

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

**Monday 21st March 2016 at 7.30 pm**  
**United Reform Church Hall, Elstead**

**Attendees:** Cllr P. Murphy (Chairman)      Cllr R. Holroyd      Cllr L. Davidsen  
Cllr J. Mathisen  
Mrs J. Williams (Clerk)

**Also attending were:** Inspector M Bridge, Cllr J Else (WBC), 4 parishioners, Cllr P. Hunter (Chairman Thursley PC) and Cllr P. Andrews (Rushmoor PC).

**1.0      POLICING IN THE NEIGHBOURHOD**

Inspector Bridge provided a resume on where policing had been and how it was going to be structured from 3.4.16. Previously police had enjoyed specialist roles however due to revenue constraints this was no longer going to be sustainable.

Moving forward police were going to focus their efforts on what is happening when people dial 999 or 101.

The police have studied when rural crime happens and realise that between 12-3 am is when most shed breaks happen for example. The police are restructuring to work a shift pattern of earlies, lates and nights (ELN'S) in order that they might better cover any issues that arise.

Waverley will be divided into East and West with teams split between Farnham and Godalming. In total there will be a team of 70 people; including 50 officers working as the patrol team covering an ELN shift plus 10 PCSO's (reduced from 14 which is the current number of PCSO's). Officers will work 5 rotas each comprising 10 x officers plus 1 x sergeant (2 x Earlies, 2 x Lates, 2 x nights). Inspector Bridge explained that there was a good mix of male and female officers to serve the 120,000 residents of Waverley.

Police in Farnham are based in the fire station but this is not open to the public. There is a police counter in the Council Offices in Godalming so the public can talk face-to-face with a police officer during office hours. There are also police offices in Haselmere and Cranleigh but it is probable that those will close in the near future.

The objective on the restructure is to bolster numbers in the call centre so that 101 calls can be dealt with more effectively. By increasing numbers of staff in the call centre Inspector Bridge is confident that they will be able to triage better, improve communication and deal more effectively with any issues that arise.

Inspector Bridge explained that PCSO John Francis would still be working in this area but that Officer Heaphy would no longer be specifically assigned to this area. **MB to inform The Clerk who the new officer for this area will be.** The extra officers are joining from other parts of the business such as CID for example. Concern was raised at officers joining from other areas of the business outside of Waverley such as Guildford or CID however Inspector Bridge reassured the

meeting that officers would be very well trained and would be able to get up to speed with the area very quickly.

The role of the PCSO is changing with PCSO's going to less meetings such as neighbourhood crime meetings. They will also no longer attend fairs, fetes or schools as this takes up a lot of their time which will now be spent on tackling crime.

In terms of crime Waverley has 16 burglaries per month which is the lowest out of the other policing areas in Surrey (Camberley, Guildford and Woking) and this number is decreasing.

Inspector Bridge was asked by Cllrs about the effectiveness of 101 call centre as some Cllrs had experienced mixed results when using it. Inspector reassured people that there would be increased numbers working in the call centre and that officers were being retrained. **Inspector Bridge to forward figures to the Clerk as to how effective 101 is.** Some Cllrs expressed concern at the lack of follow up when 101 calls were placed especially during the heavy flooding of 3 years ago. Inspector Bridge again explained that with more resources and improved training, 101 calls should be dealt with more effectively and that calls will be directed to the correct agency as not all calls were police matters.

The subject of vehicles on common land was briefly touched on. Inspector Bridge explained that they have 6 patrol cars, 1 x van and 1 4x4 at their disposal. In the instances of people joy riding on the common Inspector Bridge felt that other agencies should be dealing with this such as MoD. Cllrs explained that there were no MoD Police and wardens. **It was agreed that this need further discussion outside of the meeting.**

Cllr Murphy thanked Inspector Bridge for attending the meeting.

## PUBLIC QUESTION TIME

No questions raised.

