

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

**Monday 19th June 2017 at 7.30 pm**  
**URC, Milford Road, Elstead**

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

**PUBLIC QUESTION TIME**

4170 There were no public questions.

**1.0 APOLOGIES FOR ABSENCE**

4171 Apologies had been received from Cllr J. Jacobs and Cllr R. Gardner who were not able to attend due to business reasons. Their apologies were accepted by the Council.

**2.0 DECLARATIONS OF INTEREST**

4172 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**

4173 The minutes of the Parish Council meeting held on 15<sup>th</sup> May 2017 were agreed and signed by the Chairman.

**4.0 APPROVAL OF PREVIOUS PLANNING MINUTES**

4174 The minutes of the Planning meeting held on 15<sup>th</sup> May 2017 were agreed and signed by the Chairman.

**5.0 MATTERS ARISING**

4175 Following a site meeting with Hannah Gutteridge, Countryside Officer, on 6<sup>th</sup> April, where areas of track need improvement, Hannah explained that she might have some monies and would try and repair one of the bridleways using her PIC money. The PC offered her £1,500 to help if necessary and gave priority to BW 68. No further information has been received from SCC on this project. **(06/17)**

4176 Improved cycle route Elstead to Milford/Rodborough. Some of the route needs improving and runs over MoD land. The MoD confirmed that they support this and have minuted it to that effect. They also accept the slight detour required to improve the route. The PC sent Cllr Harmer an email regarding the detour route and Cllr Harmer confirmed that

- Natural England (NE) own the land. Formal written permission from both landowners will be required. **(06/17)**
- 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)
- 4115 Flooding in Springfield – there is still no action from SCC. An initial response was received from Framptons but they have still failed to answer the question as to whether the covering of the drain was authorised despite the Clerk chasing this several times. The Clerk was contacted by Framptons after the April meeting however The Clerk is still waiting for a follow-up response. **(05/17).**
- 4177 School Fruit Trees – The School is still looking for additional suitable sites in the village in order to plant more of these school-grafted fruit. **(06/17).**
- 4178 The condition of the track at the end of Hookley Lane needs improving. Hannah Gutteridge of SCC has been notified of the proposed work. Richard Knight (RK) has assessed the site but now may not be able to do the work. Cllr Murphy to liaise with RK. **(06/17).**
- 4179 There is considerable wear and tear on the Thursley Road football pitch. Work has been completed. The Clerk to pay the bill and then invoice the Sharks and the senior FC £500. **Not all the funds have been transferred from WBC – The Clerk has followed up. (06/17).**
- 4180 Cllr Murphy declared an interest in this item. Matt Lank has suggested that £1,500 be made available to fund improvements to the water supply for the cricket square. ECC to fund the remainder but may need to apply to the PC for some financial assistance. **Not all the funds have been transferred from WBC – The Clerk has followed up. (06/17).**
- 4180 Beacon View Road BT Phone Box - Cllrs agreed in principle that they would be happy to buy it from BT for £1 and turn it into a community library following a suggestion from a parishioner. It will cost £20 a year to insure. Following a public consultation the phone box is to remain in situ. **After receiving information The Clerk to investigate whether the phone box can be painted and repaired. (06/17).**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 4181 Information that Witley PC was liable to pay £500k damages to a bus driver who was hit by a tree were shared. The Clerk contacted a tree surgeon to ask who has assessed the sites but cannot do the assessment until early October. The Clerk to obtain new contacts so that the work can be completed as soon as possible. **(06/17).**
- 4122 Cllrs questioned whether the VAS by the zebra crossing needed recalibrating. The VAS has been assessed – the date of the repairs to be confirmed. **(05/17).**
- 4182 Dog waste: There are increased levels of dog waste and a second bin is needed along Back Lane. Cllrs Holroyd and Brooke determined where another bin should be sited. The Clerk to be shown the preferred location and to action. **(06/17)**

