

**ELSTEAD PARISH COUNCIL**  
**Minutes of Meeting**

**Monday 19th February 2018 at 7.30 pm**  
**The URC, Milford Road, Elstead**

<b>Attendees:</b>	Cllr P. Murphy (Chair)	Cllr J. Jacobs	Cllr. R Rees
	Cllr R. Holroyd	Cllr J. Holroyd	Mrs K. Brooke
	Cllr J. Mathisen	Cllr R. Gardner	Mrs J. Williams (Clerk)

**PUBLIC QUESTION TIME**

- 4552 A resident asked what was happening with the dilapidated shed on the A3/B3001 mini roundabout. **(02/18). Minute to be removed next month.**
- 4553 Cllr Harmer advised that there will be roadworks which will mean the night time closure of the B3001 junction with the A3. **(02/18). Minute to be removed next month.**
- 4554 Cllr Harmer advised that there is shortage of foster parents in Surrey and currently 400 children a year are placed with fosterers outside of the county. The Clerk to highlight this via the EVN, school newsletter and the village facebook page. **(02/18). Minute to be removed next month.**

**1.0 APOLOGIES FOR ABSENCE**

- 4555 Apologies had been received from Cllr L Davidsen who was not able to attend due to business reasons. his apologies were accepted by the Council. **(02/18).**

**2.0 DECLARATIONS OF INTEREST**

- 4556 No members disclosed any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007. **(02/18).**

**3.0 APPROVAL OF PREVIOUS MINUTES HELD 22nd JANUARY 2018**

- 4557 The minutes of the Parish Council meeting held on 22nd January 2018 were agreed and signed by the Chairman. **(02/18).**

**4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 22nd JANUARY 2018**

- 4558 The minutes of the Planning meeting held on 22nd January 2018 were agreed and signed by the Chairman. **(02/18).**

**5.0 MATTERS ARISING**

- 4559 BW68 improvement: SCC currently have no monies for remedial work. The PC offered SCC £1,500 to help and gave priority to improving BW 68. There has been no further progress on this matter. Cllr Mathisen to follow up with MoD in Feb/March. **(02/18)**
- 4458 Improved cycle route Elstead to Milford/Rodborough. Formal written permission from MoD and NE will be required to approve the proposed slight detour route. There has been no further action on this matter. **(12/17)**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 4244 Part 2 of the Local Plan is due in November. **(09/17)**
- 4560 Weyburn Works: Cllr Murphy and Mrs Davidsen to meet with Clarion on 31.01.18. **(02/18) Minute to be removed next month as covered in agenda item 6.**
- 4504 Cyber security. The Clerk has obtained feedback from other parishes.. The Clerk saves documents to an external hard drive and this is kept securely. Cllr Brooke to ask what the best practise is when she attends the data protection Officer training session on 6.2.18. **(01,18)**
- 4561 A hot air balloon landed in Burford Lodge Rec on 17<sup>th</sup> June at 8am. There have been various communication with balloonist. The Clerk to continue to chase for payment. **(02,18)**
- 4562 Waylease Signed: The Clerk has signed the outstanding Waylease agreement for pylons on the rec. Payment is made every July so EPC payment is due in July 2018. The backdated payment for 6 years is £376.44. Moving forward overall annual payment will be £64.74. **(02/18).**
- 4563 Gullies: The Clerk contacted SCC who confirmed that they would jet the gullies w/c 29<sup>th</sup>. This was subsequently rearranged for the following week as traffic control measures were required. The gullies were 100% full of silt and were successfully jetted. **(02/18). Minute to be removed next month.**
- 4564 Flooding Silver Birches Way: The Parish Council resolved to monitor the situation to see how serious a problem it becomes. The PC suggested that it might be appropriate to offer a donation but not to bear the full cost. Cllr Brooke to ask residents if they would be prepared to pay for tree removal however the issue of paying for road remedial works (following any tree removal) was raised. **(02/18).**
- 4356 Signage: The Clerk to arrange for a sign at Burford Lodge Rec to be made acknowledging sponsors. **(10/17)**
- 3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**
- 4565 Thursley Road Cemetery safety checks: The Clerk has found a company to do the audit and The Clerk is waiting on the quote. **(02/18). Minute to be removed next month as covered in agenda item 12.**
- 4510 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has met with the landowner on 08/01/18. The landowner raised queries which SCC are pursuing. **(01/18)**

