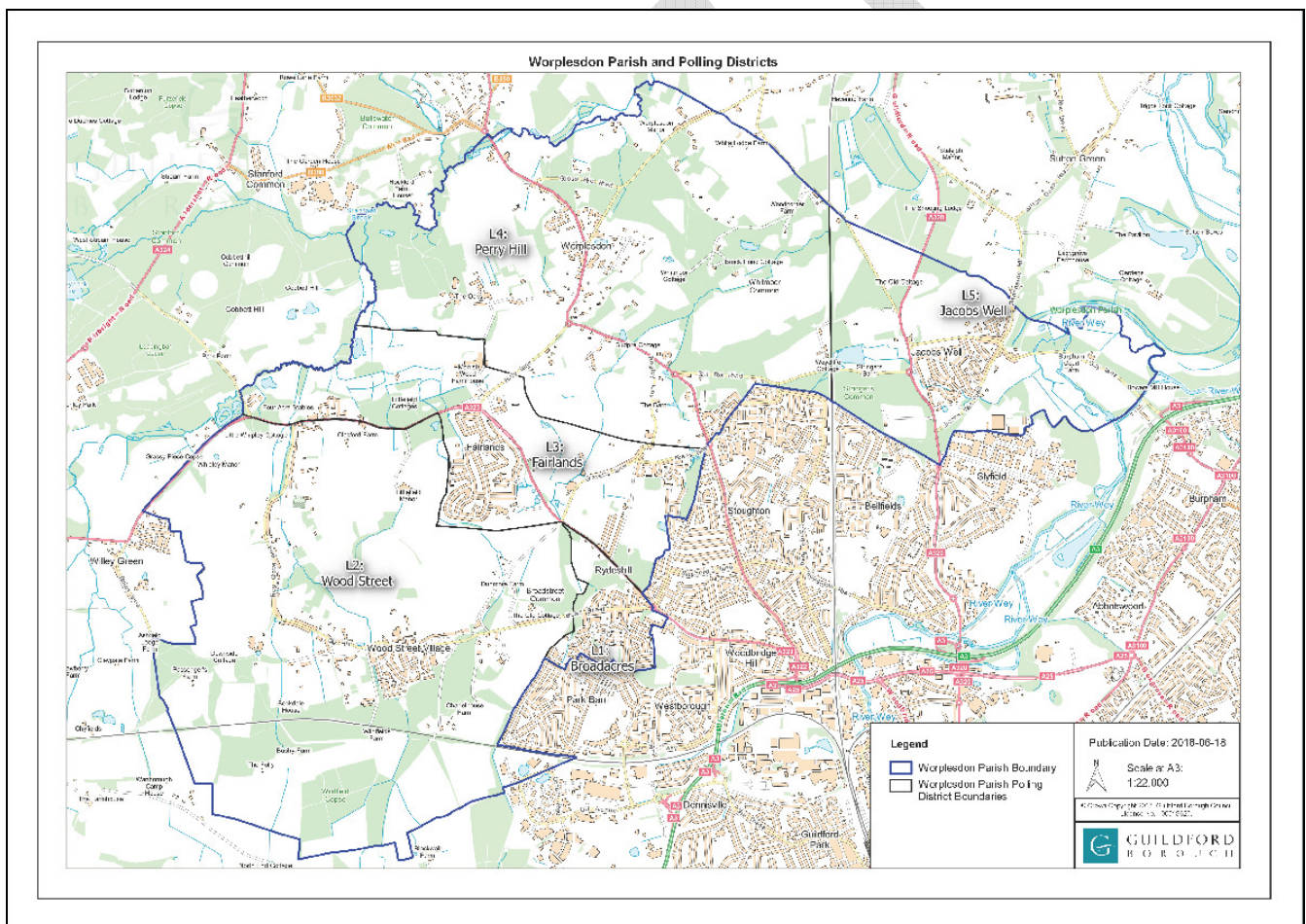
The Parish Council is funded by the precept (an element of the Council Tax) which is collected by Guildford Borough Council on our behalf. The precept set for the year 2018 - 2019 is £196,719 (which represents £56.61 per Band D property per year). This amount is shown clearly on the council tax bill each resident receives. The Parish Council also receives a small income from the payments received from the tennis courts located at The Worplesdon Memorial Grounds. The Parish Council currently receives two grants: grass cutting and Local Council Tax Support Scheme Grant (LCTSS), and a nominal amount of bank interest.