- 4183 Part 2 of the Local Plan is due in November. LLP1 to be examined in June. The Parish Council submitted comments to The Inspector. Cllr Murphy was scheduled to speak but explained that he would only speak if The Inspector required clarification on any of the points made. Anyone may attend the hearing at The Burys if they wish. **(06/17)**
- 4125 Possible closure of the Hyper Acute Stroke Unit at Guildford. The Rt Hon J. Hunt MP brokered a private meeting with key medical stakeholders on 21<sup>st</sup> April. The main concern is the effect that the ambulance response time will have on potential patients. A summary of the meeting to be circulated to all councillors. A follow up meeting to be held in July. Cllr J. Else was thanked for her hard work in facilitating this meeting. **(05/17)**.
- 4184 Weyburn Works – there has been no further development on this.
- (i) The second application was approved at The Joint Planning Committee on 28<sup>th</sup> March. The main issue is the s106 agreement which sees £250k being allocated to Chandler School and nothing to support Elstead Primary School or leisure facilities within the village.
  - (ii) The Weyburn Appeal Decision: The Clerk has sent a letter regarding the s106 agreement to WBC copying Rt Hon J Hunt. An unsatisfactory response was received from WBC. In essence it is too late to effect the s106 agreement however Cllr Murphy to raise it with the Borough Councillors as a matter of planning procedure that needs improving. **(05/17)**.
  - (iii) It was suggested that at the next PH PC Meeting there should be a discussion over prioritising PH children over Godalming children for entry to Shackleford School.
  - (iv) One of the conditions of approval is the establishment of a liaison group – a group of residents and the developer to work together. A crucial aspect to consider is the creation of the footpath / cycle route through PC land to connect Weyburn with the village rather than have a footpath along the Shackleford Road which would be dangerous. **(04/17)**.
- 4041 The problem of parking congestion in Broomfield. A petition is being raised by a resident calling for a layby, similar to that which was installed in Springfield, as a solution. **(04/17)**.
- 4185 The church has asked whether it is possible to have two disabled parking bays in front of the church and a letter has subsequently been received from the church asking for just one. The Clerk spoke with Rev Page who confirmed that only one space would be required for the moment. The Clerk will contact the SCC officer concerned, David Curl. **(06/17)**.
- 4186 The Backland lease to be maintained as it is following a formal inspection. Cllrs Murphy and R. Holroyd to meet with the land agent on 21<sup>st</sup> June at 9.30am to inspect the field. **(06/17)**.
- 4187 Cllr Murphy and Cllr D. Else met with John Baldwin (Chair of Governors) and Valerie Elliott (Headteacher) on 25<sup>th</sup> April. The current situation for 17/18 entry is that the school is oversubscribed with a number of residents not getting an offer of place. Cllr Murphy wrote to Cllr Harmer asking for a meeting with SCC to discuss the issue of the s106 agreement and future school capacity. Following the recent council election there has

been a slight hiatus however there will be a meeting on 26<sup>th</sup> June to discuss the children's improvement plan and Cllr Harmer will find the relevant officials at that meeting who will be able to advise the PC on this issue. **(06/17)**

4188 Letter to Paul Wenham re 5, Anderson Place. The PC wrote a follow-up letter to Paul Wenham and received a response. The response basically admitted fault as WBC failed to check comparable rents, WBC failed to check that business rates had been levied and WBC failed to check that the interior alterations had been made. The PC has exhausted all complaint levels. All cllrs agreed that this should be referred to the ombudsman. **(06,17)**

4189 Fallen floodlight at Burford Rec: A floodlight came down w/c 24<sup>th</sup> February as a result of vandalism/theft. The PC has suggested taking over the responsibility of the floodlights which would mean they could be covered by the PC's insurance (the football teams would reimburse this cost and replace floodlights when required). Cllrs unanimously agreed to this proposal. The Clerk to write highlighting that there must be a response to the floodlight/insurance issue before the next PC meeting. **(06/17)**.

4104 Cllr Harmer raised the issue of FP64. A notice from SCC has been received by the PC highlighting that FP64 is to be closed for another year. PIC and CIL monies are needed to repair the path however the river is moving so there is no point making a slight detour in the path as this too will deteriorate. There is another path which is nearby and one solution would be to combine both paths. The PC to come up with a proposal which will be discussed at the June meeting. **(05/17). Minute to be removed next month as covered in item 9.**

## **6.0 Local Plan Part 2**

4190 The Local Plan Part 2 draft was circulated to cllrs before the meeting and three key areas were discussed.

(i) Employment Sites – what factors should be considered?

Rents and business rates should be collected from comparable businesses.

They should ensure that marketing reports are factual and correct.

New employment sites should be included

(ii) Green Space for Protection – should we nominate our green spaces?

Cllrs unanimously agreed that we should nominate all of our green spaces: Thursley and Burford Lodge Recs, The Green and the Church Green (the pc leases them), the PC extension land and Bonfire Hill.