### 2.0 APOLOGIES FOR ABSENCE

3318 Apologies had been received from Cllr J. Jacobs, Cllr R. Rees, Cllr J. Holroyd, Cllr K. Brooke, Cllr R. Gardner who were not able to attend due to business reasons. Their apologies were accepted by the Council.

### 3.0 DECLARATIONS OF INTEREST

3319 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.

### 4.0 APPROVAL OF PREVIOUS MINUTES

3320 The minutes of the Parish Council meeting held on 15<sup>th</sup> February 2016 were agreed and signed by the Chairman.

## 5.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3321 The minutes of the Planning Committee meeting held on 7<sup>th</sup> March 2016 were agreed and signed by the Chairman.

## 6.0 MATTERS ARISING

3322 Tracys Development site. The Clerk updated Cllrs on correspondence between Cllr Brooke and WBC Enforcement Team. The matter has been re-raised and The Enforcement Team will seek to get the issue resolved within the year. **Cllr Brook to follow up in April. (03/16)**

3323 Footpath at the end of Red House Lane onto the common. There has been no work on the footpath. **Cllr Mathisen to follow up with MoD. (03/16)**

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 (03/16).**

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). **Item to be deleted in light of Inspector Bridge's attendance on 21 March**

3324 New post box – **The clerk to follow-up.** (03/16).

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

3320 WBC Planning Letter – No meeting currently required following a meeting with Cllr Else see minute 3328 (03/16). **Item to be removed next month.**

- 3325 Green Belt Review – Cllr Murphy has written to Mr Parrott reminding him that we are waiting on guidelines. **Mr Parrott is working on it and is waiting for guidance from the new Head of Planning Mrs Sims. (03/16).**
- 3322 EER –The Clerk has formalised the EER cover rota and presented it in the meeting. The Clerk to send out to Cllrs. **Further guidance needed from EER team regarding who should have access to rota and what it means. See Agenda Item 9.0 (03/16)**
- 3326 Highways update
- The optimum position of a new VAS would be on the south side of Milford Road. Cllr Else has spoken to the owner of Trelynne to discuss this. **Councillor Murphy to speak to owner of Trelynne and to try to arrange a joint meeting with owner and Adrian Selby of SCC. (03/16)**
  - 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) Item to be removed next month.**
  - **The Clerk has been advised that it is not possible to erect a courtesy parking notice in the Springfield lay-by (03/16).** Item to be removed next month.
  - 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.
- 3324 Weyburn Works Gate Proposal. **The Clerk to obtain a further quote before selecting the cheaper option. (03/16)**
- 3275 Annual Parish Meeting - Wednesday 4<sup>th</sup> May is agreed. **Topics to be discussed are The Neighbourhood Plan and EER. (03/16)**
- 3327 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 Holyroyd I one of three Cllrs to be selected. **Cllr J. Holroyd to send forward a resume so that a mini election can be held. The Council wishes Cllr Holroyd good luck. (03/16)**
- 3282 Cllr Mathisen questioned why there is a sign for Westbrook Lane in the middle of Church Green pointing towards Westbrook Hill. (01/16).
- 3328 A meeting was held with Cllr J Else on 7th March. A strategy for improving planning concerns has been agreed. Cllr Else also explained that Elizabeth Sims has just been appointed the new Head of Planning. **Cllr J Else to arrange a briefing meeting (to include training and guidelines) with Cllrs and Waverley. (03/16).**
- 3296 Surrey County Council is currently undertaking a bus review. Everyone is invited to share their opinions using the on-line survey by 14<sup>th</sup> March 2016. **The Clerk to find out if a response was sent by the Transport Team. (03/16).**

