



# HASLEMERE TOWN COUNCIL

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## **Amenities, Infrastructure & CIL Committee**

Minutes of the meeting held at 7pm on 7 August 2025  
Council Chamber, Town Hall, High Street, Haslemere

|                   |                                                                                                                |
|-------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Chair</b>      | Cllr Leach*                                                                                                    |
| <b>Vice Chair</b> | Cllr Waters*                                                                                                   |
| <b>Members</b>    | Arrick*, Aslam, Banfield, Bridge, Carroll*, Carter*, Davidson*, Keen*, Matthes*, Nicholson*, Robini* & Weldon. |

\*Present

Meeting clerked by: Pippa Auger, Deputy Town Clerk.

In attendance: members of the public interested in the allotment agenda items 10a-d, and Nicol's Field agenda item 12.

### **33/25 Apologies for absence**

The committee accepted the absences of Cllrs Banfield (ill), Bridge & Weldon (holiday)

No apologies were given for Cllr Aslam.

### **34/25 Declaration of Interests**

#### **(Disclosable Pecuniary, Other Registrable and Non-Registrable)**

None.

Cllrs Arrick & Davidson asked that it be noted they are Governors of Beacon Hill Primary School.

### **35/25 Minutes of the last meeting**

The minutes of the meeting held 8 May 2025 were agreed and signed as a true record.

### **36/25 Matters arising from those minutes not otherwise stated in the agenda**

Noted.

### **37/25 Chair/Clerk's report**

Noted.

### **38/25 Representations by the public**

None.

### **39/25 Amenities spending under Chair and Clerk's deleted authority**

Noted.

| <b>Item</b>                                                 | <b>Spend</b> | <b>Budget total for the year £2,500</b> |
|-------------------------------------------------------------|--------------|-----------------------------------------|
| Balance painting benches (agreed at last committee meeting) | £12.00       | -£2,488.00                              |
| <b>Total amenities budget left</b>                          |              | <b>£2,488.00</b>                        |

#### **40/25 Town Hall signage**

Councillors agreed they wanted to see the crest within the signage design.

**RESOLVED:** Clerk and Chair of Amenities & CIL are authorised to award up to £3,680. To be paid from £1,000 budgeted amount, £1,000 underspend on the High Street public toilets work, and the remaining from Council general reserves.

**ACTION:** Town Hall officers to try and obtain two more quotes.

Following discussion, they also felt there needed to be signage on the front of the Town Hall as well as the two sides as it was not clear at the front of the building what it was. Cllr Robini proposed additional signage for the front of the Town Hall, seconded by Cllr Keen. The committee voted on the proposal and were all in favour.

**RESOLVED:** Suitable signage be added to the front of the Town Hall, to be funded by the Amenities committee budget line.

#### **41/25 Community painting of Lion Green toilet block**

Councillors had a short discussion about this item and agreed the proposal, asking the clerk to contact the resident who had raised the item to inform her of the outcome and reasons why. The clerk confirmed that she had been informed this might be a likely outcome but would follow up after the meeting.

**RESOLVED:** The committee review this suggestion at the meeting in February or May 2026 once its own plans have been completed.

**ACTION:** the clerk to write to the resident to confirm the resolution with reasons.

#### **42/25 Allotments**

##### **a) Allotment procedures**

Christian Ashdown, Project and Amenities Officer, spoke on the minor changes to the procedures. There were some questions from the public about what “cultivation” included. Was there a requirement to grow green manure during the winter and could it include flowers and non fruiting trees which were already in existence on various sites? The intent behind the motion is to ensure that plot holders are using at least 75% of their plots for growing, whereas currently there are a few plots either largely laid to grass or have raised beds in them covered in weeds. It would give the officers and plot holders clearer guidance, particular when inspections are taking place. It’s acknowledged that some productive plots can dip below this threshold around harvest time but its the principle of having 75% growing space, and not all laid to grass or not being cultivated at all.

