

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 15th May 2017 at 7.30 pm
Thursley Road Pavilion, Elstead

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

PUBLIC QUESTION TIME

4103 A resident raised the issue of the flooding gullies by the Seale Road. The Clerk explained that SCC had been contacted after the April meeting and that SCC had schedules to jet wash the gullies in June. **Minute to be removed next month.**

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).**

1.0 ELECTION OF CHAIR

4105 Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman.

2.0 ELECTION OF A VICE CHAIR

4106 Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice-Chairman.

3.0 ELECTION/APPOINTMENT OF MEMBERS TO COMMITTEES AND OTHER BODIES AND TO AGREE AREAS OF RESPONSIBILITY

4107 The appointment of members to committees, areas of responsibilities and other bodies were discussed and agreed (see appendix 1).

4.0 COMPLETION OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS

4108 The Declaration of Acceptance of Office forms were completed and passed to The Clerk.

5.0 COMPLETION OF REGSIETER OF MEMBERS INTEREST FORMS

4109 The Register of 'Members Interest' Forms were completed and passed to The Clerk.

6.0 APOLOGIES FOR ABSENCE

4110 Apologies had been received from Cllr J. Jacobs, Cllr R. Rees and Cllr R. Gardner who were not able to attend due to business reasons. Their apologies were accepted by the Council.

7.0 DECLARATIONS OF INTEREST

4043 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.

8.0 APPROVAL OF PREVIOUS MINUTES

4111 The minutes of the Parish Council meeting held on 10th April 2017 were agreed and signed by the Chairman.

9.0 APPROVAL OF PREVIOUS PLANNING MINUTES

4112 The minutes of the Planning meeting held on 10th April 2017 were agreed and signed by the Chairman.

10.0 MATTERS ARISING

4046 Following a site meeting with Hannah Gutteridge, Countryside Officer, on 6th 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. Thanks were given to Cllr Mathisen for organising the meeting. **(04/17)**

4113 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. Cllr Harmer to find out who owns the land. **(05/17)**

4114 Closure of Footpath 64 – as reported in the public section 4103. An alternative pathway to be identified by Elstead PC and discussed in the June meeting. **(05/17). Minute to be removed next month as replaced with 4103.**

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).**

3927 School Fruit Trees – The PC is hopeful in finding more suitable sites for the planting of more of these school-grafted fruit trees around the village. **(02/17).**

- 4116 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 has assessed the site. He proposed building up the centre and extending it so the path would be 2 metres wide and 70m in length. Rough estimate of the project is £2.5-£3k. The Clerk to ask for a quotation so that this can be discussed by cllrs in the June meeting. **(05/17).**
- 4117 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 to follow up. (05/17).**
- 4118 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 to follow up. (05/17).**
- 4119 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. (05/17).**
- 5054 Letter to Paul Wenham re 5, Anderson Place. **(05/17). Minute to be removed next month as covered under Item 12.**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 4120 The Clerk has renewed the EER insurance. **(05/17). Minute to be removed next month.**
- 4121 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. The tree surgeon has taken an exam to allow him to complete this task and is waiting on the result. He estimates that the work will take 7-10 days and will cost c. £250 per day however he has broken his collar bone which might delay him slightly in starting the work. **(05/17).**
- 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).**
- 4123 Dog waste: There are increased levels of dog waste and a bin is needed along Back Lane. Cllrs Holroyd and Brooke to determine where another bin should be sited. **(05/17)**
- 4057 Gullys: Overflowing gullys outside The Holt and outside The Woolpack. The Clerk has reported this to SCC and these are due to be washed out in June. **(05/17). Minute to be removed next month.**
- 4058 Part 2 of the Local Plan is due in November. LLP1 to be examined in June. The Clerk wrote to the Inspector and circulated a copy of the letter to WBC first. **(05/17).**
- (i) Green Belt. Ensure the land to the NE of Elstead identified in the consultants GB review remains in the GB.
 - (ii) Site assessment. Highlight the PC is assessing sites as part of NHP process. Explain that the PC agrees with WBC on the removal of the settlement area from GB.

