**ELSTEAD PARISH COUNCIL**

**Minutes of Meeting**

**Monday 15th February 2015 at 7.30 pm**

 **United Reform Church Hall, Elstead**

**Attendees:** Cllr L. Davidsen (Chairman) Cllr K. Brooke Cllr R. Holroyd

 Cllr J. Jacobs Cllr J. Holroyd Cllr J. Mathisen

Cllr R. Rees Cllr R. Gardner (left 8.25pm)

Mrs J. Williams (Clerk)

**Also attending were**: 4 parishioners

**PUBLIC QUESTION TIME**

No questions raised.

**1.0 APOLOGIES FOR ABSENCE**

3286 Apologies had been received from Cllr P. Murphy who was not able to attend. This apology was accepted by the Council.

**2.0 DECLARATIONS OF INTEREST**

3287 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.

**3.0 APPROVAL OF PREVIOUS MINUTES**

3288 The minutes of the Parish Council meeting held on 18th January 2016 were agreed and signed by the Chairman.

**4.0 APPROVAL OF PLANNING COMMITTEE MINUTES**

3289 The minutes of the Planning Committee meeting held on 18th January 2016 were agreed and signed by the Chairman.

**5.0 MATTERS ARISING**

2918 Tracys Development site. **No further information on the deadline date but Cllr Brooke to follow up (02/16).**

2957 Tanshire Parking **–** The Parish Council understands that the application is unlikely to be unsuccessful but are keen for Tanshire to be successful **(01/16). Minute to be removed next month.**

3025 Footpath at the end of Red House Lane onto the common – Cllr Murphy confirmed that the MOD had accepted the offer of a contribution towards the fittleworth stone on BW92 and they had advised that they intended to improve BW504 at their cost. (05/15)

3026 Closure of Footpath 64 – Needs to remain closed at present due to undercutting of the path. SCC to consider options to reopen. (04/15)

3125 Village Banner/logo - Cllr Mathisen advised that he was hoping that the appropriate Neighbourhood Plan groups would consider whether an internet hub was needed for the village and whether a new village banner/logo was appropriate. (06/15)

3137 Beacon View Funding Request **–** The Clerk advised that no further communication had been received regarding the proposal. (08/15)

3153 Cycling Strategy meeting – Cllr Mathisen advised that he had raised the subject of the proposed cycle route with the MOD. Cllr Murphy explained about a previous offer of the Parish Council to fund materials for small section of the route in Red House Lane**.** (11/15)

3290 Flooding in Springfield – Cllr Rees sent a plan of unmapped drains to Cllr Brooke. Flooding still happening. SCC to put a camera down drains next week to check pipes. WBC have cleared outlet behind Hazelwood covert that was clogged. However there is a lot of sediment which is backing up which in turn caused issues with the gas roadworks in Springfield due to the high water table**. Cllr Rees to pass drainage maps onto The Clerk to upload onto the website. (01/16) There is some progress in establishing what is the issue with the drainage/flooding but there is still further investigation to be done (02/16).**

3203 Nails in tyres – The Clerk reported that PCSO Francis was not able to attend the meeting but had been invited to attend the December meeting instead. (11/15).

3205 New post box – **The clerk to chase this as this is now overdue** (02/16)**.**

3206 Framptons Proposal – All quiet and no further news currently with this development. A copy of the survey was sent to Framptons (02/16).

3291 WBC Planning Letter –**Due to the change in senior personnel at The Waverely Planning Department Cllrs to rethink meeting strategy with WBC – see agenda point 7.0** (02/16).

3238 Green Belt Review – **To be discussed further with WBC at meeting in the New Year**. (12/15)

3292 EER –**The Clerk has formalised the EER cover rota and presented it in the meeting. The Clerk to send out to Cllrs. Rota to be uploaded onto the website and put on the noticeboards and a copy sent to Cllr Harmer.** (02/16)

3248 Mrs Sandra Cheeseman asked if it would be possible for someone to trim the overhanging branches of the tree by the bus shelter on Milford Road. **This has been resolved (02/16). Item to be removed.**

3257 Highways update

* The optimum position of a new VAS would be on the south side of Milford Road. Cllr Jenny Else will be speaking to parties adjacent to the proposed site.  **No knowledge on progress with this (02/16)**
* Works for a new parking lay by in Springfield is likely to start in the New Year. The owner of Laureldene has applied for a formal dropped kerb and vehicle access. Surrey Highways has constructed half of the access as part of the lay-by scheme, the owner will need to convert the remaining section up to his fence line at his cost.**. (02/16)**
* A discussion was held over whether there was to be a notice in the lay-by saying that parking was for patients to Springfield Surgery. **A ‘courtsey’ notice was proposed. The Clerk has asked Adrian Selby whether this is feasible.** (02/16)
* A decision regarding the feasibility study for the installation of a new parking lay by on Thursley Road is due to be heard at the Local Committee meeting later in the week.