It is also the intention that this change is for the growing season, it is acknowledged that plots could be left fallow during the winter months.

Cllr Nicholson proposed an amendment to the 75% cultivation rule that there be an appeal process, to be considered by the Deputy Clerk and Project and Amenities Officer, in cases such as ill-health or extenuating circumstances. Cllr Matthes seconded this amendment.

**RESOLVED:** the changes made to the allotment procedures are agreed, with plot holders being able to appeal to the Council should there be circumstances which means they are not able to comply with the 75% cultivation rule. Clerk has delegated authority to either update the procedure or put this in the contract, where it was felt appropriate.

##### **b) Dogs on leads at allotments**

Cllr Miller spoke in relation to his motion. There is an issue with dog foul not being cleared up on the allotment. Dogs are currently allowed to be off the lead in the communal areas, and some owners are not being responsible in cleaning up after them. By having them on leads in all communal areas, owners will be

more aware of where their dog goes to the toilet and so clean up after them and all plot holders feel safe during their visit to the allotment.

**RESOLVED:** Dogs are permitted on the Council's allotment sites under the following conditions:

- 1 Dogs must be kept on leads at all times when on main paths and in other communal areas across all allotment sites;
- 2 Dog owners are responsible for cleaning up any mess left by their pets in shared areas;
- 3 At allotment sites without individual plot fencing (such as Clammer Hill and Sturt Road) dogs must remain on leads at all times; and
- 4 At allotment sites with individual plot fencing (such as Collards Lane), any dogs within those plots must be contained securely to prevent them from escaping.

Clerk has delegated authority to either update the procedure or put this in the contract, where it was felt appropriate

Cllr Keen proposed that signage relating to these rules be put up on each allotment, Cllr Davidson seconded the proposal.

**RESOLVED:** Signage be put up on the allotment gates with any associated cost to come out of the Amenities committee budget.

7.11pm Cllr Carter arrived.

#### **c) Review of allotment charges**

There was discussion around this. It was commented that the precept has increased at around 5% for the last five years but the allotment charges have remained static. Under legislation the Council has to give 12 months' notice. The income derived from the allotments cover the annual outgoings, and any small surplus goes into an ear marked reserve for any additional allotment costs/one off projects.

Cllr Carroll commented that charges, such as water, are going to start increasing now resulting in the surplus reducing. Council has a small window in which to make this increase and should be proactive in raising the charges now, especially as they would not take effect until January 2027.

Cllr Carroll proposed that the charges be raised in line with the precept increase. The proposal was not seconded.

**RECOMMENDATION:** There be no increase in allotment rent for 2027.

Cllr Carroll voted against the recommendation.

#### **d) Proposed new plots at Clammer Hill**

**RESOLVED:** the committee approves the principle of increasing the number of allotment plots

**RECOMMENDED:** a costed proposal is prepared for inclusion in the budget round for 2026/27.

#### **43/25 St Alban's War Memorial**

**RESOLVED:** Quotes to be obtained for the cleaning of the memorial and repairing the delamination. To be added to the budget for 2026/27.

**RESOLVED:** Clerk contact the War Memorial Trust to see if any of the works are eligible for grant funding.

#### **44/25 Nicol's Field allotments – Beacon Hill**

There was discussion between Councillors about this item, with concern having been raised by local residents that the intention of the Trustees was not genuine and they would seek to build on the site. Since the agenda

item was published, one trustee has verbally confirmed to their agent that three trustees agree to the principle of Haslemere Town Council managing and maintaining the allotments.

Cllr Davidson proposed that there be a widening of the brief to include maintenance and management of the whole site at Nicol's Field, not just the allotments, and delegated authority be given to the clerk to enter into discussion with the Trustees/agent. This was seconded by Cllr Arrick.

**RESOLVED:** the clerk and Mayor have delegated authority to enter into discussion with the Trustees/agent and bring a recommendation back to the Amenities and CIL committee.