- (iii) Agree that adjustments to the GB should be made in LPP2.
- 4124 Online Banking: The Clerk and Cllr Murphy now have online access to both bank accounts. This is purely to check if payments have been made / monies received and no online transactions are to be made. **(05/17). Minute to be removed next month.**
- 4060 Fallen floodlight at Burford Rec: A floodlight toppled over w/c 24th February. The PC again expressed its' disappointment and concern that the light is still lying on the ground with insufficient safety fencing around it. The Clerk to write to the Sharks asking for its' removal within a week and also to have written confirmation that appropriate insurance arrangements are in place otherwise the lights will have to be dismantled. (04/17). **Minute to be removed next month as covered in Item 15.**
- 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 21st 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).**
- 4126 Weyburn Works - update
- (i) The second application was approved at The Joint Planning Committee on 28th 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).**
- 4070 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 to Rev Page to discuss the bay and to see if there could be some flexibility so that residents did not lose parking spots. Rev Page said that the spot(s) were only required for Sunday services. The Clerk to contact the SCC officer concerned, David Curl. **(05/17).**

- 4127 The annual report is complete and a copy to be uploaded onto the Parish website. **(05/17). Minute to be removed next month.**
- 4072 Cllrs agreed that a rent increase for the tennis courts of 3% in accordance with the terms of their lease should be undertaken this year. The Clerk to advise the tennis club and explain that they should expect a 3% raise, annually, on-going. The Backland lease to be maintained as it is following a formal inspection. The EVAA rent should remain at £200 p.a. and the Pavilion to remain as per the loan repayment. Cllrs agreed unanimously on the above. **(04/17). Minute to be removed next month.**
- 4100 Councillors raised the question of the toilets at Burford Rec. Cllr Murphy explained that there was no intention to spend money on these as it is an old building and also the PC has no responsibility for this building. **(04/17). Minute to be removed next month.**
- 4101 The question of installing a layby on Thursley Road was raised. It was explained that this is being considered as part of the NHP process as it will cost £40k minimum and there is currently no budget to do this work. **(04/17). Minute to be removed next month.**
- 4128 The issue of vandalism at Burford Lodge Rec was highlighted. The Clerk has arranged for the graffiti to be removed. **(05/17). Minute to be removed next month.**
- 4063 A report summarising the HUG meeting has been circulated. One other item to note is that The DZ carpark will be closed for 3-4 days at the end of May. The conservation group will meet on 11th April. There is an issue of increased dog mess that is not being cleared by specifically by runners. **(04/17). Minute to be removed next month.**
- 4064 Consultants are investigating what are the main issues felt by PC's with WBC planning department and Cllr Murphy fed back the concerns of Elstead PC. The Thursley Clerk to produce a record of the meeting. Additionally Cllr Jacobs and The Clerk have completed a brief on-line survey that had also been drawn up by the consultants. **(04/17). Minute to be removed next month.**
- 4129 The Clerk wrote to WBC highlighting the fact that rubbish bins were overflowing. WBC confirmed they would liaise with the contractor. Veolia has explained that the issue of over flowing bins was due to a new team being in place and this has been resolved. **(04/17). Minute to be removed next month.**
- 4075 Details were received regarding the LLP1. Cllrs to write a response to The Inspector. **(04/17). Minute to be removed as covered in minute 4058**

