

ELSTEAD PARISH COUNCIL
Minutes of Meeting

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

Attendees: Cllr P. Murphy (Chair) Cllr R. Holroyd Cllr J. Holroyd
Cllr J. Mathisen Cllr R. Gardner (ar 7.40) Cllr R. Rees (left 9pm)
Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

4616 There were no members of the Public in attendance. **(03/18). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

4617 Apologies had been received from Cllr L. Davidsen, Cllr K. Brooks and Cllr J Jacobs who were not able to attend due to business reasons. Their apologies were accepted by the Council. **(02/18).**

2.0 DECLARATIONS OF INTEREST

4618 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. **(03/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 19th FEBRUARY 2018

4619 The minutes of the Parish Council meeting held on 19th February 2018 were agreed and signed by the Chairman. **(03/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 19th FEBRUARY 2018

4620 The minutes of the Planning meeting held on 19th February 2018 were agreed and signed by the Chairman. **(03/18).**

5.0 MATTERS ARISING

4621 Adoption: information regarding the need for Surrey families to adopt children in the county has been shared on the PC website, facebook page and school newsletter. **(03/18). Minute to be removed next month.**

4622 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. HUG meeting was postponed. **(03/18)**

- 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. **(03/18). Minute to be removed next month.**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 4244 Part 2 of the Local Plan is due in November. **(09/17)**
- 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)**
- 4623 A hot air balloon landed in Burford Lodge Rec on 17th June at 8am. There has been much communication with the balloonist. Payment has finally been received. **(03,18). Minute to be removed next month.**
- 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). 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)**
- 4624 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. The Clerk to follow this up as there has been no communication from Surrey CC on this matter for several weeks. **(03/18)**
- 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)**
- 4625 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. PIC application has been drafted (Elstead has £1500 available in environmental PIC) and The Clerk to send to WBC. **(03/18). Minute to be removed next month as now covered in minute 4630.**
- 4626 Traffic/speed/parking around the school: SCC Highways arranged for a traffic audit on Friday 2nd February. A written report has been received but there are some inaccuracies in the report. The Clerk to follow this up and forward a copy to the school. The cost of the proposed changes to the junction at Red House Lane were questioned as the estimate is

- £50,000. Cllr Harmer to liaise with Adrian Selby. **(03/18)**.
- 4627 Tree Audit: The Clerk and Cllr Murphy met with Richard Knight and he will remove one of the marked horse chestnut trees on Burford Lodge Rec in April . The Clerk also highlighted a fallen tree in Woolford Lane woods which Richard Knight will look at as well. **(03/18)**
- 4571 Beacon View Road phone box as a book exchange: The Clerk and a 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 contacted Peter O'Donnell to arrange a meeting. Peter will confirm a date following the next Sharks meeting (22nd February). **(02/18)**. **Minute to be removed as covered in agenda item 9.**
- 4628 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. The Clerk to email EVAA. **(03/18)**
- 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)**
- 4629 Elstead bridge: SCC Structures Team evaluating what repairs re required. The Clerk has chased this several times and will chase again. **(03/18)**
- 4630 PIC Monies available. The Clerk asked if this can be spent on BW reparation work but this was turned down. Two projects are proposed: 1) vegetation clearance to prevent vermin intrusion at EVAA 2) environmental recycling / compost bin for Woolfords Lane Cemetery. The Clerk to forward these PIC applications to WBC. There is additionally £2000 available in playing space PIC monies – The Clerk is waiting for proposals from The Sharks and ECC in order to bid for these monies. **(03/18)**.
- 4631 Box outside the Spar: Hampering access to the PC noticeboard. The Clerk has contacted Blakemores and additionally spoken to the area rep but has not received a response. **(03/18)**.
- 4577 Thursley Road: The surface of Thursley Road is dangerous for cyclists. The Clerk has reported this online. **(02/18)**. **Minute to be removed next month.**
- 4632 Flooding/Sewerage: A parishioner complained of a recent flooding incident which left sewage in his garden. The Clerk contacted Thames Water forwarded the response to the cllr who raised this issue. The Parish Council suggested that the parishioner should write

to his solicitor as this is a commonlaw nuisance. **(03/18). Minute to be removed next month.**