## Strategic Priorities

We have identified the following five strategic priorities that Worplesdon Parish Council will focus on over the next 5 years:

- Community Engagement and Representation
- Governance and Fiscal Responsibility
- Business Engagement
- Management of Recreational Facilities
- Conserve and Improve the Environment



**Strategic Objectives 2018 – 2023**

<b>1. Community Engagement and Representation</b>							
To be an effective body, the Council needs to be liaising with the whole spectrum of the community at every available opportunity. To reiterate to the local community that their opinions matter to the Parish Council and that they will be represented wherever possible.							
	<b>Objectives</b>	<b>Action</b>	<b>What will happen</b>	<b>Timescales</b>	<b>Measures of Success</b>	<b>Financial Implications</b>	<b>Project Leaders</b>
1	Events – such as WW1 commemorations in 2018 (Church, beacon, Parade)	Working parties to be set up as appropriate	Events will take place via full council	Duration of the plan	Response from the community	To be considered via the precept	Councillors
2	Armistice Day events	To continue commemorations at Jacobs Well war memorial	Annual event held	Duration of the plan	Response from the community	Via precept	Councillors
3	Residents' Surveys – ask residents as appropriate  e.g. SurveyMonkey, Twitter, Facebook, Parish newsletter and Parish website	To utilise social media	Improved community engagement	Duration of the plan	Response from the community	Staff time	Councillors/ Staff
4	Noticeboards (repair and replacement) – Rolling programme  - Consider new noticeboards at The Oval and - Broadacres/Oakfields	Survey and select new sites	New noticeboards erected	2019/20	N/A	£5,000	Staff
5	Flood Forum Representation  – to engage with landowners and residents – to raise awareness of riparian ownership issues	To reinstate 3 meetings per year	3 meetings per year	Duration of the plan	Reduction in surface water flooding	Staff time	Parish Flood Forum Representative /Staff

	Objectives	Action	What will happen	Timescales	Measures of Success	Financial Implications	Project Leaders
6	Community Resilience to enable the Parish to be more self-sufficient in an emergency	Review existing preventative measures Meeting with Surrey County Council Resilience Team April 2018	Parish will become more resilient as a community	Duration of Plan	Seek advice from Surrey County Council	Via precept	Chairman and staff
7	WPC representatives on:  Fairwood Helpers FLGCA JWRA SALC SARP Stoke Hospital Worplesdon Flood Forum Worplesdon Memorial Trustees Worplesdon Parish Charities WSVA  [Councillors named on our Parish Representatives page on our website]	Appointments are made annually in May  (November for Worplesdon Memorial Trustees)	Improved communications  Annual review	Duration of Plan	Feedback obtained  Mutual success  Teamwork	None	Appointed Councillors/Representatives
8	Liaison with local schools, where appropriate, for support with relevant projects	As and when appropriate	Community engagement	Duration of Plan	Positive feedback Mutual support	Staff time	Clerk and Assistant Clerk

	Objectives	Action	What will happen	Timescales	Measures of Success	Financial Implications	Project Leaders
9	Responses to planning applications to represent the views of the community	To respond in a timely manner	Follow planning guidance	Duration of Plan	Influencing the decisions of the Principal Authority	HR cost/staff time	Councillors
10	Community representation at all levels of Government, and other organisations as appropriate e.g. Network Rail, Royal Mail	Seek to respond to relevant public consultation documents	Issues raised as and when appropriate	Duration of plan	Influencing issues raised	HR cost/staff time	Staff
11	To provide comment and constructive criticism on the Borough Local Plan from the Worplesdon perspective and to continue to so advise and assist local residents	Ongoing	Representation at the EIP	June 2018	Influencing the Principal Authority in delivering the best local plan for the area	Already allocated in precept	Councillors



## 2. Governance and Fiscal Responsibility

Without good governance and good fiscal responsibility, the Council would be failing in its core duties.

