



*Serving the villages of Gomshall,  
Holmbury St. Mary, Peaslake, Shere and  
a large part of Abinger Hammer*

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Tanyard Hall  
30 Station Road  
Gomshall  
Guildford  
Surrey. GU5 9LF

**General Purposes Committee meeting  
Wednesday 11.30am 16<sup>th</sup> January 2019 at Tanyard Hall, 30 Station Road, Gomshall**

Members of the public welcome – Shere Parish Council would like accommodate anyone who would like to attend. If for any reason access to the upstairs of Tanyard Hall is difficult, please contact the Clerk on the number above, for alternative arrangements.

**In the event of a fire, please evacuate the building immediately in a calm and orderly manner and gather at the muster point in the car park furthest from the road and hall. Call the fire brigade, the postcode for the hall is GU5 9LF**

**MINUTES**

	<b>Present – Councillors C Carlisle (Chairman), B Grover, A Collingwood, G Reffo, B Andrews and C Brooke. S Hoyland (Clerk) and C Smith (Assistant to the Clerk) were also present.</b>
18/GP46	<b>Apologies</b> – Councillors R Davey, P Carter, B Andrews, J Hutton, R Smith were unable to attend. Apologies also from B Andrews and C Brooke who will arrive late to the meeting. The Chairman stressed the importance of members attending the meetings. It was <b>Agreed</b> to ask each councillor if they can attend the meeting when the Agenda is sent out.
18/GP47	<b>Declaration of Disclosable Pecuniary Interests (DPIs)</b> Declarations by Councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464) – <b>Councillor G Reffo declared a personal interest in item 18/GP55 as adjoining landowner and Councillor B Andrews declared a personal interest in item 18/GP53</b>
18/GP48	<b>Approval of the Minutes</b> of the General Purposes Committee held on 6 <sup>th</sup> September 2018 - <b>Approved and Signed as a Correct Record</b>
18/GP49	<b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COMMITTEE – No members of the public present</b>
18/GP50	<b>Finance</b> - to receive a report from the Clerk/Responsible Financial Officer – <b>A short address was given by the Clerk – Received.</b> It was requested to put the breakdown of sums for any large expenditure in the notes section of the Finance Report going forward. It was <b>Noted</b> that a new Highways expenditure code had been created to show how much is spent on Highways and Rights of Way (Surrey County Council responsibility) during the year.
	<b>Health and Safety</b>
	<b>Land &amp; Property Maintenance:</b> (Portfolio holder & Alternate – C Carlisle & B Andrews)
18/GP51	<b>Land by Telephone Box, Gomshall</b> – to note an update following the site meeting with Faith Gardens - It was <b>Noted</b> that the Shere Parish Council contractor will clear the debris and vegetation by the stream once the weather improves. It was <b>Agreed</b> to remove the laurel hedge, tidy up the land and put flowers in the planter but that Shere Parish Council would not employ a gardener to maintain and upkeep the area this year. It was <b>Agreed</b> to review again at the General Purposes Meeting in October 2019.
18/GP52	<b>Goose Green Pavilion and storage</b> – review of Asbestos Quotes & consideration of next steps – <b>Recommended to council £8500 ex. VAT (Local Government (Miscellaneous Provisions) Act 1976, S.19).</b> It was <b>Agreed</b> that the Clerk would liaise with the contractor to try and reduce the cost of their quote prior to February Council.
18/GP53	<b>Holmbury St Mary Pavilion and Ground Draft Lease</b> – to note an update – Councillor B Andrews declared a personal interest. It was <b>Agreed</b> that Shere Parish Council would not pay £800 towards the cost of a third party to arrange turning Holmbury and Westcott Wolves football club