11.0 REPORT FOLLOWING A MEETING AT ST JAMES SCHOOL, 25TH APRIL 2017

- 4130 Cllr Murphy and Cllr D. Else met with John Baldwin (Chair of Governors) and Valerie Elliott (Headteacher). The current situation for 17/18 entry is that the school is oversubscribed with a number of residents not getting an offer of place. The furthest distance children were successful in obtaining a space was 650m from the school. The Head's view is that they school has an obligation to meet the parish needs however the school would need to expand in multiples of 20's and 30's for this to be financially viable. The point was made that the live birth rate is in decline at the moment and that there is generally a 10% withdrawal from the offer of places. However this does not take into consideration that Elstead will need to build a minimum of 150 new dwellings over the next few years and a

lot of these will be family homes. Cllr Murphy to write to Cllr Harmer to ask for a meeting with SCC to discuss the issue of the s106 agreement and future school capacity. **(05/17)**

12.0 RESPONSE TO WBC LETTER REGARDING 5, ANDERSON PLACE

4131 Letter to Paul Wenham re 5, Anderson Place. The PC has received the final Enforcement report from WBC. The complaint is written in two parts; a) Failure of enforcement and b) Change of use. It was agreed that in the light of planning law there would be little point in continuing to press the complaint on enforcement, but the complaint on the change of use decision should be pursued. **The PC to write a follow up letter to Paul Wenham. (05/17).**

13.0 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).**

4133 The Housing Sub Committee met on 26th March 2017 to assess alternative development sites that had been proposed following the PC Call for Sites Letter. A formal rating process to be undertaken to ensure that the final site recommendations are robust and cannot be challenged. The PC has successfully obtained free technical support from Aecom who will do formal site assessments for us. **(05/17).**

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 SEA. The Hammer Dam was also discussed. The Clerk to circulate the minutes from this meeting. **(05/17).**

4135 Additional Funding of £6,000. The application to Locality for a further £6,000 funding has been submitted. **(05/17).**

4136 Angela Koch, Consultant, presented the first draft policies on 2nd March 2017. A follow-up meeting to be held on 17th May. It is expected that the plan will be written by early July. The NHP team are working towards holding a public meeting on 6th July where the policies will be presented. **(05/17)**

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).

14.0 PLAY AREAS SUB COMMITTEE

- 4137 Site visit completed and initial costs for the rota net, zip wire, log basket swing and large pirate ship total £29,500 . Other options have been investigated as there have been concerns over the durability of some of the items. A revised combination of items has been selected: zip wire, next swing and a multi play station for younger children coming from Kompan. The total is £33,500. The sub committee have investigated various suppliers and whilst some were cheaper the products were inferior in durability and longevity. A vote was taken to see if councillors were happy to spend some of the reserves, which are very healthy, to help finance this project as to date we have £26,500 in confirmed funding, and all agreed. The Clerk to place the order. (05/17).
- 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).

15.0 FLOODLIGHTS – BURFORD LODGE REC

- 4139 Fallen floodlight at Burford Rec: A floodlight toppled over w/c 24th February. The PC wrote to The Sharks again expressing its disappointment and concern that the light was still lying on the ground with insufficient safety fencing around it. The light was removed within the week following The Clerk's request. The Clerk asked Zurich, the PC's insurance company, if the lights could be insured under the PC insurance but this is not possible unless we take legal ownership of them. One option is for the PC to take over ownership but that the football club pay for the maintenance etc. This option would need to be voted on by Councillors. Another option is that the football hire alternative fields for the short space of time when the lights are required. If this were to happen then the lights would need to be removed. When the lights were investigated it was clear that it was attempted theft that had caused the lights to fall down and not a fault with the light. (05/17).