- 4633 Derelict garage and dense thicket of nettles near the Quillets (WBC responsibility): The garage has been removed as has the thicket and the asbestos has been safely taken away. The PC would like to thank Cllr J Else for facilitating this. **(03/18). Minute to be removed next month.**
- 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 22nd February. **(02/18). Minute to be removed as covered in agenda item 7.**
- 4594 The Annual Parish Assembly will be held on Wednesday May 2nd. The Clerk to advertise the meeting. Confirmed speakers include: CAW, The Clockhouse. There will also be an NHP update. **(02/18).**
- 4592 Safety Audit: The Clerk obtained costs for an external company to safety 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)**
- 4584 The training session on 6th February 2018 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)**

6.0 COMMUNICATON WITH WBC AND SURREY CC

- 4634 Cllrs would like to propose a formal monthly agenda item for WBC and Surrey CC updates. This will make it easier for residents to see and read regular updates as at the moment Borough and County Council news is reported on an ad hoc basis within the public question section. **(03/18). Minute to be removed next month.**

4635 **WBC:** Cllr J Else updated the PC that there are delays to the reopening of Farnham Memorial Hall. Despite the snow, community meals were delivered to all clients. **(03/18). Minute to be removed next month.**

4636 **Surrey CC:** Cllr Harmer discussed with the PC the 'Horizon' Highways plan. The PC are concerned that no roads in Elstead are to have significant repairs over the next 5 years. Cllr Harmer to confirm if ROW improvements can be funded by his member's allowance. Cllr Harmer to set up a Western Villages meeting to discuss potential road/ROW improvements. **(03/18).**

7.0 REPORT FOLLOWING MEETING WITH EVAA HELD 22nd FEBRUARY 2018

4637 Cllr Murphy, Richard Knight and The Clerk met with the EVAA. It was agreed that vegetation along the northern boundary be cut back whilst the copse in front of the entrance be thinned out. Works to be completed in the second half of April 2018. Users of the rec to be advised of the pending works by The Clerk. **(03/18). Minute to be removed next month.**

8.0 REPORT FOLLOWING MEETING WITH WAVERLEY LOCAL COMMITTEE HELD 9th MARCH 2018

4638 Cllr Murphy and The Clerk attended this meeting where Horizon, The Highway Strategy for Surrey, was presented. Unfortunately no roads in Elstead or the surrounding area are scheduled for major repairs over the next 5-6 years. It was confirmed that each Surrey CC member would get £21.5k this year in addition to spend on Highways. Cllr Murphy questioned whether BW repairs could be included as a project. Cllr Kemp to confirm. **(03/18). Minute to be removed next month.**

9.0 REPORT FOLLOWING MEETING WITH SHARKS FC HELD 14th MARCH 2018

4639 Cllr Murphy and The Clerk attended this meeting. The Sharks require more playing space. The Parish Council cannot offer the extension land as the access is too dangerous. The PC explained that it hoped to buy more land which would be more suitable to the Sharks. In the meantime The Sharks will rent some pitches. **(03/18). Minute to be removed next month.**

10.0 REPORT FOLLOWING MEETING WITH CLARION HELD 15th MARCH 2018

4640 Clarion:
Meeting held 15.3.18: Cllr Murphy, Mrs Davidsen and The Clerk attended this meeting. Minutes were circulated to cllrs following the meeting. The main points to note are that site clearance will start in May and last c. four months. Phase 1 building works will start in winter 2018. Clarion have been reminded that they cannot use Somerset bridge for heavy goods vehicles. Clarion seemed receptive to the idea of a footpath across PC land to connect Weyburn with Lower Ham Lane (subject to the PC successfully buying more land). It was pointed out that the Care Home is a condition of the sale but that the PC would have no problem with it being used for office space instead of a Care Home. **(03/18). Minute to be removed next month.**

4582 Meeting held 31.1.18: 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). Minute to be removed next month.**

11.0 REPORT FOLLOWING MEETING WITH WBC & NHP HELD 16th MARCH 2018

4641 Meeting was attended by Cllr Murphy, Cllr Jacobs, Mrs Davidsen, The Clerk, Mrs Gerhold, Cllrs D and J Else. Detailed minutes were circulated to cllrs following the meeting. The main points are:

The new draft NPPF policy is being consulted on and likely to be adopted in summer 2018 however WBC have said that they are basing their LLP2 on the old NPPF. The new NPPF specifies that 1) previously developed land should be prioritised for development, 2) the local authority must engage with local communities in its site selection, 3) in the determination of boundaries regard for the NHP and local emerging policies must be taken into consideration.

