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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S CIVIC AMENITIES AND RECREATION COMMITTEE

Held on Tuesday 2nd July 2019 at 7.45pm in the Council Chamber

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Hartshorn	P	Hansen-Hjul	P
Trentham	P	Jennings-Evans	P		
Manley	P	Halovsky-Yu	P		
Kay	P	Galliford	P		

In the Chair: Cllr Hartshorn (outgoing Chair)
Cllr Halovsky-Yu (incoming Chair)

In attendance: Sarah Walker – Clerk to the Council
Cllr Stacey
Cllr Willgoss
Mrs Patricia Parker – member of the public

P - present A – apologies PA – part of meeting - no information

CAR/19/01 To elect the Chairman and Vice-Chairman of the Committee for the ensuing year

Cllr Jennings-Evans nominated, Cllr Manley seconded and **all agreed to elect Cllr Halovsky-Yu as Chairman of the Committee.**

Cllr Jennings-Evans nominated, Cllr Halovsky-Yu seconded and **all agreed to elect Cllr Hartshorn as Vice Chairman of the Committee.**

CAR/19/02 Apologies for absence

No apologies were received – all Committee members were present.

CAR/19/03 To review and agree the terms of reference for the Committee

The terms of reference circulated (as at Appendix A) were reviewed. Cllr Manley proposed, Cllr White seconded and **all agreed to adopt the terms of reference as shown at Appendix A.**

CAR/19/04 Declarations of interest

No declarations of interest were made.

CAR/19/05 Public question time

Mrs Patricia Parker explained that she was present at the meeting in order to support the motion put forward from Cllr Halovsky-Yu to consider the road signage issues in Alsford Close, where Mrs Parker is a resident.

CAR/19/06 Exclusion of the press and public

Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:

CAR/19/13 To consider quotes for the refurbishment of Bagshot Chapel roof
CAR/19/14 To consider quotes for work to replace fencing at Kings Lane playground.

CAR/19/07 Christmas trees and lights

The Clerk presented quotes for the purchase of Christmas trees for the villages and a quote for additional lighting.

It was resolved:

- i) **Not to purchase any additional tree lights**
- ii) **To purchase the trees required from Oxenford Farm at a total cost of £905.85+ VAT which would include delivery.**

Members noted the erection and lighting costs were likely to remain the same as 2018 at around £1250.00

CAR/19/08 Notice of a motion from Cllr Halovsky-Yu to consider purchase of road signage for Alsford Close, Lightwater

Cllr Halovsky-Yu requested that members consider the situation of the residents of Alsford Close in relation to missing road signage and consider funding to the amount of approx. £1000+VAT for the provision of road signage.

Background information from Cllr Halvosky-Yu regarding the situation was provided as below:

Alsford Close lacks signage to indicate street numbers going into the close and as a result have increasing levels of traffic mistakenly entering, reversing and exiting the close meaning the quality of life of the residents is being negatively impacted.

It appears an omission by the developers to site appropriate signage and the omission by SHBC to rectify within a reasonable time thereafter. The residents have attempted various times over the years to seek resolution of this matter but to no avail.

The Clerk provided some further information, having spoken to the officer with responsibility for road signs at SHBC.

It was confirmed that this is a long-standing complaint which the resident had raised with the developers CEO, SCC, CEO of Surrey Heath, various heads of service at Surrey Heath and Michael Gove.

Due to a small annual budget of £15,000 for street signs across the whole of Surrey Heath, priority is given to stolen signs, illegible signs and replacing those damaged in RTC's. If there were any spare budget, consideration could be given to funding these signs, but demand has always outstripped the budget.

The officer made the point that if Alsford Close is sign posted, there is a precedent set and residents across the Estate (and elsewhere) would then have grounds to ask for signs to be installed, as many of the roads are similarly laid out. The Clerk highlighted her concerns that the Council would be setting a precedent and that funding signs for one road could end up with multiple requests and the Council would then not have grounds on which to turn down future requests.

Cllr Manley asked to have his comment recorded that SHBC should have funded the road signs and not relied on the Parish Council to fill the gaps where residents have been let down.

Cllr Halovsky-Yu proposed, Cllr Jennings-Evans seconded and all agreed to approve up to £1,000+VAT in order to provide road signage for Alsford Close.

CAR/19/09

Notice of a motion from Cllr Hansen-Hjul to discuss footpaths in Windlesham village which preclude residents with mobility scooters/electric wheelchairs from safely accessing parts of the village.