3293 Weyburn Works Gate Proposal. **Two gates have been selected. The Clerk to obtain comparison costs before ordering gate and R Knight will arrange their installation (02/16)**

3275 Annual Parish Meeting - a provisional date of Wednesday 4th May was agreed subject to Cllr Murphy’s availability. Topics to be agreed next meeting but suggestions were; The Neighbourhood Plan, Policing in our Neighbourhood and EER. The Clerk has provisionally reserved the hall. **The Clerk to check on Cllr Murphy’s availability. (02/16)**

3276 A letter was received from Robin Pellows at Waverley Borough Council asking if anyone is interested in filling a vacancy on Waverley Standards Panel. Cllr J Holroyd confirmed interest in this. The Clerk forwarded details. **A number of people from other councils have put their names forward so WBC will run a mini election. (02/16)**

3284 The issue of tidiness at the allotments following a complaint from a parishioner. **Cllr Brooke discussed this at the following Allotment meeting. One allotment owner had given up on their plot which is why the area looked a little untidy. (02/16) Minute to be removed next month.**

3282 Cllr Mathisen questioned why there is a sign for Westbrook Lane in the middle of Church Green pointing towards Westbrook Hill. (01/16).

**6.0 NEIGHBOURHOOD PLAN**

3294 Cllr Jacobs reported that there have been 600 replies and that the website will close at midnight on Wednesday 17th February 2016.

 The Neighbourhood Planning Team are very delighted with the take up.

 A working meeting has been arranged for Wednesday 2nd March at 7.30pm in the URC. **The Clerk to go through past agendas to make sure everyone relevant has been invited (02/16).**

**7.0 DISCUSS NEXT STEPS REGARDING A PLANNING MEETING WITH WBC**

3295 The Senior Planning Officer at Waverley is leaving and Cllr Jacobs suggested that it would be better to meet with Borough Cllrs Else to share the Parish Councils views and concerns. **Once Cllr Murphy is back The Clerk to arrange a meeting for approximately three weeks time. NB Cllr Brooke away for a week from 16th March. (02.16)**

**8.0 SURREY BUS ROUTE CONSULTATION**

**3296** Surrey County Council is currently undertaking a bus review. Everyone is invited to share their opinions using the on-line survey by 14th March 2016. Councillors looked at the plans and believe that there will be minimal effect to Elstead Parishioners although they recognise that the bus route will no longer serve Shackleford. The NHP Survey questioned residents on transport links. **The NHP team will respond on behalf of the Parish Council to the on-line bus survey using the results from these findings (Cllr Jacobs to forward response by 14th March). (02/16)**

**9.0 SURREY POLICE CONTACT**

3297 Cllr Mathieson reported back on communication he has received from Mark Bridger who will be the person in charge of 70 police officers from April. Mark Bridger explained that there would not be any Police attendance at PC meetings unless there is an important issue to discuss.  Elstead will keep PCSO John Francis, but he will have to cover a wider area as Waverley PCSO numbers are being reduced from 15 to 10.

 Mark Bridger has offered to attend the March meeting as a one-off. Councillors debated which topics could be discussed and the following were agreed:

1. Rural Crime
2. Police vehicles on the Common

 **Cllr Mathisen to draw up the agenda for this meeting. The Clerk to contact neighbouring parishes to invite them to attend or if unable to attend, to submit questions. (02/16)**

**10.0 REPORTS AND CORRESPONDENCE**

3298 An email was received from Marc Bird, Development Officer for Elstead Cricket Club. He explained that the Cricket Club was delighted that their application for funding from SCC Local Allocation Grant has been accepted however they were £224 short of their target. Marc Bird has asked whether Elstead Parish Council can recommend other funding routes to make up this deficit. T**he Parish Council agreed that the PC will fund the outstanding £224. The Clerk to forward details to ECC (02/16).**

3277 An email with an attached letter was received from the Chairman of NALC explaining how the parish can get involved in celebrating HM the Queen’s 90th Birthday on 21st April. The main idea is for the council to hold an event culminating in the lighting of a beacon. **The Clerk to forward details to The R.B.L. as it was felt that they would be better placed to arrange such a celebration. Cllr Davidsen to put something on facebook to see if there is any interest from anyone else in the village. (02/16)**

3299 The Clerk advised that information on the Surrey Local Councils Forum to be held on 21.04.16 has been received and circulated to Cllrs. Anyone wishing to attend can advise the Clerk who will book a place. (02/16)

3300 The Clerk advised that information on the SE Coast Ambulance Services Your Call 2016 Events on 1st and 3rd March has been received and circulated to Cllrs. **Cllrs J and R Holroyd have both booked a place and will report back. (02/16)**

3301 The Clerk advised that information on New Councillor Training on 10th March 2016 has been received and circulated to Cllrs. **Any wishing to attend can advise the Clerk who will book a place. Bookings must be made by 19th February. (02/16)**

3302 Information was received from Komplan who manufactured the play equipment in the Jubilee Recreation ground highlighting that their equipment is extremely safe. Komplan have implemented the Consumer Product Safety Improvement Act of 2009 which is 25 times stricter than the UK guidelines regarding lead content in paint.