- 4511 Cemetery Space Assessment: If more space is required trees will need to be felled and the land must settle for 10 years before burials can happen on the cleared site. Cllr Davidsen has taken a preliminary look and is working up a cemetery plan. **(01/18)**
- 4566 Cemetery broken concrete container: The Clerk contacted WBC who said that a green waste collection would not be possible even if the PC paid for it. Richard to make a compost receptacle from second hand railway sleepers. The Clerk to ask if this can be part funded by PIC monies. **(02/18)**
- 4567 Traffic/speed/parking around the school: SCC Highways arranged for a traffic audit on Friday 2<sup>nd</sup> February. Unfortunately it wasn't a busy day. Attending were: Adrian Selby (SCC Senior Engineer – Highways), Matt Smith (SCC Road Safety Team Leader), Graham Cannon (Surrey Police Road Safety), Cheryl Faure (SCC Safer Travel Officer), Lorna Truscott (Admin for St James School) and Juliet Williams (Clerk PC). Parking issues were highlighted to the audit team as well as the lack of a safe crossing and people using Red House Lane as a mini roundabout when there is a blind pedestrian crossing running through the island. SCC Highways to provide a written report and set up a camera to monitor average driving speeds over a week's period. **(02/18)**.
- 4568 B3001 verges. The Clerk contact WBC to ask for this to be cleaned. The Clerk has followed this up and the verges are to be cleaned within two weeks. **(02/18)**. **Minute to be removed next month.**
- 4569 Tree Audit: The indexing system has been clarified as the numbers on the trees did not tally with the report. This is now resolved. There are a couple of trees that won't need work as we do not have to do works "for good arboricultural practice". The PC agreed that we should only do the trees that need removing for safety reasons and not those that need work for "cosmetic" reasons. The Clerk and Cllr Murphy to assess one horse chestnut tree in Burford Rec on 22<sup>nd</sup> February and arrange for Richard Knight to remove it. **(02/18)**
- 4570 Floodlights: The floodlights have finally been removed. The Sharks have tested some new portable floodlights which have worked well in trials. **(02/18)** **Minute to be removed next month.**
- 4571 Beacon View Road phone box as a book exchange: The Clerk and the parishioner visited three phoneboxes in Frensham which have been turned into a museum, historical information spot and an art gallery. The Frensham Clerk said that community book exchanges don't work as books get damp, aren't put back tidily and it is also a magnet for books and other rubbish to be dumped outside. The resident proposing this is to consider if he still wishes to pursue this project. **(02/18)**.
- 4572 The Sharks Football require more playing pitches: The Clerk to contacted Peter O'Donnell to arrange a meeting. Peter will confirm a date following the next Sharks meeting (22<sup>nd</sup> February). **(02/18)**.
- 4526 EVAA Polytunnels: Some members of the EVAA are keen to have polytunnels but there are no guidelines as to what would be acceptable. EVAA should draw up some proposed guidelines for the PC to consider- with reference to colour, height and footprint. **(01/18)**