	Objectives	Action	What will happen	Timescales	Measure of Success	Financial Implications	Project Leaders
1	Provision of Parish office promoting the work of the Parish	Ongoing	Investigate possible office at Gravetts Lane Farm	6 months	Provision of office	Funding already set aside £40,000 (earmarked reserves) – 2018/2019 precept £11,500 – Total minimum commitment (Frosbury Farm) £63,000 (rent and rates) over three years 2018/2019 – 2020/2021 & utility costs. TJ Hunt – proposing a 25-year lease for security of tenure	Clerk and Chairman
2	Charges for hiring out WPC land (consider increasing charges for community events)	Officers to speak with surrounding Parishes	Research to be carried out	6 months	Ongoing hire continues	Reduction in precept	Clerk and Assistant Clerk
3	To obtain the NALC Local Councils Award (Gold)	Policies to be brought in CPD to be obtained and recorded	Ongoing	2 years (2020)	To receive Award	Application Fee	Clerk and Assistant Clerk

	Objectives	Action	What will happen	Timescales	Measure of Success	Financial Implications	Project Leaders
4	To accept, where appropriate and economically advantageous, the devolvement of services from Principal Authorities where this would lead to an improvement for local residents (specifically vegetation clearance, ditch clearance, sightline work)	Ongoing	NRSA qualifications obtained Chainsaw training obtained LANTRA forestry first aid training obtained	Duration of Plan	Positive feedback from residents	Provision of equipment (much of which has been purchased already)  Servicing, replacement parts/equipment, maintenance, refreshments	Chairman and Vice-Chairman
5	To encourage Councillors to attend relevant training courses/events where possible	Ongoing	Councillors to be reminded of the SALC training schedule	Duration of Plan	More councillors attending training – Publish training matrix on website	Increase training budget by £2 - £3k per year  Implement 2019/2020	Full council/Clerk
6	To ensure GDPR compliance, IT security and office efficiency	GDPR compliance	Work with the DPO to ensure compliance	Duration of Plan	No ICO breaches	£1000 per annum - to be reviewed as part of the precept	Cllr D Snipp

**3. Business Engagement****4.**

The Parish Council will encourage and support business growth and increased employment opportunities via a Business Forum.

	Objectives	Action	What will happen	Timescales	Measures of Success	Financial Implications	Project Leaders
1	Promotion through social media	Establish social media identities on appropriate platforms	Clerk and Assistant Clerk to promote Worplesdon Parish Council's actions and events through these platforms, and utilise these links for disseminating important information, where appropriate	Duration of Plan	e.g. Page 'Likes' on Facebook, and 'Followers' on Twitter	Staff/time	Staff and Cllr D Snipp
2	Business Forum	To establish a Business Forum – Work with Chris Stanton and the Surrey Chamber of Commerce	Meetings	Forum to be established by January 2019	Sponsorship and feedback	Potential reduction to precept	Chairman and Staff

#### 4. Management of Recreational Facilities

Recreational facilities will continue to be maintained and improved where applicable.

	Objectives	Action	What will happen	Timescales	Measures of Success	Financial Implications	Project Leaders
1	Tennis courts	To improve publicity, embracing social media and utilising our new website, and improve usage, and thereby revenue  To consider the potential benefits and feasibility of using online booking and payment systems	The provision of affordable sporting facilities i.e. MUGAS (Multi-use Games Areas)	Duration of Plan	Providing affordable recreational facilities	Possible loss of income  Investigate possible grants	Councillors
2	Existing play areas	To have defined repair, renewal and improvement processes in place for all equipment and their associated areas, as appropriate	Annual Review of Playground Equipment	Duration of Plan	No accidents	Review during annual budget process	Councillors
3	Potential new facilities	Review as appropriate	Review as appropriate	Duration of Plan	Well used facilities	Investigate possible grants	Councillors

## 5. Conserve and Improve the Environment

The local environment is what makes our Parish so special and gives our five communities their distinct identities.

	Objectives	Action	What will happen	Timescales	Measures of Success	Financial Implications	Project Leaders
1	Devolved land maintenance – e.g. Holly Lane, Tangle Lane etc	Continue successful work parties	Seek a wider volunteer base	Duration of plan	No complaints	£500 - £1000 one-off equipment costs	Chairman and Staff
2	Land management – ongoing maintenance (bollards/gate installed Pitch Place) – Height barriers already installed Harry's Meadow, Height barrier and bollards for Worplesdon Memorial Ground – WSV do not want physical restrictions (as per meeting with residents).	Continue work parties	Annual review	Duration of plan	No complaints and no legal/bailiff fees	Costs for additional security measures from contingency funds 2018/2019	Chairman and Staff
3	Grass cutting (3-year contract)	Review contract 2019	Meeting with Guildford Borough Council/Surrey County Council	New contract due 2020 Further review 2022	No complaints	Cost increasing as grant reducing and RPI increase review via precept	Councillors
4	Village signs - maintenance on a rolling basis (Fairlands, Jacobs Well, Perry Hill Green, Perry Hill - Rickford, Wood Street Village)	Review annually	Possible maintenance	Duration of plan	Aesthetically pleasing signs	Review as part of the precept	Councillors