(iii) The GB and Development

The settlement of Elstead will come out of GB as per the LLP1 proposals. Many properties are adjacent to the settlement area but will remain in GB. They are subject to 40% maximum limit if they wish to extend. LLP2 questioned whether a visual rule should be applied rather than 40% limit however cllrs were against this and preferred a 40% guideline in determining how much a house can be extended. Cllrs agreed that the date at which this should be applied should be the property size in 1968 (when Elstead Settlement went into GB) and not 1948.

Cllr Murphy to draft a response for The Clerk to submit. Cllr Murphy to additionally propose that planning decisions are made in tandem with the individual Parish Councils.

## **7.0 NEIGHBOURHOOD PLAN**

- 4132 WBC owned land - Cllr Murphy met with Andrew Smith WBC on 24/4 to establish whether any land could be made available for development. There is a small site just off Broomfield which Andrew will assess but it would only yield 2 houses. WBC are interested however in taking over any affordable housing once it has been built and preference would be given to local people. **(05/17)**.
- 4191 Housing/Development: The PC has successfully obtained free technical support from Locality and this will be run by Aecom. The consultant has started work and aims to complete the formal site assessments by the end of July. **(06/17)**. The application to Locality for a further £6,000 funding has been submitted and the monies received. **(06/17)**.
- 4134 Meeting with Natural England (NE on 5th May. NE explained the difference between the Wealden Heath and Thames Basin SPA's. NE would not agree to building within 400m of the SPA. If 50+ dwellings are built within 5km of the SPA then the developer must ensure there is a SANG. If there are two sites of thirty houses close to each other this would be seen in the same terms as a single development and there could be a recommendation to have a SANG that both developments could share. Finally NE confirmed that we do not need to do a SEA. The Hammer Dam was also discussed. The Clerk to circulate the minutes from this meeting. **(05/17)**.
- 4192 Draft Policies / Big Meeting: A draft was circulated and some groups have fed back corrections and comments however there was some concern over the content in first draft. Cllrs also discussed the format of the Big meeting and wondered if there would be enough to present at the proposed Big Meeting to be held on 6<sup>th</sup> July. The Clerk to liaise with Angela and feedback to Cllr Jacobs to ensure we will have sufficient material and the right material to present to the village. **(06/17)**
- 4193 Workshop 17<sup>th</sup>-19<sup>th</sup> July: Angela is proposing a workshop looking at house design/layout. The Clerk to find out if cllrs are needed to attend and to ensure that there is no cross over with the work that Aecom are conducting.
- 3887 A discussion was held regarding how best to obtain the views of the younger members of the parish. One member of the NHP had suggested a Youth Forum but the ease of getting teenagers to attend a meeting at the weekend was questioned. Cllr Rees agreed to write a letter to key individuals who work with teenagers in the village to try to find ways to engage them. **(01/17)**. The Clerk to liaise with the school so that the views of younger children could be obtained. **(01/17)**. The NHP team to also ask pupils at Rodborough School what they would spend money on. **(01/17)**.
- 4035 CIL Monies: Cllr Jacobs to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **(03/17)**
- 4011 Dunsfold – the planning application has been called in. If the plans are rejected this could mean that we will need to find more houses. **(03/17)**.

## **8.0 PLAY AREAS SUB COMMITTEE**

- 4194 Site visit completed and the order was placed for the nest swing, zip wire and multiplay unit. The total project cost is £33,500. The Clerk paid the invoice promptly and the PC received a further 2% prompt payment discount. The installation is due to start on 26<sup>th</sup> June and be completed by 14<sup>th</sup> July. Cllrs Murphy, Holroyd and The Clerk to meet the contractors at 8am to mark out the play equipment locations. The play park to be officially relaunched on 21<sup>st</sup> July at 3pm – this is the last day of term. Key sponsors to be invited to the reopening. The Clerk has advised the tennis clubs, allotments, residents and written a notice for the EVN and the school newsletter regarding the works and relaunch. A message to be placed on fb too. **(06/17)**.
- 4195 The Clerk to arrange for a sign to be made acknowledging sponsors. **(06/17)**
- 4196 The safety surface surrounding the roundabout and under the elephant was highlighted in the last formal playground inspection as it is old and starting to degrade. The Clerk has investigated getting this replaced. The first quote was for £2,946.87 ex vat however by doing the project at the same time as the installation and by removing the old tiles etc The Clerk has managed to reduce the quote to £1,851.90 ex vat. All cllrs approved this project. The Clerk to order immediately. **(06/17)**
- 3593 The play area sub-committee have started to research a suitable replacement for the train. **(09/16)**
- 4013 The play area sub-committee have applied to the Billmeir Trust for funding and are awaiting a decision. **(03/17)**.
- 4138 Funding: Application to WBC for £3,000 has been successful. Cllr J. Else to follow up when the monies will be paid. Application to Tesco Bags of life is complete and voting is happening in store from now until the end of June. Participating stores are: Milford, Guildford (near RSCH), Guildford (near the station). **(05/17)**
- 3827 The Clerk / Cllr J. Holroyd to write to Tanshire Park to ask whether they might consider funding the Burford Lodge Rec play equipment improvements. **(12/16)**.