Local resident, Tim Wilkie, asked to address the committee and advised that the will provided that the Trust should pay the annual cost of management of Nicols Field and there should be no reason why the Council should fund these costs. He commented that there was huge local support for the Council to take on the management and maintenance and to ensure this green space remained for the benefit of the local community.

#### **45/25 Biodiversity working group action**

##### **RESOLVED:**

- a) To increase the grass cutting height to 75mm at St Christopher's Green, Clement Corner, Grover's Garden and Pocket Park to enable forbs to grow.
- b) Council retains non-native shrubs at Clement Corner but replace with natives as and when required.
- c) Creation of a bed at Pocket Park at the base of the wall to create a fernery, and area for shade tolerant plants. The creation of the bed will be approximately £275 for the wool weed suppressor and wood chip. This is to be paid from the budget line for the biodiversity audit actions.
- d) To instruct contractors to do a hard cut back of area marked as "Laurel Island" on the map to £2,000. £1,000 from Biodiversity audit action budget and £1,000 from ad hoc maintenance. If underspend to be used for topping out tall laurel/rhododendron specimens.
- e) Biodiversity Working group to set up a Cllr/Biodiversity group/volunteer led activity to cut back areas marked Clump A & B with the aim of holding the first volunteer task in late September.

#### **46/25 Roundabout sponsorship**

##### **RECOMMENDED:**

- a) A new four-year Roundabout Sponsorship Agreement is entered into with Surrey County Council.
- b) New four-year Partnership Agreements are entered into with Amesbury School and St Edmunds School at £1,000 per roundabout per year.

**ACTION:** the clerk to check whether there are break clauses in both agreements as the Local Government Review may have an impact.

#### **47/25 Town Meadow play equipment specification**

The committee noted and approved the play equipment specification.

#### **48/25 CIL Finances**

Noted.

#### **49/25 CIL Strategy Document and project list**

Noted.

#### **50/25 Neighbourhood CIL Project – Beacon Hill Primary School £76,964.40**

The committee discussed this application at length. It is unusual for a school to have an expanse of outside space to enable them to undertake such a project, which would be available to be booked for use by other

community groups when the school was not using it. Other local nurseries are oversubscribed and not teacher led, so they felt this was an application to support. The committee scored the project as follows:

**BENEFIT OF THE PROJECT** – High (9) – more community groups, not just the school, would be able to book the facilities outside of school hours.

**PUBLIC SUPPORT** – Moderate (6) – Haslemere Town Council and members of the community supported the project.

**IDENTIFIED STRATEGIC NEED** – High (6) –Haslemere Neighbourhood Plan noted the increase in population 0-14 and whilst primary schools were (at the time of writing the plan) largely catered for, the earlier demographic was not. Youth provision is a part of the Council's strategy for this term and Surrey County Council early years team supported the project with funding being applied for, and received, from the Department for Education.

**PROJECT PLANNING AND DELIVERABILITY** – High (6) – the application confirms that the project is not dependent on a planning application and is scheduled to commence early 2026.

**FUNDING** – High (6) – The application is for 29% of the overall cost of the project. The Department for Education has awarded £150,000, Weydon Multi Academy Trust has awarded £34,000 and the community has contributed £2,500.

The project scored 33 out of a possible 37. The Council's application guidelines require 3 quotes for works and in some instances, this was not met.

**RECOMMENDED:** Full Council resolves to commit £76,964.40 to this project on condition that the balance of the quotes was provided to it. The clerk and chair of the committee be given delegated authority to make a recommendation to Full Council for acceptable reasons for the lack of quotes if they are not forthcoming.

**51/25 Footbridge by Tesco feasibility study**

**RESOLVED:** a working group to be set up with Cllrs Arrick, Bayliss, Keen, Nicholson, Robini and Waters for the purposes of preparing the application for Neighbourhood CIL, reviewing the quotes and making a reasoned recommendation to the next Amenities & CIL committee meeting.

**52/25 Next meeting**

6 November 2025

Meeting closed at 8.37pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Chair of CIL & Amenities Committee**