- 4529 A letter was received from WBC who are co-ordinating all WW1 centenary events. Cllr J Else and Sue Gowar are interested in forming a working committee to co-ordinate any celebrations in Elstead. The Clerk will hold the list of celebrations so that everything can be advertised collectively. **(01/18)**
- 4573 A complaint was received from a parishioner regarding the state of the parking and verges in Springfield. The Clerk has contacted Cllr J. Else on this matter. **(02/18)**
- 4574 Elstead bridge: SCC Structures Team evaluating what repairs re required. The Clerk has chased again. **(02/18)**
- 4575 PIC Monies available. The Clerk asked if this can be spent on BW reparation work but this was turned down. The Clerk and Cllr Murphy to liaise with the EVAA on 22<sup>nd</sup> February to see if there are any projects that they can propose for PIC funding. **(02/18)**.
- 4576 Box outside the Spar: Hampering access to the PC noticeboard. The Clerk has contacted Blakemores but has not received a response. **(02/18)**.
- 4577 Thursley Road: The surface of Thursley Road is dangerous for cyclists. The Clerk has reported this online. **(02/18)**.
- 4578 Flooding/Sewerage: A parishioner complained of a recent flooding incident which left sewage in his garden. The Clerk was informed and contacted Thames Water and is awaiting a response. **(02/18)**.
- 4579 Derelict garage and dense thicket of nettles near the Quillets (WBC responsibility): Cllr Brooke to liaise with Cllr J Else over this matter as there is a concern over asbestos being present. **(02/18)**.
- 4580 EVAA: Some clearing of encroaching trees and vegetation required. The Clerk to liaise with Richard Knight and the EVAA. A meeting has been arranged to discuss this in more detail on 22<sup>nd</sup> February. **(02/18)**.
- 4551 CIL for EVH: A letter was received from the Committee asking how the Village Halls can access CIL monies for its' continuing reparation work. CIL has not yet come been introduced and the NHP will need to be complete before we can profit from these funds. A project list for CIL monies to be drawn and The Clerk to feed this information back to the Village Halls. **(01/18)**. **Minute to be removed next month.**
- 4581 GDPR – Cllr Brooke to attend compliancy training day on 6<sup>th</sup> February. New briefing document received. **(02/18)** **Minute to be removed as covered under item 8.**
- 4495 Concern was expressed over several overflowing bins throughout the village especially around the Spar. The Clerk contacted Paul Redmond several times and this is being addressed. **(02/18)**. **Minute to be removed next month.**
- 4496 Residents highlighted flooding concerns at Hope Street and The Spar. The Clerk contacted SCC with regards the gullies. **(02/18)**. **Minute to be removed next month.**

## **6.0 REPORT FOLLOWING MEETING WITH CLARION HELD 31st JANUARY 2018**

4582 Clarion: Cllr Murphy attended this meeting with Mrs Davidsen. Clarion have taken ownership of the Weyburn site. They have only bought the area that is designated for housing and have not bought the care home plot. During the course of the meeting it came to light that Clarion were not aware of the need to provide adequate access and parking space at the sewage pumping station for Thames Water tankers in the event of a power failure nor that the care home was a condition of the planning consent for the site as a whole. Clarion were also unaware of the extent of the flooding problem. A liaison group to be established and a follow up meeting to be scheduled for as soon as possible. **(02/18)**.

#### **7.0 REPORT FOLLOWING THE WBC TC/PC PLANNING FORUM HELD 5<sup>TH</sup> FEBRUARY 2018**

4583 The Clerk, Cllr Murphy and Cllr Jacobs attended the session which was an update meeting held three times a year. Cllrs who attended felt that the meeting was a little negative. The Western villages put forward a proposal suggesting that if a planning officer is minded to grant consent to an application that the PC is in objection to, the planning officer should contact the Clerk. It was felt that this would expedite planning decisions but WBC were against doing this. Cllrs also requested that if an S106 was going to be granted, the PC be notified so that it could input at an early stage. Again WBC said that this was not possible and that the PC should provide a list of S106 projects at the point at which the PC comments on the planning application – even if it objects. The next forum will be held on 9<sup>th</sup> July 2018. **(02/18) Minute to be removed next month.**

#### **8.0 REPORT FOLLOWING THE GDPR TRAINING HELD 6<sup>TH</sup> FEBRUARY 2018**

4584 The training session was attended by Cllr Brooke. The exact rules for GDPR are still not totally clear.

In order to move towards compliancy it was agreed that all councillors would have PC specific work email addresses that would be separate from personal email addresses. Cllr Rees to create new email addresses for all cllrs.