## **9.0 FOOTPATH 64 PROPOSAL**

- 4197 The footpath remains shut due to erosion. One proposal would be to reroute the path inland however it would lose some of it's attractiveness if this were to be the case and permission would be needed from the landowner. SCC will likely not agree to the moving of the path inland by just a little as on-going erosion would mean that the path would need redoing in a decades time. **(06.17)**.

## **10.0 APPROVAL HOOKLEY LANE WORKS**

- 4198 Not discussed see minute 4178. Minute to be removed next month **(06.17)**.

## **11.0 BIN AT THE MOAT**

- 4199 The moat bin was installed at the expense of the PC with an agreement that WBC would empty the bin. WBC have stated they will not empty it any longer. It is impossible for NE to get Veolia to empty the bin. All cllrs agreed that it should be added to the Parish

Council's contract with Veolia and that the PC would fund this. The Clerk to arrange this with immediate effect. Cllr Murphy to advise James Giles. **(06.17)**.

## **12.0 INTERNAL AUDIT REPORT 2016-2017**

4200 The Internal Audit notes were read out in the entirety as detailed below:

- The 2016 External Audit Report referred to two minor issues which were the restatement of the previous year's figures and the comments of the internal auditor. No action was required regarding the restated figures and following this year's audit it is clear that the recommendations of the internal auditor have been implemented. However 2015 regulations require that the report is presented to a full meeting of the council for review and following a review of the minutes this does not appear to have happened. This is a breach of the regulations and the external auditor will qualify their report.
- The Council is required to conduct an annual review of effectiveness of its internal controls as per the local government act 2003. The council should prepare a statement of internal control, including the controls that are in place and the effectiveness of these controls. Boxes 2 and 5 of section 1 of the Annual governance statement refer. Whilst the council does have in place controls, including risk assessment, insurance, an independent internal audit and a review of the effectiveness of the audit it must also review the overall controls in place in order to satisfy the criteria of the Annual Governance Statement.
- As at the end of the year the reserves of the Council were £86,116 (2016 - £70,257). As councils have no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes, the amount of the general reserve should annually be risk assessed and approved by the Council. The Council should ensure that earmarked funds are realistic and approved by the council. To date the Council has saved £25,500 towards a play park project. Any transfers between general reserves and earmarked reserves should be recorded in the minutes.
- NALC issued new model financial regulations in 2016. As the council is to gain online access to its bank account, the financial regulations should be updated to reflect these changes. The risk assessment conducted by the council should also consider the new risks that the council could encounter from online banking.

## **13.0 APPROVAL OF INTERNAL AUDIT REPORT 2016-2017**

4201 It was agreed to approve the Annual Accounting Statements and this was duly signed by The Clerk and The Chairman. **(06/17)**

4202 It was agreed to approve the Annual Governance Statement and this was duly signed by The Clerk and The Chairman. **(06/17)**

## **14.0 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT REPORT 2016-2017**

4203 The Review of effectiveness of internal audit report 2016-2017 was approved and this was duly signed by The Chairman

#### **15.0 REPORTS AND CORRESPONDENCE**

4204 The Clerk updated cllrs on the Britain' Best Village Competition. The production company have made several filming visits to Elstead and will return to film the Boat Race on 2nd July. If successful the top 20 villages will be shown on television towards the end of August. **Minute to be removed next month. (06,17)**

4205 A letter was received highlighting the overgrown vegetation along the Bonfire Hill fp opposite the Spar. The Clerk to ask R Knight to clear the dead elm trees and cut back the vegetation. **Minute to be removed next month. (06/17)**

4206 A parishioner raised the issue of dog mess on Burford Lodge Rec. Dogs are not allowed on the rec and if anyone sees a dog they should politely remind owners of this. **Minute to be removed next month. (06,17)**

4207 A parishioner raised the issue of bonfires during the day. Cllrs advised reading the guidance document on the WBC website. **Minute to be removed next month. (06,17)**