- 3297 Inspector Bridge attended the March PC Meeting. See agenda point 1.0.
- 3298 Elstead CC sent an email thanking the Parish Council for the outstanding £224 to fund new nets. **The Clerk is waiting for the invoice. (03/16). Minute to be removed.**
- 3329 The Clerk forwarded details for the Queens Birthday plans to the RBL. The RBL have confirmed that they will arrange a celebration on Saturday 23<sup>rd</sup> April. **The council has agreed to forward a modest sum to help organise the celebration. (03/16)**
- 3330 An email was received regarding a litter picking initiative and the possible loan of litter collecting equipment. **The school is unable to do anything as they are already following number of other green issues but the matter to be discussed next month to see if a public initiative can be arranged. (03/16)**
- 3305 Local Highways Bids are due 28<sup>th</sup> February. **The Clerk confirmed a collective bid with Western Villages was submitted on time (03/16). Minute to be removed.**
- 3308 The issue of tankers passing by Hankley Farm was raised. **Thames Water advised the Clerk that any damage would be made good (03/16). Item to be removed next month.**
- 3309 Dogs on Burford Lea Rec. The council does not have any statutory powers to enforce this. If dogs are seen running loose Cllrs may speak with the owners **(03/16) Minute to be removed**
- 3311 The issue of kerbstones on Broomfield was discussed. SCC have investigated and repairs have been made but the issue is caused by vehicles parking on the kerbs. **(03/16). Minute to be removed.**
- 3331 Defibrillator Awareness – Cllr J. Holroyd is to run a series of public awareness session regarding how to use the defibrillators on 7<sup>th</sup> May at the YC. Advertising in the Village news has been done and posters are being put up. **The Clerk to advise school, clubs and associations. (03/16)**
- 3313 Overhanging ivy on River House and Forge Cottage is causing a visibility issue. **The owners have agreed to cut this back but will only cut so far as not to damage the wall which is listed. (03/16) Minute to be removed.**
- 3332 Information was received regarding footpath 61 being difficult to walk along as it is full of debris. **The Clerk had been informed that the pathway was difficult to negotiate and Cllr Murphy to investigate. (03/16)**
- 3315 Rubbish 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)**

## **7.0 NEIGHBOURHOOD PLAN**

- 3333 **A working meeting was held on Wednesday 2<sup>nd</sup> March where Angela Koch took the NHP team through the excellent results of the survey. Sub groups are working on their part of**

**the survey with aim of holding a public meeting by June latest to share their findings. (03/16)**

#### **8.0 PARKING ON HAZELWOOD AND BROOMFIELD**

3334 The issue of parking was raised following the incidence of damaged kerbstones. A lack of parking is noted for this area. **The Clerk to ask PCSO Francis to look at the issue to see if there is a problem with obstruction. The Clerk to forward this problem to the Transport Group (03/16)**

#### **9.0 EER**

3335 No Cllrs available so to be discussed next month.

#### **10.0 UPDATE ON TRACYS SITE**

3336 **see minute 3322**

#### **11.0 PLANNING COMMITTEE MEETINGS: LENGTH/PREFERRED DATE**

3337 No Cllrs available so to be discussed next month.

#### **12.0 STORAGE OF PC PAPERWORK**

**3338 There is no short term answer to this but should The Burford Rec building ever get developed then storage would be considered for here. (03/16). Minute to be removed.**

#### **13.0 SMALLER AUTHORITIES AUDIT APPOINTMENTS**

3339 All Cllrs approved that the Council should remain opted in.

#### **14.0 RISK ASSESSMENT APPROVAL**

3340 The risk assessment for 2016/2017 is approved.

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

3341 (Cllr Mathisen declared a prejudicial interest in this matter).

An email was received from Beacon View Residents explaining that they would like to improve the road surface of Beacons View Road. Not all residents are agreed to the type of surface however a basic levelling will be undertaken with the possibility of tarmacking happening in the future. The cost is anticipated to be £500 per household. Whilst the residents understand that the PC would not normally pay for such repairs on a privately owned road they wondered whether in this instance The Council would consider an amount of money. The cricket club is the equivalent of seven house frontages. The Council has discussed this before and there remains the issue of setting a precedent. The Clerk to write explaining that the Council has already undertaken to improve the road from the Thursley Road turning to the entrance of the pavilion car park at a cost of £3,000. However in this instance the Council might consider a very modest contribution and needs to have details of the plans in order to determine how much it can offer.

