

WEST END PARISH COUNCIL

The Sports Pavilion
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MINUTES OF THE MEETING OF WEST END PARISH COUNCIL HELD AT THE SPORTS PAVILION ON

WEDNESDAY 25TH JULY 2018

Present: Cllr. G. Alleway, Cllr. A. Dredge, Cllr D. Elliott, Cllr. W. J. Medhurst (Chairman), Ms. S. Price (Clerk)

In Attendance:

143/18 APOLOGIES FOR ABSENCE: Cllr A. Page, Cllr. S. Prideaux Burns, Cllr. D. Gubbins

144/18 DECLARATION OF INTEREST

No members declared any disclosable pecuniary interests or non-pecuniary interests in respect to matters being considered at this meeting.

145/18 To CONFIRM the Minutes of the meeting held on Tuesday 10th July 2018

Confirmed and signed by Cllr. W J. Medhurst

146/18 To CONFIRM the Minutes of the Business Plan Committee meeting held on Monday 16th July 2018

Confirmed and signed by Cllr. W J. Medhurst

147/18 PLANNING MATTERS

The following application received prior to this meeting was **CONSIDERED**

APPLICATION	DECISION
18/0597 Glencairn, Brentmoor Road, GU24 9QQ	No objection
18/0595 33 Kerria Way, GU24 9XB	No objection
18/0591 North Hill Nurseries, Scotts Grove Road, Chobham, GU24 8DW	No objection

148/18 HIGHWAY MATTERS (outstanding)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 136/18(a) Old House Lane - Kingswood Pallets. The DVSA investigation was still ongoing. Cllr. D. Mansfield would also be speaking to the Surrey County Council.	Ongoing	
b. 136/18(d) Condition of some pavements in West End. Cllr. G. Alleway was drafting questions to be raised with Cllr. D. Mansfield.	Ongoing	
c. 136/18(e) Request for double yellow lines on Benner Lane from Malthouse Farm to the school. The request had been put through the Surrey County Council online reporting system.	Ongoing	
149/18 RECREATION GROUND/PLAYGROUNDS/PAVILIONS/WAR MEMORAL/COMMON LAND (outstanding & new)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 137/18(a) Drainage on the recreation ground near pitch 1. An area along the touchline flooded during heavy periods of rain which prevented games taking place. Cllr W. J. Medhurst provided a specification for additional drainage which may improve the situation. The budget price was around £3,900. It was discussed whether verti-draining annually could be an alternative and more cost-effective solution.	It was resolved not to proceed with additional drainage at this stage, but to verti-drain the whole recreation ground in September, with a view to carry out annually. The Clerk would obtain three quotes.	Clerk - immediately
b. 137/18(b) Creation of a path from the Streets Heath near the pond leading onto the recreation ground continuing up to the zip wire. Cllr W. J. Medhurst provided a specification and budget price of £5,000 - £6,000.	It was resolved to obtain quotes from Nigel Jeffries Landscapes Ltd, T J Hunt, W J Medhurst Developments and Gavin Jones Ltd.	Clerk - immediately
c. Playground Inspection Report. The playground report contains two high priorities. The top bar of the swings at Rosewood was still loose despite attempts by ARD to secure. The Clerk had questioned whether this was a high priority as the invoice for the works had stated the equipment was safe. This was being clarified. The other high priority power push seat had been repaired. The toddler swings at Benner Lane were a medium priority and again it was recommended to replace due to worn bearing block fittings, which could not be replaced as spare parts were not available. See item 149/18(d) for quotes. The gate at Benner Lane leading into the toddler was closing too quickly	It was resolved to wait for a response from ARD with regards to the swing in Rosewood. A motion was moved to discuss item 019/18(d) in conjunction with this item. It was resolved to negotiate with Wicksteed and Playdale regarding a replacement gate at the same time as installing new swings. New quotes to be reviewed at the next meeting.	Clerk - immediately

DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
d. The toddler swings at Benner Lane would need to be replaced in the near future as spare parts were not available for the worn bearing block fittings. This was highlighted as a medium priority on the playground inspection report. Three quotes for replacement toddler swings were provided to the Council.	It was resolved to negotiate with Wicksteed and Playdale regarding a replacement gate at the same time as installing new swings. New quotes to be reviewed at the next meeting.	Clerk – immediately
e. Works required to the flagpole at the War Memorial. The halyard and pulley had come down as the bolts securing the bracket had sheared. A cherry picker would need to be hired to reinstate. Cllr. D. Elliott recommended painting the pole at the same time.	It was agreed to complete this work.	
f. Evidence of rats in ditches near play area/tennis courts. A complaint had been made to environmental services at SHBC regarding the sighting of rats in the above ditch. A survey and site assessment had therefore been carried by contractors of SHBC on 29th June. The report stated there was evidence of rat activity. The cost to install non-toxic boxes to monitor rat activity would be £500. It was noted only one complaint/sighting had been received.	It was agreed no further action would be taken at this stage, but should further complaints be received from members of the public alternative quotes would be sought.	

150/18 BUSINESS PLAN/SURVEY

DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 138/18(a) Letter to SHBC/SCC re use of CIL money. A response had been received from Mrs. J. Rickard, which clarified the role of Borough, County and Parish in relation to CIL funding. The letter stated that SCC did not receive CIL to invest in local infrastructure, but the parish could agree schemes with County, as Borough had done in other areas of Surrey Heath. Details regarding SHBC infrastructure planning were available on its website. The parish council was already aware that its element of CIL could be used to improve roads, introduce speed reduction measures or new signage, however it felt that the some of the remaining 85% CIL received by Borough should be invested in West End. The letter confirmed this would not be the case. Cllr. A. Dredge was concerned the parish was being questioned about its use of CIL. The projects the parish council was considering would address the impact of new developments, and therefore were a justified use of CIL. Cllr. G. Alleway suggested that the parish council should look at other infrastructure improvements.	It was resolved to investigate the exact detail of the highway improvements stated in the response email	Clerk – immediately

DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
<p>b. 138/18(b) Skate Park. The revised tender document was reviewed. It was recommended that the following wording should be added regarding sub-contracting. 'The main contract should be managed and delivered by the tendering company. Subcontracts will only be allowed for specialist works and should be approved by the Council prior to commencement of work on site". The running costs for a skate park would be similar to that of the MUGA below.</p>	<p>It was agreed to include the wording regarding sub-contracting.</p>	<p>Clerk – immediately</p>
<p>c. 138/18(c) MUGA facility. The revised tender document was reviewed. The running costs for a MUGA, as suggested by Sport England, would be .4% of build cost plus a sinking fund of 1.4% of cost. Based on an estimated build cost of £60k this would be £840 p.a. for sinking fund and £240 pa running costs. It was suggested this was a little low, although in early years the MUGA would only require sweeping plus possibly a fungicide treatment. For future budgeting it was recommended to put aside about £2,000 p.a. into a rolling (accumulating) fund for maintenance and repair.</p>	<p>It was agreed to include the wording regarding sub-contracting as discussed in item 150/18/(b)</p> <p>Clarification on the following was also required:</p> <ul style="list-style-type: none"> • Would the MUGA be big enough for 5 and 6 aside league football competitions? • Could hockey be played? • Were the goals adjustable sizes? 	<p>Clerk – immediately</p>
<p>d. 138/18(d) New community building. Cllr. A. Dredge provided the name of a building design consultant based in Weybridge – DHP. Further suggestions to be forwarded to the Clerk.</p>	<p>It was resolved to invite DHP and other building design consultants for an initial discussion.</p>	<p>Cllr. A. Dredge Clerk – immediately</p>

151/18 FINANCIAL MATTERS (outstanding & new)

- a. The payment of accounts to the value of £1,282.15 was noted and agreed
- b. 139/18(b) The current CIL Balance was
- £5012.46 - deadline to spend 03.11.20
 - £6675.90 - deadline to spend 20.04.21
 - £2,385.57- deadline to spend 20.10.22
 - £182,030.00 – deadline to spend 17.4.23
- No CIL had been spent to date
- c. Draft Investment Policy. New guidance that would affect the financial year 2018-19 has been introduced and the parish council was required to adopt and publish an Investment Strategy that must be approved by Full Council. This guidance applied to all Parish Councils with investments exceeding £100,000 at any time during the financial year. It was resolved to adopt the Investment Policy.

152/18 ITEMS FOR THE NEXT AGENDA

- a. Parking issues on Fellow Green Road

There being no further business the Chairman closed the meeting at 21:45

The next meeting will be a planning meeting on Wednesday 15th August at 18:00

Signed Chairman Date