	into a charity. It was <b>Agreed</b> to suggest that the Club hire the Pavilion and football pitch on an ongoing annual basis from Shere Parish Council and that the Clerk would put together a hire document for approval from Council.
18/GP54	<b>Duck Enclosure, Shere</b> – to consider surface health & safety concerns from duck handlers – <b>Not Agreed</b>
18/GP55	<b>Tenders</b> – to consider documents for Parish Maintenance, Grass Cutting and cleaning of Tanyard Hall and the old Fire Station - it was <b>Agreed</b> to stipulate in the Grass Cutting tender that certain areas within the parish should be treated more sensitively than others and it was <b>noted</b> that if they are not cut properly this year that the Council would look into employing a gardener for those areas next year. <b>Recommended to Council – revised tender documents.</b>
18/GP56	<b>Bollards, Shere</b> – to consider replacing old with new personalised bollards – it was <b>Agreed</b> the Assistant to the Clerk will research more cone suppliers and costs and details to be sent to Councillors in advance of the next General Purposes Committee meeting in April 2019.
18/GP57	<b>Double yellow lines, Shere Surgery</b> – to consider double yellow lines in the patient drop off area in front of Shere Surgery – <b>Agreed</b> at Council Meeting on Wednesday 9 <sup>th</sup> January 2019.
18/GP58	<b>Peaslake Free School Sign</b> – to consider placing the school sign on the scudges to the left of the bottom of the steps – it was <b>Agreed</b> to ask a school representative to attend the next Peaslake Community Council meeting for further discussion.
18/GP59	<b>Tanyard Hall Illegal Parking</b> – to consider next steps following receipt of DVLA registered keeper details – it was <b>Agreed</b> to request advice and a suitable letter from the Council’s solicitors to send to the owner of the offending car. Details of the remaining illegally parked cars will be sought from the DVLA.
18/GP60	<b>Path to Gomshall Play Area</b> – to address concerns of a local resident regarding dog fouling on the gravel footpath close to the play area – it was <b>Agreed</b> to purchase some ‘no dog fouling’ signs and to send details to the local resident of how to report any dog fouling to the Dog Warden at Guildford Borough Council.
	<b>Swimming Pool: (Portfolio holder &amp; Alternate – A Collingwood &amp; J Hutton)</b>
18/GP61	<b>To note</b> – an update was given at Council and separate meeting has been arranged.
	<b>Playground Matters: (Portfolio holder &amp; Alternate – C Brooke &amp; A Collingwood)</b>
18/GP62	<b>Peaslake Swings</b> – to note replacement of chains on Peaslake swings at cost of £498.67 + VAT - Local Government (misc. Provisions) Act 1976, S.19 - <b>Noted</b>
18/GP63	<b>Shere Recreation Ground</b> – to consider pull up bar costs – <b>Agreed</b> not to purchase this financial year and re-apply again for grant aid next year if required.
	<b>Local Highway Work &amp; Highways Issues: (Portfolio holder &amp; Alternate – P Carter &amp; G Reffo)</b>
18/GP64	<b>Central Shere Finger Post Sign</b> – consideration of quotes to overhaul posts and replacement fingers – <b>Recommended to Council £792.00 (Road Traffic Regulation Act 1984, S.72)</b> for replacement fingers and overhaul to post.
18/GP65	<b>Bridleway UDO18/179/10 improvements Franksfield, Peaslake</b> – to receive an update from South West Ward Councillors - it was <b>Noted</b> that the local Peaslake residents have raised the £960 needed to improve the bridleway. It was <b>Agreed</b> to obtain advice from the Auditor regarding engaging the contractor and payment. It was <b>Agreed</b> that Councillor G Reffo would record formally at the next Peaslake Community Council meeting that the Peaslake residents raised the money themselves to improve the bridleway.
18/GP66	<b>Holmbury St Mary Bus Shelters</b> – to consider the suggestion to upgrade bus shelters – <b>Agreed</b> to monitor the condition and upgrade when necessary.
18/GP67	<b>Repair of Steps on Footpaths</b> – to consider quotes from our Contractor to repair footpath steps on Radnor Road across Plaws Hill and also from Franksfield to Peaslake playground – Councillor G Reffo to find out the name and contact details of the landowner of the steps on Radnor Road across Plaws Hill. <b>Agreed</b> to ask the private landowner to pay for the repairs to the steps. <b>Recommended to Council £95 ex. VAT</b> for repairs if landowner will not / cannot pay for repairs <b>(Open Spaces Act 1906, SS.9 &amp;10)</b> . <b>Recommended to Council £120 ex VAT</b> to repair the steps from Franksfield to Peaslake playground <b>(Highways Act 1980, SS.43,50)</b> .
18/GP68	<b>Surrey County Council (SCC) and Guildford Borough Council (GBC) maintenance issues</b> – consideration of how and when issues are addressed by Shere Parish Council – it was <b>Agreed</b> that