16.0 REPORTS AND CORRESPONDENCE

- 4140 A letter was received informing the PC that it has received a £200 donation from the Blakemore Foundation towards the cost of the new play equipment at Burford Lodge. **(05/17). Minute to be removed next month.**
- 4141 A letter was received from SCC informing of the closure of FP64 for a further year. **(05/17). Minute to be removed next month.**
- 4142 The Clerk reported 2 road problems to SCC highways one of which (pothole by Woolfords Lane junction) has been repaired. **(05/17). Minute to be removed next month.**
- 4143 The Clerk reported overflowing gullies to SCC which are due to be dealt with in June. **(05/17). Minute to be removed next month.**
- 4144 A request was received from Thursley PC to forward our adopted EER plan. **(05/17). Minute to be removed next month.**
- 4145 An invitation was received to the Godalming's Civic Service to be held in Sunday 11th June 2017 at 3pm. **(05/17). Minute to be removed next month.**
- 4146 A letter was written to Veolia regarding continual issues with their bin emptying service. **(05/17). Minute to be removed next month.**
- 4147 The Clerk asked Richard Knight to remove the graffiti on the elephant at Burford Lodge Rec. **(05/17). Minute to be removed next month.**
- 4148 A letter was received from the ST James PCC regarding the need for a disabled parking bay. **(05/17). Minute to be removed next month.**
- 4149 An online update from 'In the Know' was received. **(05/17). Minute to be removed next month.**
- 4150 A press release confirming that the Farnham referendum will go ahead on 4th May was received. **(05/17). Minute to be removed next month.**
- 4151 A press release regarding vandalism of the Grade 2 listed Memorial Cloister in the Phillips Memorial Park was received. **(05/17). Minute to be removed next month.**
- 4152 Information regarding the 'purdah' period was received. This will take effect from 21st April until 9th June. **(05/17). Minute to be removed next month.**
- 4153 A press release detailing key dates to do with the election and registering was received. **(05/17). Minute to be removed next month.**
- 4154 A press release detailing a new check in check out parking payment scheme is being trialled in Cranleigh. **(05/17). Minute to be removed next month.**
- 4155 An email confirming 27th June as the date for the start of the LPP1 Public examination was received. **(05/17). Minute to be removed next month.**
- 4156 NALC sent through an update to basic charity law. **(05/17). Minute to be removed next month.**

- 4157 The Rural Opportunities Bulletin was received which details funding opportunities. **(05/17). Minute to be removed next month.**
- 4158 Surrey CA send through an article about playground safety. **(05/17). Minute to be removed next month.**
- 4159 SSALC forwarded information on Your Call 2017 Events where people can find out more about their local ambulance service. **(05/17). Minute to be removed next month.**
- 4160 Voluntary Action SW Surrey advertised a quiz night on June 30th to raise funds for Godalming FC. **(05/17). Minute to be removed next month.**
- 4161 Voluntary Action SW Surrey forwarded a list of pre paid courses that are free for anyone to attend. **(05/17). Minute to be removed next month.**
- 4162 SSALC forwarded details of a Clerks Leadership Taster Day. **(05/17). Minute to be removed next month.**
- 4163 St John's Ambulance is holding a First Aid for Adults event on 1st July at Warnham Park. **(05/17). Minute to be removed next month.**
- 4164 Details on a mental health Forum to be held on 24th May were received. **(05/17). Minute to be removed next month.**
- 4165 Details of various SSALC courses were received including Employment briefing and Awareness. Introduction to social media. **(05/17). Minute to be removed next month.**
- 4166 An electronic copy of Surrey Watch Out magazine was received. **(05/17). Minute to be removed next month.**

17.0 ACCOUNTS FOR PAYMENT

- 4167 The following accounts for May were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Richard Knight	3646	Maintenance	£396.98
Juliet Williams	3647	Homeworking / travel	£19.00
Juliet Williams	3648	Expenses stationery files for 2017-18	£24.82
Maxwells	3649	Completion of final payroll	£84.00
Maxwells	3650	Preparation of 3 salaries to 31.3.17	£72.00
Joan Holroyd	3651	Defibrillator expenses	£55.14
			£651.94

18.0 MATTERS RAISED BY MEMBERS

- 4168 The need for vegetation to be cut back at Woolfords Cemetery was raised. The Clerk to contact Richard Knight. **(05/17). Minute to be removed next month.**
- 4169 The issue of a crossing by The Spar was raised. Members felt however that it would be too difficult to find somewhere to locate it safely. **(05/17). Minute to be removed next month.**

Meeting closed at 9.50 pm