

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

**Monday 21st May 2018 at 7.30 pm**  
**The URC, Milford Road, Elstead**

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

**1.0 ELECTION OF CHAIR**

4733 Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman. **(05/18).**

**2.0 ELECTION OF VICE CHAIR**

4734 Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice Chairman. **(05/18).**

**3.0 DECLARATION OF ACCEPTANCE OF OFFICE**

4735 Cllr P Murphy and Cllr L Davidsen declared their acceptance of Office. **(05/18).**

**4.0 COMPLETION OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS**

4736 The Declaration and Acceptance of office forms were completed and passed to The Clerk. **(05/18).**

**5.0 COMPLETION OF REGISTER OF MEMBERS INTEREST FORMS**

4737 The Members Interest Forms were completed and passed to The Clerk. **(05/18).**

4738 A list of the current roles and responsibilities had been circulated prior to the meeting and only adjustments to the Trustees of the Smiths Charity to be amended. **(05/18).**

**PUBLIC QUESTION TIME**

4739 There were no public questions. **(05/18)**

**6.0 APOLOGIES FOR ABSENCE**

4740 Apologies had been received from Cllr R. Gardner, Cllr J. Jacobs, Cllr J. Mathisen, Cllr K. Brooke who were not able to attend due to business reasons. Their apologies were accepted by the Council. **(05/18).**

**7.0 DECLARATIONS OF INTEREST**

4741 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. **(05/18)**.

#### **8.0 APPROVAL OF PREVIOUS MINUTES HELD 16th APRIL 2018**

4742 The minutes of the Parish Council meeting held on 16th April 2018 were agreed and signed by the Chairman. **(05/18)**.

#### **9.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 16th APRIL 2018**

4743 The minutes of the Planning meeting held on 16th April 2018 were agreed and signed by the Chairman. **(04/18)**.

#### **10.0 MATTERS ARISING**

4744 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. The Clerk reported that the BW was very waterlogged following the recent bad weather. Richard Knight has cleared the drains as requested. **(05/18)**. **Minute to be removed next month.**

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. **(05/18)**. **Minute to be removed next month and as covered by PC's GDPR rules.**

4745 Signage: New signs have been produced and will erected by Richard Knight. The Clerk has advised club users of both the rec car parks. **(05/18)**. **Minute to be removed next month.**

3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**

4746 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 contacted Surrey CC again following the advertisement that the fp is to be closed for a further year. The Clerk highlighted that the PC was extremely disappointed that no further progress appeared to have been made since the meeting in October 2017. SCC advised that there would be progress to report back in the June meeting. **(05/18)**

4682 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 is working up a cemetery plan. The Clerk also has some documents plus feedback from gravediggers and will liaise with Cllr Davidsen. **(04/18)**

4626 Traffic/speed/parking around the school: SCC Highways arranged for a traffic audit on Friday 2<sup>nd</sup> 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. The school suggested a meeting might be appropriate with residents, the school, SCC and the PC. The PC has said it is happy to attend but that as this is a school issue the school must take the lead in this matter. A speed average count was taken for a week. It registered an average of 28mph and as this is under the 30mph SCC will not pursue this. The Clerk to write to Adrian Selby as the PC believes it should be 20mph in the school zone. The PC would also like notices placed at the pavilion to warn drivers of the school. **(05/18).**
- 4747 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. The Clerk has followed this up and work is expected to be completed before June meeting. **(05/18). Minute to be removed next month.**
- 4683 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. The Clerk to obtain a definitive answer from the resident before the next PC meeting. **(05/18).**
- 4748 EVAA Polytunnels: Some members of the EVAA are keen to have polytunnels but there are no guidelines as to what would be acceptable. EVAA has made the following proposals: the EVAA should be able to offer a poly tunnel as an alternative to a greenhouse as long as it meets the same criteria as a greenhouse i.e. the size is max 8' x 6', has no concrete base and only one greenhouse of polytunnel per plot requiring written permission in advance. Cllrs accepted this proposal. The EVAA to write this in their Tenancy Agreement under '*Greenhouse or Polytunnel*'. **(05/18). Minute to be removed next month.**
- 4749 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. The PC is happy to financially support the event programme and the installation and suggest a formal letter is written with the amount required. **(05/18) Minute to be removed next month.**
- 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)**
- 4686 Elstead bridge: SCC Structures Team evaluating what repairs are required. The Clerk has chased this several times and will chase again. As this is an ancient monument it requires several agencies to assess the damage and agree the work required. **(04/18)**
- 4780 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. Cllr Else to promote these applications within WBC on our behalf. The Clerk followed the application up with WBC who had not done anything