GSD: The NHP SG asked WBC to reconsider identifying Bonfire Hill as a GSD. It highlighted that GSD status would afford Bonfire Hill greater protection from development.

Settlement Boundary: WBC are proposing minor revisions to the settlement boundary. Cllr Murphy declared an interest in this point. The PC agreed that there are some houses which should be included. These are houses that aren't currently in the settlement area but whose houses abut the boundary. The Clerk to add a notice in the EVN asking that if people believe their properties should be included in the settlement area to contact the Clerk. **(03/18).**

12.0 NEIGHBOURHOOD PLAN UPDATE

4587 WBC Response to Site Allocation: A letter was written to WBC and press releases featured in the Farnham Herald and Surrey Advertiser. A follow up meeting was held as detailed in agenda item 11. **(03/18). Minute to be removed next month as covered above.**

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. The Clerk wrote to the Ministry for Outside space for further guidance and has finally received a response which could not provide an answer. **(03/18) Minute to be removed next month.**

4642 Green Belt Review (GBR) Group. A sub group of the NHP SG has been formed. GBR Group is looking at collecting evidence as to why some sites are better than others. The NHP SG can provide monies to the GBR Group to produce leaflets but copy must be approved by the NHP SG first. **(03/18). Minute to be removed next month.**

4643 Cycling policies: details to be drafted by 7th April 2018. **(03/18) Minute to be removed next month.**

- 4644 NHP Plan review – meeting to be held in April to review copy and policies. Proposed meeting date is 7th April. The Clerk to confirm SG availability. **(03/18) 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).**

13.0 VILLAGE INVOLVEMENT IN WW1 COMMEMORATION

- 4645 There are a number of events happening over the coming months to mark the centenary of the end of WW1. The PC has agreed that the Green can be used as long as it is fenced off with Heras fencing. Vehicles cannot be parked on the Green. The PC will consider giving a small donation towards the event, the organisers to write to the PC once they have a clear idea as to how much is required and for what. A couple of cllrs suggested that they might have artefacts for the exhibition that will be held over half term (October 2018). **(03/18) Minute to be removed next month.**

14.0 CONSULTATION ON PROPOSED GREEN OAKS CLOSURE

- 4646 Concern was expressed at the consultation on the closure of Green Oaks School and whether its closure would have an impact on villagers applying to St James School. Given the amount of development that is due to happen over the coming years, The Clerk to respond to the consultation making it clear that EPC want to be satisfied there will continue to be adequate local provision for education for children in Elstead. The consultation closes on 16th April 2018. **(03/18) Minute to be removed next month.**

15.0 GDPR

- 4647 Cllr Rees had to leave the meeting before this agenda item was discussed. As he has done some research on this matter, this will now be discussed at the April 2018 monthly meeting. **(03/18). Minute to be removed next month.**

16.0 VAT CHECKING PROCESS

- 4648 During the internal audit last year, Maxwells recommended that an additional person to The Clerk check the annual VAT return for good order. Cllr Mathisen has agreed to do this. **(03/18). Minute to be removed next month.**

17.0 UPDATE ON FINANCIAL STATUS FOR FY17/18

- 4649 There is c £47k in the bank. The Clerk to move the majority of the deposit account monies over to the main account. **(03/18). Minute to be removed next month.**

18.0 ANNUAL REPORT

4593 Annual Report: Cllr Murphy to forward a draft of the annual report to The Clerk. The Clerk to input the financial data. **(03/18).**

19.0 RISK ASSESSMENT APPROVAL

4650 The Clerk presented the annual risk assessment which was approved by cllrs and signed by The Chairman. **(03/18). Minute to be removed next month.**