	Objectives	Action	What will happen	Timescales	Measures of Success	Financial Implications	Project Leaders
5	Provision of a wildflower meadow –common land Oak Hill Wood Street Village	To continue collaboration with community	Community will engage with project	Commencement–subject to community engagement	Increased biodiversity	Cost agreed £350 2018/2019	Community/ Councillors
6	Bee friendly flower corner in Harry's Meadow, Jacobs Well	Continue JWRA community engagement	Community will engage with project	2018/2019	Increased biodiversity	Cost expected to be £300 2018/2019	Community/ Councillors
7	Christmas lights <ul style="list-style-type: none"> <li>- Wood Street Village Green (Christmas Tree)</li> <li>- St Mary's, Worplesdon (Christmas Tree)</li> <li>- Perry Hill Green</li> </ul>	2 years of a 3-year contract remaining to provide and maintain 2 Christmas trees and their lights  Consider installation of a separate power supply on Perry Hill Green	Continuity of power supply	Delivery by Christmas 2018	To provide further opportunities for community events to be held throughout the year at Perry Hill Green	Cost £4,600 per annum  £6,000 for provision of electricity supply	Community/ Councillors
8	K6 phone kiosks Frog Grove Lane and Liddington Hall - Proposed use as per Residents' Survey 2017	Feedback from the 2017 Residents' Survey favoured the suggestion of a book exchange.  The provision of a QR code would provide a direct link to local historical information and to walking maps.	Install noticeboards/ bookshelves  Promote book exchange	2018/2019	Future response to Residents' Surveys	2 x Bookshelves	Community/ Councillors
9	Benches - Parish Council owned as per Asset Register	Ongoing maintenance	Maintenance as required	Duration of plan	Well maintained benches	Review via precept	Councillors/ Groundsman



	Objectives	Action	What will happen	Timescales	Measures of Success	Financial Implications	Project Leaders
10	Litter bins – Parish Council owned as per Asset Register	Ongoing maintenance	Ongoing maintenance	Duration of plan	Well maintained litter bins	Review as part of precept	Councillors/ Groundsman
11	Bus shelters – Parish Council owned as per Asset Register	Rolling replacement, as necessary/ongoing maintenance	Maintenance/replacement as required	Duration of plan	Well maintained bus shelters	Review as part of precept	Councillors/ Groundsman
12	War memorial, Queenhythe Road, Jacobs Well	Ongoing maintenance (grass/weeding/posts/chain link rope)	Ongoing maintenance	Duration of plan	Well maintained war memorial	Review as part of precept	Councillors/ Groundsman
13	To gather legally useable data on vehicle speeds in locally indicated locations – SDR purchased, training provided, maintenance costs (serviced November 2017)	Collect data when SDR deployed as per SDR Deployment Policy	SDR reports published on website	Duration of plan	Useable data	Potential training and maintenance costs	Councillors
14	Wood Street Village Community Car Park – Maintenance (surfacing, weeding, repainting lines, emptying bin and replenishing salt bin)	Ongoing maintenance	Repairs as necessary	Duration of plan	Well maintained car park	Review as part of precept	Councillors/ Groundsman
15	Installation of a pedestrian crossing on Aldershot Road	To review costs and consider viability	Ongoing dialogue with Surrey County Council	2019/2020	Installation of a refuge - in fullness of time installation of a pedestrian crossing	£25,000	Councillors