- with it but subsequently thought that the compost bin in the Cemetery would not be allowed as it was not considered to be capital expenditure. The PC disagreed with this opinion and The Clerk to go back to WBC to ask them to reconsider allowing us to use the PIC funds for the compost bin. **(05/18)**.
- 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)**.
- 4781 Clarion Update: A selection of names were put forward for consideration – thank you to Dawn Davidsen for co-ordinating the discussion with Peper Harow residents. The Clerk to forward the proposed street names to Cllr R Holroyd. Additionally the PC's opinion on whether a red or black little bin was sought with the PC proposing the standard black WBC bin would be best. **(05/18)**. **Minute to be removed next month.**
- 4690 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is. **(04/18)**.
- 4692 A consultation notice was received concerning WBC's statement of licensing policy. The consultation will run until 1<sup>st</sup> June 2018. The Clerk and Chairman to read through the details. **(04/18)**.
- 4782 A thin drain in front of the property Overgreen is blocked which causes flooding on the pavement. The clerk to notify SCC. The Clerk has raised this on the SCC Highways online reporting website. **(05/18)**.
- 4673 WW1 Commemoration: Lyn and Kim explained the events planned to celebrate the 100 centenary of the end of WW1. These are silent soldiers which can be sponsored, 25<sup>th</sup>-27<sup>th</sup> October an exhibition in the youth centre, 25<sup>th</sup>-27<sup>th</sup> October a specially written PETS play, 27<sup>th</sup> October a camp being set up on the Green, installation of a 6ft soldier – PC explained that the statue cannot go on the Church Green and that the churchyard might be a better location. Other events planned including a tea party at The Bridge House Care Home. The PC has agreed to make a donation to support this commemoration. The committee to forward an exact amount to the PC. Following further correspondence cllrs again discussed the installation and unanimously agreed that it cannot be placed on PC land. The Clerk has advised the group that insurance for the installation will be needed and that the 'statue' will need to be checked annually. The group also asked to decorate one of the village green trees with poppies which the PC approved as long as the poppies were soundly secured and did not damage the tree. **(05/18)**. **Minute to be removed next month.**
- 4713 Cllr Murphy to respond to a list received from WBC of capital items that they are expecting to fund using CIL monies. The list relates only to the main towns and there are no projects listed for any of the villages etc. **(04/18)**.
- 4714 Email regarding the URC which is holding a Flower Festival on 8<sup>th</sup> and 9<sup>th</sup> September. The theme is Women's suffrage to celebrate women of faith and courage. All hall users are invited to contribute an arrangement. PC has agreed it will participate. Cllr Mathisen knows of someone who might be able to make the PC's flower arrangement. **(04/18)**.

- 4719 New NHP support programme with increased funding to £17,000. The Clerk to ascertain if we are eligible to obtain a further £2,000. **(04/18)**
- 4723 An email received from the Tree and woodland Mgr at WBC regarding some of the trees flanking Hazelwood. The clerk to respond. **(04/18). Minute to be removed next month as covered in agenda item 18.**
- 4783 Seale Road: Road was shut for investigative work. Patching has been done but Cllr Harmer has advised SCC Highways that it should be resurfaced in view of the forthcoming repairs to the Farnham Road as Seale Road will act as the diversion route. **(05/18). Minute to be removed next month.**
- 4784 Lengthman Scheme: all requests have been submitted and SCC has sent notifications to say that the work will happen within 28 days. **(05/18). Minute to be removed next month.**
- 4697 Road Repairs: £5million to be used for capital works to correct damage caused by this winter's weather. 2 sections of A287, 4 sections of B3001 Crooksbury Road to Seale Road, Moat Pond to Woodstock House Thursley Road, Duke of Cambridge to the tennis courts. Tilford Bridge is also due to be repaired and will remain closed for c 6 months whilst the repairs happen. **(04/18). Minute to be removed next month.**
- 4785 Cllr Harmer / Western Villages meeting arranged for 3<sup>rd</sup> May. There is a small pot of money available for very small jobs where the PC would use its own contractor, however Richard Knight would need extra insurance so probably not worth pursuing. Currently doesn't include ROW but PC's may include ROW's as the rule might change. **(05/18). Minute to be removed next month.**