The Clerk also to have a computer solely for PC work. The Clerk to investigate computer costs for the next PC meeting.

During the meeting there was a presentation from a GDPR company offering to be the external data protection officer for PC clerks. The Clerk from Thursley offered to establish costs for combining western villages. WBC is going to be employing a GDPR officer and Clerks asked whether they could also be the external GDPR officer for Waverley PC's. Cllr Rees to follow this up with Graham Clark @ WBC. The Clerk to forward Graham's details. The Clerk to liaise also with Thursley Clerk.

As part of GDPR, PC's will have to determine policies for storage / deletion of documents. The Cllr Rees to draw up some draft policies. **(02/18)**

#### **9.0 REPORT FOLLOWING MEETING WITH TOM HORWOOD HELD 19<sup>TH</sup> FEBRUARY 2018**

##### **4585 a) Clerks Meeting 11.30am-1pm**

The Clerk attended an introductory meeting with the new CEO of WBC, Tom Horwood attended by a representative from every PC/TC in Waverley. The next meeting is scheduled for September. The following items were discussed:

Timeliness: Clerks asked that WBC budget earlier as PC's set their budgets a lot earlier than WBC and need to know if there will be new areas that PC's need to fund.

Grounds maintenance: greater clarity needed as some areas have three separate agencies maintaining them. One Clerk mentioned the Community Payback scheme that can be used for – it is essentially people doing community service and the service is free. WBC explained that the current grounds maintenance contract ends in 2019 and that perhaps this can be devolved to a more local level.

Street cleaning schedule; can this be added to the website.

Communication: ensure clerks are copied if WBC are communicating with Cllrs directly.

Planning: greater communication and training required. Issues with the enforcement team were highlighted and the fact that the Council Chamber is not the best medium for the recent planning forum. WBC confirmed it is improving planning reports and has offered a roadshow where officers can attend PC meetings to address planning issues. This can be arranged via Tracey Langdon.

CIL/S106: WBC confirmed that two new posts have been created to deal with these issues.

GDPR: Graham Clarke is the WBC contact. A post to be created for WBC GDPR officer. Clerks asked if that person could be the GDPR officer for PC's / TC's. **(02/2018) Minute to be removed next month.**

#### 4586 **b) Elstead PC Meeting 3pm-4.30pm**

Attended by Cllr Murphy, Cllr Jacobs and The Clerk.

Various issues were discussed mainly based around planning and enforcement issues. Also discussed was the recent s106 agreement with Weyburn and the problem of increased litter in Waverley. Finally the issue of compensatory grant was raised. WBC are likely to find themselves in a similar financial position as SCC so it is probable that Elstead PC will need to fund more projects via its precept. The meeting ended with Elstead PC emphasising that it wished to work collaboratively with WBC and that improved communications work help facilitate this. **(02/2018) Minute to be removed next month.**

### **10.0 NEIGHBOURHOOD PLAN UPDATE**

4587 WBC Response to Site Allocation: A response has been from WBC following the meeting held on 22<sup>nd</sup> January. The WBC viewpoint remains the same and is still in support of 4 Trees versus Sunray Farm. The NHPSG is disappointed with this response and recommended that site allocation should be removed from the E&W NHP. This would mean that the NHP will now be able to move forwards more speedily, and the issue of housing sites could be dealt with in the context of Local Plan Part 2. The PC supported this recommendation and agreed that the Clerk should write to WBC accordingly (Cllr Murphy to prepare draft). An article explaining the reasons for this decision would be placed in the February issue of the EVN and the Clerk to send a press release on the same issue to the Farnham Herald and the Surrey Advertiser. **(02/18).**