	the Assistant to the Clerk will create a spreadsheet to note on-going maintenance and highway jobs.
18/GP69	<b>Hedges Pursers Lane / Rad lane junction</b> – to note letter requesting resident cut back hedges to improve drivers view on Rad Lane junction – it was noted the resident has agreed to cut back the hedge when it is next pruned. It was <b>Agreed</b> to add this item on to the on-going highway jobs on the new spreadsheet.
18/GP70	<b>Bank erosion between church and Walking Bottom car park, Peaslake</b> – it was <b>Noted</b> that Graham will try and pull forward the brambles in the Spring.
18/GP71	<b>Peaslake</b> – consideration to improve flow of water from the cemetery road through the village – it was <b>Noted</b> that a quote of £280 ex VAT was received following the site meeting to clear the run offs to the ditch to stop water flowing into the village. It was <b>Agreed</b> that as a first step SPC would write a letter to the landowners as soon as possible (copying in the Ranger) to request that they pay for this issue.
18/GP72	<b>Old School Room, Peaslake</b> – to consider ways to stop cyclists damaging the dry stone wall by prohibiting access to the narrow path in front of the Old School Room – <b>Agreed</b> to maintain the bank. Councillor G Reffo to ask the Peaslake Community Council Meeting if they want ‘no cycling’ signs.
18/GP73	<b>Shere Lane</b> – to consider a sign for Shere Lane saying ‘no parking on the pavement’ between Pilgrims Way and Pathfields – <b>Agreed</b> to put up two ‘no parking’ signs on the pavement.
18/GP74	<b>Ford Bridge, Lower Street Shere</b> – to consider repairs to slats by Shere Parish Council – <b>Recommended to Council £200 ex VAT (Highways Act 1980, SS43 &amp; 50).</b>
	<b>Other:</b>
18/GP75	<b>Shere Parish Council IT Back Up</b> – to consider costs for IT support and remote cloud based back up plan. In addition to consider costs for solid state drives – <b>Agreed</b> £687 plus £29 per month subject to checking with Guildford Borough Council the data protection legalities around keeping a drive off-site.
18/GP76	<b>Clerk’s Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda) – <b>Agreed</b> to write to Keith Taylor to note safety concerns of residents regarding the Burrows Lane, Gomshall railway crossing. Councillor A Collingwood to find details for a contact at Network Rail. It was <b>Noted</b> that Guildford Borough Council had completed the work to the road edges from Walking Bottom Car Park to Lawbrook Lane.
18/GP77	<p><b>Councillors’ Business</b> (for noting or including on the agenda for the next meeting)</p> <p><b>B Andrew requested the following:</b></p> <ul style="list-style-type: none"> <li>• To contact Paul to request removal of Peaslake silhouette</li> <li>• To request letter sent to ask for removal of the rubbish on the green in front of Lavender Cottage</li> <li>• The removal of overhanging tree vegetation near Lytchgate / church bus stop, Holmbury St Mary</li> <li>• To request cheque sent for Holmbury St Mary guttering work</li> </ul> <p><b>A Collingwood</b></p> <ul style="list-style-type: none"> <li>• To speak to residents again regarding the fly-tipping in Tower Hill field</li> </ul> <p><b>C Brooke:</b></p> <ul style="list-style-type: none"> <li>• To attend Surrey Hills Highway Working Group meeting (previously known as the Quiet Lanes &amp; Decluttering Working Group) on Monday 21 January and report back to Council</li> </ul> <p><b>G Reffo</b></p> <ul style="list-style-type: none"> <li>• An update on the uneven footpath from Farney Lane to Torrells</li> <li>• To report to Patrick Giles that holes on Mackie’s Hill are opening up again</li> </ul> <p><b>B Grover</b></p> <ul style="list-style-type: none"> <li>• An update on Well Wall, Shere</li> </ul>

18/GP77	<b>Date of next meeting:</b> consideration of Wednesday 24 <sup>th</sup> April 2019, 11am Tanyard Hall, 30 Station Road, Gomshall, GU5 9LF - <b>Agreed</b>