Cllr Hansen-Hjul raised an issue that had been flagged by a resident in relation to the lack of dropped kerbs to allow wheelchair users access to certain parts of Windlesham village.

It was resolved that the Clerk will write to Highways and cc. Cllr Goodman to highlight the issues and ask for options to resolve the situation.

Cllr Jennings-Evans also advised that this could be raised as a question for the next Local Area Committee to be held on 3rd October.

CAR/19/10

Notice of a motion from Cllr Hansen-Hjul to discuss potential for mapping of all defibrillators held in the Parish

Cllr Hansen-Hjul raised the idea of the Parish Council creating and publishing a map showing all the locations (and ownership/responsibility details) of public access defibrillators in the Parish area.

It was agreed that this was a good idea, although publishing publicly contact details may have implications as far as GDPR is concerned and this would need to be checked.

It was resolved that the following Councillors in each village would take responsibility for collating the location information and passing this to the office to map the data:

**Windlesham - Cllr Hansen-Hjul
Lightwater - Cllr Jennings-Evans
Bagshot – Cllr White**

CAR/19/11

Notice of a motion from Cllr Stacey to consider erecting a noticeboard on Chertsey Road Windlesham

When the Council renewed its noticeboards in 2017, consideration was given to the locations of all noticeboards in the villages and each village ended up with 2 noticeboards each, plus one in each of the cemeteries. The board in the centre of Windlesham was supplied by Runnymede Homes as part of the Dairy Mews redevelopment at no cost.

There had previously been a noticeboard opposite the Kings Lane play area. This was removed as part of Council's overall decision to refurbish the noticeboards.

Cllr Stacey wishes to have a board reinstated based on local knowledge and messages from many residents in that area. Therefore a quote was obtained for a board to match the others that were replaced in 2017.

It was resolved to purchase an A2 sized board at a cost of £620+VAT plus installation and delivery costs of approximately £400+VAT. It was agreed that this be funded from the Windlesham CIL reserve.

CAR/19/12

Exclusion of the press and public

Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:

**CAR/19/13 To consider quotes for the refurbishment of Bagshot Chapel roof
CAR/19/14 To consider quotes for work to replace fencing at Kings Lane playground.**

20.12 Mrs Parker left the chamber

There being no further business the meeting closed at 20:25

Windlesham Parish Council

Civic, Amenities & Recreation Committee – Terms of Reference

The role of the Civic, Amenities & Recreation Committee is the effective provision of civic, amenity and recreational services to the Parish of Windlesham.

1. Membership of the committee will consist of a total of 9 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.
2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

FUNCTIONS:

The committee shall:

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- b) Appoint sub-committees or working parties to undertake any specific project work as required.
- c) Delegate to the Proper Officer, or a Councillor in conjunction with the Proper Officer, to undertake any specific project work as required.
- d) Undertake project work as directed by Full Council, including the installation of annual Christmas Trees & Lighting, and summer Hanging Baskets.
- e) The committee shall have spending powers to a maximum of £1,250 per agenda item. The committee shall make recommendations to Full Council on all expenditure in excess of this sum.
- f) Work with other authorities to maintain the public footpaths within the Parish.
- g) Represent the Council to other statutory authorities on matters relating to highways, street furniture, public transport, postal services, public utilities, street and footway lighting, public rights of way, preservation of trees, historic buildings, grounds maintenance issues, conservation areas, and land drainage.
- h) Manage and maintain the provision of bus shelters, seats, village signs, notice boards and other street furniture owned by the Council.
- i) Recommend the purchasing of all significant fixed assets necessary to support the maintenance of Parish owned premises and land.
- j) Liaise with sporting organisations with regard to the prioritising of sporting and recreational facilities within the parish.
- k) Represent the Council in matters relating to the police or delegate to the Proper Officer.
- l) Draft the Civic, Amenities & Recreation budget lines and submit budget requirements and recommendations to the Finance Sub-Committee.

- m) Manage the budget lines relating to the above functions and recommend (to the Finance & General Purposes Committee) virements where necessary between budget lines held and managed by the committee.
- n) The Terms of Reference shall be reviewed annually.

The Chairman shall:

- o) Agree the minutes of the Civic Amenities and Recreation Committee at Full Council meetings subject to approval.

SW, Clerk July 2019