- 4588 Letter to the Inspector: The Clerk sent a letter to The Inspector regarding how GB removal is determined. The Inspector was unable to help and The PC was recommended to contact PINS. The response from PINS was also unhelpful and The Clerk to write to the Ministry for Outside space for further guidance. **(02/18)**
- 4589 Meeting with Witley/Chiddingfold: A meeting was held on 31<sup>st</sup> January 2018 to discuss WBC response to site allocation in the three parishes. It was agreed that a joint letter (drafted by Witley) would be sent to Tom Horwood CEO of WBC and that Borough Councillors would be encouraged to get involved. Elstead also explained that it was writing to the Inspector. **(02/18). Minute to be removed next month.**
- 4359 CIL Monies: Cllr Jacobs still to meet to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **(10/17)**
- 4474 Dunsfold: the planning application has been called in. If the plans are rejected this could mean that Elstead will need to find more houses. **(03/17).**
- 4590 SEA application: The Clerk and Cllr Jacobs completed the initial application to see if SEA is required and submitted it to WBC. It is expected that as the NHP will no longer promote site allocations the NHP SG will not have to undertake a SEA. **(02/18).**

#### **11.0 DEFIBRILATOR**

- 4591 The defibrillator at Thursley Rd Rec: a resident raised concern that the defibrillator is situated inside a building that is locked some of the time. Cllrs explained that the defibrillator was sited inside on the advice of the British Heart Foundation Foundation and was primarily located there for sport and pre-school use, when the pavilion would be unlocked. Consideration would need to be given as to where the defibrillator could be sited externally as the car park wall is dimly lit and the front wall would mean it could get damaged by footballs/cricket balls. Cllrs did not consider that the cost of relocation and of providing an external cabinet would be justified as there was an externally located defibrillator at the Spar Store **(02/18) Minute to be removed next month.**

#### **12.0 CEMETERY**

- 4592 Audit: The Clerk obtained costs for an external company to audit the cemetery. The cost is £450. The Alford Clerk has arranged for a cemetery inspection training day at a cost of £80 which Richard knight is happy to attend in June 2018. The Clerk has checked and Richard would be fully qualified to audit the cemetery at the end of the course. Cllrs supported this but asked the clerk to find out what specialist equipment Richard would need (if any) in order to conduct the audit. **(02/18)**

#### **13.0 ANNUAL REPORT**

- 4593 Annual Report: Cllrs were reminded that it is time to start to write the annual report and to forward any relevant information to Cllr Murphy. Cllrs agreed that there will be a specific section to report on the tree survey and the play parks as these are the categories that required the largest amount of expenditure. **(02/18).**

#### **14.0 ANNUAL PARISH ASSEMBLY**

4594 The Annual Parish Assembly will be held on Wednesday May 2<sup>nd</sup>. The Clerk to start to advertise the meeting. Confirmed speakers include: CAW, The Clockhouse. There will also be an NHP update. **(02/18).**

#### **15.0 MEMORIAL BENCH IN BURFORD LODGE REC**

4595 Cllrs approved a family's wish to erect a bench in Burford Lodge Rec by the oak in the play park area in memory of Ray Herbert who recently passed away. **(02/18) Minute to be removed next month.**

#### **16.0 APPROVE ANNUAL INSURANCE POLICY**

4596 The Clerk received the new policy from Zurich which has been checked. The total cost is slightly less than last year's combined policy (annual policy renewal plus additional policy in July to cover new play equipment) @ £2,537.40 TY v £2,659.30. The Clerk has checked this with Zurich. Zurich confirmed that everything is included and covered. Cllrs approved the policy. **(02/18). Minute to be removed next month.**

#### **17.0 REPORTS AND CORRESPONDENCE**

4597 Letter received explaining that Draft 1 of Local plan is sound and that it would be available for inspection prior to it being approved by the executive on 20<sup>th</sup> February. **(02.18). Minute to be removed next month.**

4598 WBC announces new online planning system. The reissue in three months time should include the comment due by date which is currently missing and which The Clerk raised concern about. **(02/18) Minute to be removed next month.**