	Objectives	Action	What will happen	Timescales	Measures of Success	Financial Implications	Project Leaders
16	To seek to protect the Green Belt from inappropriate development – Local Plan (funding already set aside) – Residents’ Survey results support approach of the Parish Council	To be represented at the Examination in Public (EIP) in respect of Policies A22 and A26	Professional representation at the EIP	2018/2019	Achievement of objective	Earmarked reserves of £15,000	Councillors
17	To clear Nevins Copse to a degree which balances public access with biodiversity requirements	Continue clearing – working to the agreed programme of appropriate maintenance	Ongoing work programme	Duration of plan	Open access and improved biodiversity	Review as part of precept	Chairman
18	To improve the resilience of Grounds maintenance services	Consider appointing a second part-time member of staff as and when the work demands	Advertise when appropriate	Duration of plan	Well maintained, attractive Parish estate	Review as part of precept	Councillors
19	To provide environmental improvement schemes to improve biodiversity within the Parish Estate	Consultation with residents	Residents’ survey	Duration of plan	Enhanced environment and biodiversity with the Parish estate	Review as part of precept	Councillors
20	Surrey Hills Decluttering Road Signs Programme – To use our local knowledge to inform Surrey County Council	Review all road signage within the Parish	Progressive rolling review of Parish road signage	Duration of plan	To improve road safety within the Parish	Staff and Councillor Time	Staff and Councillors



## Your Parish Councillors

Paul Cragg *Chairman*

01483 531597

[cllr.paul.cragg@worplesdon-pc.gov.uk](mailto:cllr.paul.cragg@worplesdon-pc.gov.uk)

Gordon Adam

01483 234830

[cllr.gordon.adam@worplesdon-pc.gov.uk](mailto:cllr.gordon.adam@worplesdon-pc.gov.uk)

David Bird

07999 944601

[cllr.david.bird@worplesdon-pc.gov.uk](mailto:cllr.david.bird@worplesdon-pc.gov.uk)

Neville Bryan

07766 467814

[cllr.neville.bryan@worplesdon-pc.gov.uk](mailto:cllr.neville.bryan@worplesdon-pc.gov.uk)

Samantha Fisk

07904 263711

[cllr.samantha.fisk@worplesdon-pc.gov.uk](mailto:cllr.samantha.fisk@worplesdon-pc.gov.uk)

Jan Messinger

07761 589768

[cllr.jan.messinger@worplesdon-pc.gov.uk](mailto:cllr.jan.messinger@worplesdon-pc.gov.uk)

Nigel Mitchell *Vice-Chairman*

01483 232538

[cllr.nigel.mitchell@worplesdon-pc.gov.uk](mailto:cllr.nigel.mitchell@worplesdon-pc.gov.uk)

Sandra Morgan MBE

01483 233344

[cllr.sandra.morgan@worplesdon-pc.gov.uk](mailto:cllr.sandra.morgan@worplesdon-pc.gov.uk)

Beth Nagle

01483 232036

[cllr.beth.nagle@worplesdon-pc.gov.uk](mailto:cllr.beth.nagle@worplesdon-pc.gov.uk)

David Snipp

01483 343754

[cllr.david.snipp@worplesdon-pc.gov.uk](mailto:cllr.david.snipp@worplesdon-pc.gov.uk)

Pauline Snipp

01483 343754

[cllr.pauline.snipp@worplesdon-pc.gov.uk](mailto:cllr.pauline.snipp@worplesdon-pc.gov.uk)

Helena Unwin-Golding

07961 716659

[cllr.helena.unwin-golding@worplesdon-pc.gov.uk](mailto:cllr.helena.unwin-golding@worplesdon-pc.gov.uk)

Lisa Wright

07776 301845

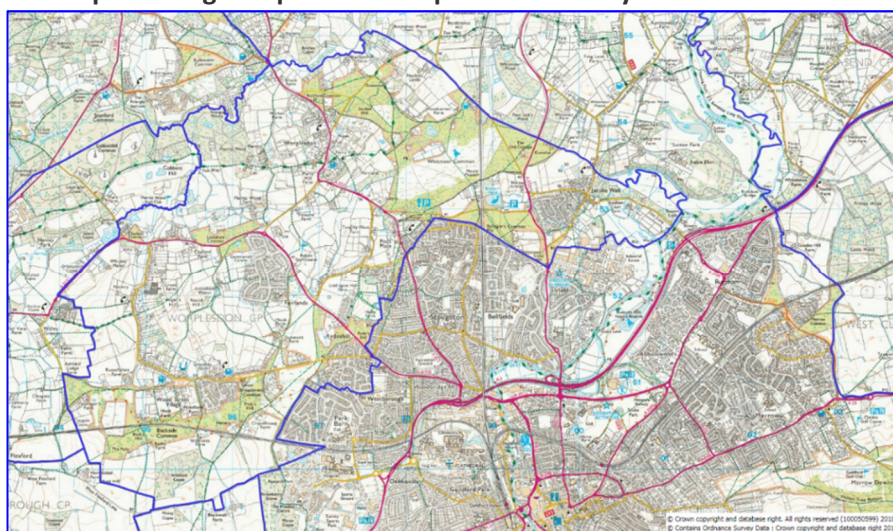
[cllr.lisa.wright@worplesdon-pc.gov.uk](mailto:cllr.lisa.wright@worplesdon-pc.gov.uk)