- 3342 Tracey Langdon wrote asking whether a meeting with WBC planners was still required. The Clerk advised that this was not needed at the moment.
- 3343 Cllr Brooke attended the NHP roadshow and has shared the information with The Clerk and Cllr Jacobs.
- 3344 The Programme for Annual Surrey Artists Open Studio event has been received.
- 3345 A reply from Rt Hon Jeremy Hunt was received and circulated to Cllrs.
- 3346 An invitation for Cllr Murphy was received to attend the Mayor's Civic Reception.
- 3347 A request for information on our speedwatch programme was received from Tilford. The Clerk forwarded Michael Organe's details.
- 3348 An invitation to attend Hambeldon Assembly was received however the date and venue were missing! The Clerk to follow-up and forward to Cllr Murphy.
- 3349 An Invitation was received to attend Surrey Local Councils Forum in April to be held in Loosely Park.

#### **17.0 MATTERS RAISED BY MEMBERS (FOR NOTING)**

- 3351** Cllr Murphy has received a letter from Deborah Owen regarding a blocked drain in front of Cleveland. SCC debated whether the land is private or publically owned. **Cllr Murphy asked R Knight to unblock the drain. (03/16) Minute to be removed.**
- 3352 Cllr Murphy received a letter from the School asking whether the council has any spare land to plant some fruit trees that the school have grafted. It was agreed that 3 could be planted alongside the fence in the Burford Rec Carpark. **The Clerk to inform the school and ask R Knight to plant. (03/16)**
- 3353 The question of the advertising board on the top of the house at the junction of Beacon View and Thursley Roads was discussed. **The Clerk to follow up with Victoria Choularton. (03/16)**
- 3354 Cllr requested whether less emails could be forwarded. The Clerk explained that she had been advised to send everything out. **The Clerk to continue to forward emails and Cllr Murphy to advise which emails are still needed. (03/16)**
- 3355 **Cllr Murphy to forward a draft copy of the Annual Report to The Clerk to forward to all Cllrs. (03/16)**
- 3256** The issue of an abandoned car at the end of the metalled section of Westbrook, immediately below Westbrook House was raised. The car has been there for at least 4 weeks. **The Clerk to advise WBC and copy Cllr J. Else in the correspondence. (03/16)**

**Meeting closed at 9.30 pm**

## 16.0 ACCOUNTS FOR PAYMENT

3350 The following accounts for March were presented for payment, duly authorised and cheques signed:

Imagine Places	3493	NHP data analysis 4.5 days	£2,670.00
Elstead Village Hall	3494	Mtg rm for planning meeting 7.3.16	£7.50
Elstead URC	3495	NHP Meeting	£14.00
Elstead URC	3496	5 x meetings oct, nov, dec	£70.00
Southern Electric	3497	Burford Lodge Pav Nov 15 - Feb 16	£33.94
<b>Total</b>			<b>£2,795.44</b>

Payee	Cheque no	Purpose	Amount
WBC	3498	Compensatory grant repay	£2,070.00
Juliet Williams	3499	Salary March	£484.90
Juliet Williams	3500	Expenses March	£31.37
Veolia	3501	Bin emptying	£46.80
SSALC	3502	LCR quarterly issues	£67.50
SE Water	3503	Woolfords Lane 04/16 - 03/17	£92.51
SURREY ALC	3504	Subscription 2016/17	£737.39
RE Knight	3505	Invoice and materials	£135.94
Zurich Insurance PLC	3506	EER liability	£109.23
<b>Total</b>			<b>£3,775.64</b>

Payee	Cheque no	Purpose	Amount
Imagine Places	3507	NHP consultancy	£2,070.00
<b>Total</b>			<b>£2,070.00</b>

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