20.0 REPORTS AND CORRESPONDENCE

4651 Correspondence received from Bill Baxter, Carole Stellman and residents in relation to progress on site allocation. **(03/18). Minute to be removed next month.**

4652 Correspondence received regarding planning permission at Red House Farm. **(03/18). Minute to be removed next month.**

4653 The Clerk reported potholes and dangerous vegetation to Surrey CC Highways. All matters have been dealt with. **(03/18). Minute to be removed next month.**

4654 A leaning streetlight at the junction of the Milford Road / Hookley Lane was reported to The Clerk. The resident reported it directly to Surrey Highways. **(03/18). Minute to be removed next month.**

4655 Correspondence received in relation to the PC's EER protocol. The Clerk updated the PC noticeboard, PC website and village facebook page when snow was scheduled. **(03/18). Minute to be removed next month.**

4656 Press release regarding WBC's lack of collaboration with Elstead over site allocation was successfully featured in Farnham Herald and Surrey Advertiser. **(03/18). Minute to be removed next month.**

4657 The Clerk and Cllr Jacobs completed an online survey concerning Surrey CC. **(03/18). Minute to be removed next month.**

4658 Repairs were reported and completed at Thursley Road Rec and rubbish was removed from the playing pitch. **(03/18). Minute to be removed next month.**

4659 Cllrs agreed that they no longer wished to receive the LC magazine which costs £67.50 per annum. The Clerk to advise SSSALC. **(03/18). Minute to be removed next month.**

4660 Confirmation was received from WBC as to the compensatory grants (£3,020) and council tax support grant payments (£570) for FY18/19. These are in line with the 10% and 15% reductions v FY17/18 as advised by WBC. **(03/18). Minute to be removed next month.**

4661 Information was received from DCC Stephens regarding proposed changes to the police estate. The Clerk to add this information to the PC website. **(03/18). Minute to be removed next month.**

4662 A notice regarding the temporary closing of Shackleford Road to allow maintenance to Somerset bridge has been received. The works will be carried within a year of the order

being raised (10th March 2018). Information was placed on the PC website and village facebook page. **(03/18). Minute to be removed next month.**

- 4663 A consultation notice was received concerning WBC's statement of licensing policy. The consultation will run until 1st June 2018. **(03/18).**
- 4664 Letter received from WBC regarding its adoption of LLP1. **(03/18). Minute to be removed next month.**
- 4665 Press releases received on: LLP1 adopted, Brightwells Enabling Works, Vacancy on Frensham PC, Delays on Opening of Farnham Memorial Hall, Litter Blitz at Chiddingfold, Celebrating Tourism in Waverley, Step up to Sport relief Run, Waverley Budget Approved by Full Council, Chance for Godalming and Farncombe Businesses to find out what their customers think. **(03/18). Minute to be removed next month.**
- 4666 Information received on the following training seminars: Charity the new welfare state, Health and Safety Risk assessment, Creativity and Time Management for Clerks, Volunteering the Law. **(03/18). Minute to be removed next month.**

21.0 ACCOUNTS FOR PAYMENT MARCH 2018

- 4667 The following accounts for March were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3761	Salary March	£734.77
HMRC	3762	National Insurance	£21.60
Richard Knight	3763	Maintenance	£125.00
Elstead United Reformed Church	3764	URC Hall for NHP meeting	£15.00
Elstead United Reformed Church	3765	URC Hall for PC meeting	£54.00
Juliet Williams	3766	home working March	£15.00
Imagine Places	3767	WBC 16.03 Meeting prep & attendance	£380.16
South East Water	3768	Water Woolfords lane Cemetery	£49.64
			£1,395.17

23.0 MATTERS RAISED BY MEMBERS

- 4669 Cllr J Holroyd reminded Cllrs that she would be attending the Clockhouse AGM towards the end of March. **(03/18). Minute to be removed next month.**
- 4670 The issue of Elstead being the recipient of an inferior service for highways, drainage, electricity was expressed. It was questioned whether it was the job of the PC to write to those companies however the PC can only write if there is clear evidence. **(03/18). Minute to be removed next month.**

Meeting closed at 9.40 pm