#### **11.0 WBC UPDATE**

- 4786 Cllrs J and D Else were unable to attend but the Clerk updated cllrs on WBC news via the enews bulletin. The Farnham by election is set for 24<sup>th</sup> May. WBC opposed the proposed closure of Green Oaks School during the consultation stage, WBC has expressed strong opposition to two of Esso's potential pipeline routes through the borough especially the pipeline proposed to run through Farnham town centre. **(05/18). Minute to be removed next month**

#### **12.0 SCC UPDATE**

- 4787 Road Children's Service: SCC are expecting a negative report on their children's service. There is an acceptance that things are improving but not quickly enough. A new chief executive has been appointed with experience in this area. **(05/18) Minute to be removed next month.**
- 4788 Fostering Service: the fostering service wish to promote themselves. The Clerk suggested there might be space at the St James School Summer Fair being held on 16<sup>th</sup> June. Cllr Harmer to advise if the fostering service can attend. **(05/18) Minute to be removed next month.**
- 4789 ROW's: A proposal has been made that Members can use their allocation towards either Highways or ROW remedial works (under current rules ROW's fall under a different

funding). Cllr Harmer has access to £7,500 for Western Villages and has suggested that Elstead PC might propose FP64 and BW 68 to be considered for some of this funding. **(05/18)**

4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18)**.

### **13.0 NEIGHBOURHOOD PLAN UPDATE**

4791 The NHP is all but written with just a couple of sections being worked on. Objective to launch the 8 week consultation stage on 6<sup>th</sup> July. Cllr Brooke has offered to proof read the final draft plan. The Clerk to forward all cllrs copies of the draft plan. **(05/18)**.

4701 Leaflet: a leaflet to be sent to all residents going through the NHP process and encouraging people to participate in the consultation and referendum stages. **(04/18)**.

4702 GSD: WBC will not include Bonfire Hill as a GSD. E&W will include it within the NHP. **(04/18)**.

4703 Green Belt Review Group: Drawing up detailed evidence to support the NHP choice of sites. The group are producing a leaflet which the PC will help fund. **(04/18)**.

4704 Settlement Boundary: WBC has proposed minor amendments to the settlement boundary. One property has been suggested but others that are in a similar situation excluded therefore leaving them subject to the full rigours of planning. Copies have been received and the settlement boundary was discussed in a separate meeting following the planning meeting on 21<sup>st</sup> May. **(04/18)**.

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)**.

4641 WBC 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.

4792 Executive papers re LPP2 – all developers have had access to them but Elstead PC has not. **(05/18) Minute to be removed next month.**

4793 WBC Roadshow: there has been no publicity for this event even though the hall has been booked for several weeks. The Clerk to ascertain how this is to be promoted. **(05/18)**

4794 Sunray farm: Sunray farm have lined up a possible developer. **(05/18) Minute to be removed next month.**

#### **14.0 GDPR**

4584 The training session on 6<sup>th</sup> February 2018 was attended by Cllr Brooke. The exact rules for GDPR are still not totally clear.

The Clerk also to have a computer solely for PC work. Cllrs have agreed that the Clerk can have a mac and that it should be a new computer not reconditioned. The Clerk to put forward costs. **(04/18). Minute to be removed as covered in agenda item 15.**

WBC is going to employ a GDPR officer and Clerks asked whether they could also be the external GDPR officer for Waverley PC's. The Clerk followed this up with Graeme Clark but there has been no response. Cllr J Else has offered to help follow this up. WBC have confirmed that they have not been able to appoint anyone so they cannot offer PC's the chance to 'share' this officer. **(05/18). Minute to be removed next month.**

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)**

ICO – The Clerk advised that the PC is already a member. The Clerk to confirm. **(05/18)**

The Clerk to ask Angela Koch if we need to keep paper copied of the various NHP surveys. **(05/18)**

The Clerk to ensure all published addresses and contact details of cllrs are up to date. **(05/18)**

The Clerk to ask the Clerks for Farnham TC and Witley PC regarding their GDPR policies. **(05/18)**

#### **15.0 APPROVAL TO BUY PC SEPARATE LAPTOP**

4705 As part of GDPR The Clerk to have a computer solely for PC work. Cllrs have agreed that the Clerk can have a mac and that it should be a new computer not reconditioned. The Clerk forward costs. Cllrs suggested £500 for a new laptop and that 128GB would be sufficient. **(05/18).**

#### **16.0 SIGNS AND NOTICES ON THE VILLAGE GREEN**

4795 A request was received asking if promotional signs could be placed on the village green for 2 weeks in October. Cllrs agreed that signs would not be allowed on the green. There are a number of reasons including safety, visibility, distraction for drivers on the busy B3001 and that it would set a precedent with lots of other groups wishing to place signs. **(05/18). Minute to be removed next month.**