3303 An email was received regarding the proposed hospital mergers of Ashford & St Peter’s Hospitals and the Royal Surrey County Hospital. The full business case and financial plans for the proposed hospital merger have been approved. This means it can progress to the next steps which will be a detailed assessment by Monitor.

3304 An email was received regarding a litter picking initiative and the possible loan of litter collecting equipment. **The Clerk to forward to the school who were involved in a similar scheme before. (02/16)**

3305 Local Highways Bids are due 28th February. Western Villages are applying for this collectively. **The Clerk to ensure it is submitted (02/16)**

3306 Local Transport Review; ‘Have your Say’ Events to be held throughout the borough relating to the Bus Review. There are two events that are happening near Elstead where people can go along and have their say:

**Friday 26th February 2016**

10:00am- 12:00pm **Godalming** – Crown Court Car Park

13:30pm- 15:30pm **Farnham** – Bus Stop C, West Street, by Holland and Barrett

 **The Clerk to put up on noticeboards. Cllr Davidsen to put on facebook. (02/16)**

**11.0 ACCOUNTS FOR PAYMENT**

3307 The following accounts for February were presented for payment, duly authorised and cheques signed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee** | **Cheque no** | **Purpose** | **Amount** |
| Juliet Williams | **3480** | Salary & Expenses | £499.90 |
| Kathryn Brooke | **3481** | Cllr Expenses | £30.00 |
| Leif Davidsen | **3482** | Cllr Expenses | £30.00 |
| Roger Gardner | **3483** | Cllr Expenses | £30.00 |
| Joan Holroyd | **3484** | Cllr Expenses | £30.00 |
| Roger Holroyd | **3492** | Cllr Expenses | £30.00 |
| Jane Jacobs | **3486** | Cllr Expenses | £30.00 |
| John Mathisen | **3487** | Cllr Expenses | £30.00 |
| Richard Rees | **3488** | Cllr Expenses | £30.00 |
| Pat Murphy | **3489** | Cllr Expenses | £225.00 |
| R E Knight | **3490** | Maintenance & Materials | £123.76 |
| Maxwell and co | **3491** | preparation of salaries 3 months | £72.00 |
| **Total** |  |  | **£1,160.66** |

**12.0 MATTERS RAISED BY MEMBERS (FOR NOTING)**

3308 The issue of tankers passing by Hankley Farm was raised.  **Tankers are driving along the road every fifteen minutes or so and are damaging the verge. The Clerk to write to Thames Water asking how long this is going to last and asking for the relevant roadside repairs to be made. (02/16).**

3309 Dogs on Burford Lea Rec. Dogs have been spotted on both recs despite signage saying that dogs are not permitted on the fields.  **Item to be added to agenda next month to discuss what can be done. (02/16)**

3310 Discussion was held around the issue of flailing. The Milford Road has been successfully flailed giving marked improvement in visibility. However the triangle to Shackleford hasn’t been flailed but as this falls outside of the Parish Boundary the council cannot comment.

3311 The issue of kerbstones on Broomfield was discussed. Following the recent roadworks the kerbstones have not been relaid correctly.  **The Clerk to write to SCC regarding the state that the contractor has left the road in. (02/16).**

3312Defibrilator Awareness – following on from the Village Hall meeting, Cllr J Holroyd is to run a series of public awareness session regarding how to use the defibrillators. A date of 7th May has been set with Cllr Holroyd running four, one hour sessions. The sessions to be advertised in the next issues of the Elstead Village News as well as posters put up around the village**. The Clerk and Cllr J Holroyd to finalise the flyers and article. (02/16)**

3313Overhanging ivy on River House and Forge Cottage is causing a visibility issue. **The Clerk to write a letter asking for it to be cut back as soon as possible. (02/16)**

3314Information was received regarding footpath 61 being difficult to walk along as it is full of debris. **Cllrs Brooke and R Holroyd to investigate the path. (02/16)**

3315Rubbish is being dumped on Bonfire Hill. Cllr Murphy wrote a letter regarding this a few months ago. **The next stage is for this to be discussed with The Environmental Health team. 02/16)**

3316There is an issue of cycling across the playing fields towards the allotment. **The allotments to put up a laminated sign requesting that people do not do this. (02/16).** The Clerk has filed the AGM report from the Allotment Committee.

3317 Cllr Brooke reported back on the launch of The Clockhouse’s new minibus which she attended as a representative from the Parish Council. The Parish Council donated some funding towards the new minibus and was invited to attend the launch alongside other donors.

**Meeting closed at 9.20 pm**