4208 A parishioner wrote commenting that they did not think that the new VAS was being successful in reducing traffic speed. The PC advised that there are no alternative measures that can be adopted. **Minute to be removed next month. (06,17)**

4209 An email was received from Grayshott PC asking Clerks for policies on cyber security. The Clerk to look at the responses and see if relevant for EPC to adopt. **(06,17)**

4211 Two complaints have been forwarded to Grasstex regarding the fact that not all of the Thursley Rec is being cut weekly leaving it looking untidy. Grasstex explained that they had new employees and would reiterate what they should do. **Minute to be removed next month. (06,17)**

4212 An email was received expressing concern that the route 46 bus would be scaled back. The PC explained that it knows of no plans to cut this service back at the moment. **Minute to be removed next month. (06,17)**

4213 A complaint was received regarding horses grazing in The Croft. The Clerk to be advised and to send a letter to the owners explaining that horses are not allowed in this area. **Minute to be removed next month. (06,17)**

4214 An invitation was received from WBC to attend a Greenspace Meeting on 7<sup>th</sup> July. The names of maximum 2 representatives to be forwarded to WBC before 30<sup>th</sup> June. **Minute to be removed next month. (06,17)**

4215 An email advising the PC of the CIL consultation was received. The consultation is running from 19<sup>th</sup> June to 31<sup>st</sup> July. **Minute to be removed next month. (06,17)**

4216 Courses: Legal and Finance day 13<sup>th</sup> July 2017. **Minute to be removed next month. (06,17)**



- 4217 Various updates received as part of the Lpp1 inspection. All have been forward to relevant people. **Minute to be removed next month. (06,17)**
- 4218 Various press releases:
- Waverley publishes 2016 Air Quality Annual Status report
  - Executive Director, Paul Wenham to leave WBC on 31<sup>st</sup> July 2017
  - Consultations approved for LPP2 – response deadline is 24<sup>th</sup> July 2017. **Minute to be removed next month. (06,17)**
- 4219 An invitation was received to attend the volunteers network meeting on 20<sup>th</sup> July. **Minute to be removed next month. (06,17)**
- 4220 An advert highlighting the NALC Star Council Awards was received. Deadline for entries is 28<sup>th</sup> July 2017. **Minute to be removed next month. (06,17)**
- 4221 Information received on dementia workshops running 30<sup>th</sup> June – 21<sup>st</sup> July. **Minute to be removed next month. (06,17)**

## 16.0 ACCOUNTS FOR PAYMENT

- 4222 The following accounts for June were presented for payment, duly authorised and cheques signed:

### ACCOUNTS FOR PAYMENT - June 2017

Payee	Cheque no	Purpose	Amount
Komplan	3652	Burford rec play equipment	£39,434.59
Juliet Williams	3654	home and travel expenses June	£29.40
Juliet Williams	3653	salary May	£778.37
Juliet Williams	3655	salary June	£778.37
URC	3656	Hall Hire April and May	£52.00
Grasstex	3657	Grass cutting services to October 2017	£5,056.68
South East Water	3658	Water for Recreation Ground B/Rec	£138.46
SSE	3659	Electricity	£25.21
Maxwell and co	3660	Internal Audit	£576.00
			<b>£46,869.08</b>

## 17.0 MATTERS RAISED BY MEMBERS

- 4223 A hot air balloon landed in Burford Lodge Rec on 17<sup>th</sup> June at 8am. The Clerk to contact the balloonist as a monetary fee is due. **Minute to be removed next month. (06,17)**
- 4224 Cllr Rees advised that due to work commitments he could not attend the Village Halls meeting. He has emailed The Secretary but had no reply. The Clerk to forward the contact details for the VH Chair. **Minute to be removed next month. (06,17)**

- 4225 Cllr Davidson advised that the parking planning application opposite Tanshire Park has been turned down with the owners of the land needing to return it to a green field within three months. **Minute to be removed next month. (06,17)**
- 4226 Cllr Mathisen reported on the excellent quality of the roads in Dockenfield; namely Boundary, High Thicket, and The Street. Cllr Harmer explained that all had been failing roads as these were used as rat runs to avoid the A31. There is a machine which checks every road and due to the poor condition of them they were added to the five year program for badly substructured roads. **Minute to be removed next month. (06/17).**
- 4227 The issue of speed signs at the Milford end of the village was raised. There is a 40mph to 30mph sign within 5 metres of each other. The Clerk to contact SCC Highways. **(06/17).**

**Meeting closed at 9.55 pm**