**Mrs G F White - Clerk to the Council**

**West View, 84 Rydes Hill Road, Guildford, GU2 9UG**

[clerk@worplesdon-pc.gov.uk](mailto:clerk@worplesdon-pc.gov.uk)      01483 300094

**Map showing Worplesdon civil parish boundary**



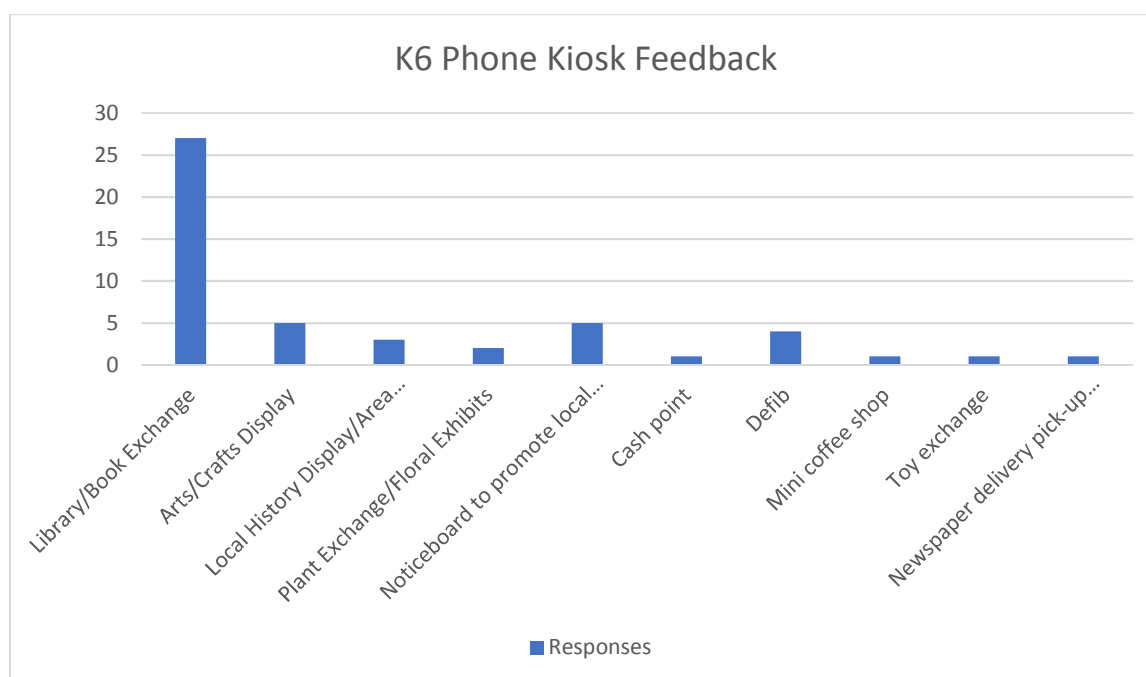
## Appendix 1

### Residents' Survey 2017

#### Feedback on K6 phone kiosks

We asked for feedback on how best to utilise the renovated K6 phone kiosks located at Wood Street Village and Liddington Hall Road.

The greatest support received was for the use of the phone boxes as a book exchange. Other useful suggestions were to use the boxes as a history display, provide walking maps of the area and to additionally utilise the boxes as a plant exchange. It would be easy to provide QR codes to link to our new website relating to both the history and the walking tour maps.



It was also suggested that we house de-fib machines in them. The lack of local knowledge relating to the existing locations of de-fib units across the 4 villages will be covered in newsletters, included on our new website and can be incorporated in the Community Resilience Action Plan.

Similarly, the issues of battery recycling (which can be done through your doorstep waste collection) and cash points (cash from high street banks can be drawn from most post office counters) can also be covered in the newsletter.

## Appendix 2

### Residents' Survey 2017

#### Suggestions for WPC involvement

A large proportion of the items suggested by residents as part of a question asking where the Parish Council should focus or be involved, are actually the responsibility of other agencies. This highlights the need for the Parish Council to re-iterate their responsibilities and to highlight where they are able to assist. The opportunity to apply for Parish Grants also needs to be promoted as there seems to be a lack of knowledge of their availability.