4599 Correspondence from Haselmere TC regarding the fact that many of their retail outlets are losing their viability because of General Permitted Development orders (GPDOs). Haselmere feels a multi TC/PC approach would be best. The Clerk to write advising them that Elstead has lost a number of retail outlets. **(02/18) Minute to be removed next month.**

4600 A request from a neighbouring school for information on the cost of defibrillators was answered. **(02/18). Minute to be removed next month.**

4601 Correspondence between The Clerk and St James School regarding parking difficulties and traffic congestion around the school. **(02/18). Minute to be removed next month.**

4602 Invitation to attend a special executive briefing session to review the Inspector's final report of the local plan was received and attended by Cllr Mathisen. **(02/18). Minute to be removed next month.**

4603 Follow up notes received from the Housing Strategy Consultation Event attended by Cllr Murphy in January 2018 was received **(02/18). Minute to be removed next month.**

4604 Invitation to borrow litter picking equipment for the annual spring clean was received. The Clerk to contact the school and the scouts. **(02/18). Minute to be removed next month.**



- 4605 Correspondence received from Mr Barnet regarding planning applications at Red House Farm. **(02/18). Minute to be removed next month.**
- 4606 Correspondence received from Mr Waite regarding potholed access to his property on The Green. **(02/18). Minute to be removed next month.**
- 4607 Correspondence between Pelhams and The Clerk regarding the need for the tenant to improve the condition of the access track. **(02/18). Minute to be removed next month.**
- 4608 Correspondence received from WBC regarding 2 separate planning comments submitted by EPC that were incorrectly indexed by WBC. This has now been rectified by WBC. **(02/18) Minute to be removed next month.**
- 4609 Invitation to complete an on-line survey with regards how EPC communicates with its County Councillor. The Clerk and Cllr Jacobs to complete. **(02/18). Minute to be removed next month.**
- 4610 A letter advising of an application for a new premise license was received. The Clerk responded on behalf of the PC asking whether a change of use was required. The application has been sent to the planning department at WBC but no comment from the planning department was given **(02/18). Minute to be removed next month.**
- 4611 The following conference invitations were received: Surrey Spring Conference (1.3.18), LCAS 2018 seminar, Voluntary Action SW conference (10.4.18). **(02/18) Minute to be removed next month.**
- 4612 The following press releases were received: Waverley local plan found to be sound, Brightwells regeneration scheme gets underway, more support for elderly and disabled people, new year, new job?, Be a young ambassador for Team Waverley, changes to Waverley's Executive, Council's work together to tackle litter and dog fouling. **(02/18). Minute to be removed next month.**
- 4613 Information received from south and south east in bloom. **(02/18) Minute to be removed next month.**

## 18.0 ACCOUNTS FOR PAYMENT

### ACCOUNTS FOR PAYMENT - February 2018

- 4614 The following accounts for February were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3746	Salary and home working December	£749.77
Juliet Williams	3747	Expenses	£27.29
Imagine Places	3748	ongoing service provision	£1,344.00
Zurich	3749	Annual Insurance & play inspection	£2,537.40
SSE	3750	Burford Lodge Pav - recharge to Sharks	£34.32
Pat Murphy	3751	Chairmans Allowance	£225.00
Jane Jacobs	3752	Members Allowance	£30.00

Roger Holroyd	3753	Members Allowance	£30.00
Joan Holroyd	3754	Members Allowance	£30.00
Roger Gardner	3755	Members Allowance	£30.00
Richard Rees	3756	Members Allowance	£30.00
John Mathisen	3757	Members Allowance	£30.00
Kathryn Brooke	3758	Members Allowance	£30.00
Leif Davidsen	3759	Members Allowance	£30.00
SSALC Limited	3760	GDPR training	£57.60

**£5,215.38**

**19.0 EXEMPT BUSINESS – TO THE EXCLUSION OF THE PUBLIC AND PRESS**

**20.0 MATTERS RAISED BY MEMBERS**

4615 No additional matters were raised by members. **(02/18). Minute to be removed next month.**

**Meeting closed at 9.40 pm**