## **17.0 PLAY AREAS MAINTENANCE AND REFURBISHMENT**

- 4796 The recent play inspection highlighted areas that require remedial works. The Clerk and Cllrs J and R Holroyd met with Paintics who are happy to strip back the rust and repaint some of the play equipment. The costs of £430.62 was accepted by cllrs. Others avenue for this work had been explored to no avail. The Clerk to instruct Paintics. **(05/18).**
- 4797 The recent play inspection highlighted equipment that needed repairing / replacing. The Clerk has contacted the two companies who made the equipment for costs on repair / replacement. The report concerning the seesaw repairs needs further clarification which the Clerk will follow up. **(05/18).**

## **18.0 TREE SURVEY UPDATE**

- 4798 The Clerk confirmed that works would be prioritised to fit in with the time schedule of remedial work as noted on the report. The Clerk and Cllr Murphy met with WBC tree specialist and will do remedial works to the trees bordering Hazelwood as agreed. **(05/18).**

## **19.0 REPORTS AND CORRESPONDENCE**

- 4799 The Clerk advised that all financial accounts were submitted to the accountants for examination. **(05/18). Minute to be removed next month.**
- 4800 Logon details for the new SSALC website have been received and circulated to all cllrs. **(05/18). Minute to be removed next month.**
- 4801 A letter from Mrs Sims, Head of Planning has been received clarifying a recent European judgement relating a habitats directive. **(05/18). Minute to be removed next month.**
- 4802 Logon details for the new SSALC website have been received and circulated to all cllrs. **(05/18). Minute to be removed next month.**
- 4803 An email was received from a resident proposing that an additional lay-by would ease car parking issues by the Springfield Surgery. The Clerk to write to the resident and explain that there is not enough funding to do this **(05/18). Minute to be removed next month.**
- 4804 CIL modifications – WBC have advised that any modifications must be made in writing to WBC by 8<sup>th</sup> June 2018. **(05/18). Minute to be removed next month.**
- 4805 Notification received of a meeting at WBC on 4<sup>th</sup> June at 7pm where there will be a presentation of LPP2. **(05/18). Minute to be removed next month.**
- 4806 The Clerk met with Yvette Ortel, Partnership Committee Officer for SCC and Waverley local committee. **(05/18). Minute to be removed next month.**
- 4807 Request for a grant from Challengers charity. The Clerk to advise that unfortunately there is no such grant scheme available. **(05/18). Minute to be removed next month.**
- 4808 Advert for a Tilford warden received from Tilford PC. The Clerk to place on the website. **(05/18). Minute to be removed next month.**



- 4809 Details of a cycle race on 24<sup>th</sup> June and 4<sup>th</sup> August were received and will be facebooked nearer the time. **(05/18). Minute to be removed next month.**
- 4810 Request for a burial space from someone with strong connections to the village was received and granted. **(05/18). Minute to be removed next month.**
- 4811 Information received from WBC clarifying that LPP2 and NHP's will not be delayed despite the recent judicial action served against WBC. **(05/18). Minute to be removed next month.**
- 4812 Details of a shared ownership house in Elstead were received and posted online. **(05/18). Minute to be removed next month.**
- 4813 Press Releases received on the following: dropping litter risks a fine, draw your own home competition, Borough and town by-elections set for 24<sup>th</sup> may, Farnham by-elections **(05/18). Minute to be removed.**

## 20.0 ACCOUNTS FOR PAYMENT MAY 2018

- 4814 The following accounts for May were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3778	Working from home and travel expenses	£24.99
Juliet Williams	3778	Salary	£737.29
R Knight	3779	Tree works and clearance	£1,041.84
R Knight	3779	Cemetery mowing	£63.00
			<b>£1,867.12</b>

## 21.0 EXEMPT BUSINESS – TO THE EXCLUSION OF THE PUBLIC AND PRESS

- 4730 Purchase of Weyburn land: Pelhams have contacted MMC but MMC have gone into Administration. Administrators have been appointed and are aware of the PC interest in the land. They will discuss this with us when they are able but it is likely that they will put the land out for sale by tender. There has been no further news on this and the Clerk has chased since March meeting. **(04/18).**

## 22.0 MATTERS RAISED BY MEMBERS

- 4815 Pangs Lodge has now been closed for a long time. Cllrs questioned whether this was a planning concern. The Clerk to liaise with WBC Planning. **(05/18).**

**Meeting closed at 9.15 pm**