#### Suggestions made that are within the remit of the Parish Council:

- **Planting trees** etc (we have already planted a number of saplings at Nevins Copse, and are actively pursuing the provision of a **wildflower meadow** at Oak Hill, Wood Street Village and the feasibility of



**bee-friendly bulbs** at Harry's Meadow, Jacobs Well) – we are taking a managed approach to tree maintenance and long-term replacement

- **Community events** to bring all residents together – to consider holding an annual event in one village on a rotational basis (subject to staff resources)
- Pushchair access to Harry's Meadow – providing easier pushchair access would also facilitate motorbike access
- A better walk-way between Wood Street and Worplesdon School, as the bus is not helpful - if CIL/s106/sponsorship monies are available, an improved footpath could be facilitated
- More **regular open volunteering** projects organised
- Have regular fairs (we currently have insufficient staff resources available)
- **Clearing back narrow footpaths** and keeping footpaths clear
- To continue furthering our work with regard to the **Local Plan**
- **Modernise our communication infrastructure** – i.e. a better **website**, 'opt in' communications for the **newsletter** (new website now live). Social Media is also being used (**Twitter** and **Facebook**).
- **Promote** what the Parish Council do and how the Council demonstrates value for money. Raise the profile of the Council to get the full support of residents. Be proactive over key issues and be seen to act on behalf of the residents. Continue to focus on clearing sight lines, maintenance, grass cutting, etc
- More speed awareness signage – can include VAS deployment
- **Litter picking** – including along the Aldershot Road
- An event to **commemorate** the end of the **Great War** – events are currently being organised and will be publicised in the newsletter, on our website and our social media pages
- Have a stall at village shows – sadly this proved not to be popular when previously undertaken
- Promote the availability of **Parish Grants** - grant applications can be made in accordance with our Grant Aid Policy
- Consider introducing **adult exercise equipment** in conjunction with play areas – c. £20,000 capital and ongoing maintenance costs and sink fund for replacement
- Additional children's play areas - each village has a play area, and these are subject to replacement equipment when appropriate
- Something to encourage people to respect the grass verges on Fairlands. Some new bollards to replace the broken, shabby ones in Envis Way – this is something which WPC may be able to assist with, in conjunction with SCC subject to funding and SCC's consent
- 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 – WPC is now funding one additional cut

#### **Suggestions that are the responsibility of other organisations:**

- Phase 2 Worplesdon Memorial Hall **Sime Gallery** (Worplesdon Memorial Trustees' responsibility)
- **Roads and footpaths**, especially around Fairlands (This is Surrey County Council's responsibility)
- **Renewable energy** facilities in Harry's Meadow (For whom would the renewable energy be provided? Assuming the village hall, this would be the responsibility of the JWVHT)
- Have regular fairs (not only at Christmas) where one can pay towards the cost of a stall (**No WPC facilities to hire out**)
- Clean out the ditches around the **community centre** in Fairlands (FLGCA responsibility)
- Health and fitness **classes** or social **activities** such as comedy nights or tribute acts at **Fairlands village hall** (FLGCA responsibility)



- **Improvements** to the lighting and fittings of **Fairlands** Community Centre (FLGCA responsibility)
- Events boards for Memorial Hall and Fairlands Community Centre (Grants are available although we understand that there are boards at both Fairlands and Worplesdon already)
- **Replace** the Worplesdon **road sign** that is in very poor, scruffy condition near to Tangle Lane & re-site a 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. The condition of the current sign also gives a very poor representation of Worplesdon to visitors to the area (SCC responsibility)
- **Speed Bumps** on Brocks Drive and Brooke Forest in the Fairlands area. Far too many speeding cars. (Surrey County Council responsibility)
- Apply for a **speed limit** of 30 miles for the entire length of Salt Box Road (Surrey County Council responsibility)
- More **speed awareness signage** (Surrey County Council responsibility)
- **Litter picking** along the Aldershot Road (Guildford Borough Council responsibility)
- 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. (Whitmoor Common is a SPA/SSSI and LNR reserve already. It has the highest level of protection affordable. Surrey Wildlife Trust is responsible for this common.)
- **Something for teenagers** – St Alban's Church is providing youth facilities in Wood Street Village.