

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 15th October 2018 at 7.30 pm
The URC, Milford Road, Elstead

Attendees: Cllr P. Murphy (Chair) Cllr R. Holroyd Cllr J. Holroyd
Cllr K. Brooke Cllr J. Jacobs Cllr R. Rees
Cllr J. Mathisen Cllr R. Gardner
Mrs J. Williams (Clerk)

PRESENTATION BY FRAMPTONS

5004 A representative from Framptons, land agents for Bonfire Hill, along with their consultant, Mr Colville, presented their plans for the redevelopment of Bonfire Hill. The plan proposed 31 affordable dwellings on the lower contours of the hill. The dwellings would be predominantly 2-3 bedroom sized properties plus 4 bungalows with a guide purchase price which included a discount of 25% to the open market value. The top of the hill would be given to the village to be used as a village garden with a possible adventure playground. A member of the public questioned the need for 31 affordable houses given the fact that 21 are already being built at Weyburn. Councillors highlighted the fact that affordable houses are exempt from CIL which the PC would lose. Councillors also asked what might happen to the third Bonfire Hill field and the land agents thought that this might also be gifted to the PC. Councillors highlighted that Natural England would likely insist on the provision of a SANG with a 1.8km footpath given the number of properties being built. Councillors questioned the viability of a £300k purchase price given that affordable houses are 75% of the open market price and in Elstead 3 bedroom properties typically sell for £500k. Framptons invited councillors to a public exhibition which is being held in the youth centre from 2-8pm on Monday 29th October. **(10/18) Minute to be removed next month.**

PUBLIC QUESTION TIME

5005 There were no members of the public present. **(10/18) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5006 Apologies have been received from: Cllr L. Davidsen who was not able to attend for business reasons. His apologies were accepted by the Council. **(10/18).**

2.0 DECLARATIONS OF INTEREST

5007 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. **(10/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 17th SEPTEMBER 2018

5008 The minutes of the Parish Council meeting held on 17th September 2018 were agreed and signed by the Chairman. **(10/18)**.

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 17th SEPTEMBER 2018

5009 The minutes of the Planning meeting held on 17th September 2018 were agreed and signed by the Chairman. **(10/18)**.

5.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 8th OCTOBER 2018

5010 The minutes of the Planning meeting held on 8th October 2018 were agreed and signed by the Chairman. **(10/18)**.

6.0 MATTERS ARISING

5011 The play area sub-committee has started to research a suitable replacement for the train. The train has significantly deteriorated and is beyond repair. It will definitely need to be replaced in 2019 and this will be built into 2019/20 budget. Fundraising options will be investigated. **(10/18)**

5012 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has staked out the definitive line and have met the landowner. The PC offered to attend but the landowner preferred to meet SCC alone at this stage. Further follow up required by SCC. The Clerk to chase for progress. **(10/18)**

4957 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 feedback from gravediggers and will liaise with Cllr Davidsen. The Clerk to forward the current plan to Cllr Davidsen. **(09/18)**

5013 Traffic/speed/parking around the school: The PC would like more notices placed near the pavilion to warn drivers of the school. There is an unused school sign in Thursley. The Clerk to ask Adrian Selby if Elstead may have it and site it near to the Pavilion. The Clerk to ask the school if they will run a speedwatch campaign. There is agreement in principle for a mobile VAS for Hindhead which could be shared with other western villages and which Elstead would be able to borrow periodically. The Clerk to follow-up with Cllr Harmer regarding the mobile VAS. The PC has been liaising with SCC and Cllr Murphy along with The Clerk will meet with Jack Roberts on October 30th at 2.30pm to assess what can be done. **(10/18)**.

5014 Elstead Bridge: Repairs to the bridge started w/c 8.10.18. **(10/18) Minute to be removed next month.**

4959 PIC Monies available. WBC disagreed that the two applications (one for vermin control bordering the EVAA and one for green waste at Woolfords Lane Cemetery) met the PIC funding criteria. The Clerk to go back to WBC as the PC believes that Woolfords Lane project should be allowed. The Clerk to follow up. **(09/18)**.

- 4904 Clarion Update: A selection of road names were put forward for consideration however Waverley have rejected one set of names Hamilton Drive and an alternative name has been suggested. **(07/18)**.
- 4690 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is. **(04/18)**.
- 4961 New NHP support programme with increased funding to £17,000. The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5015 Seale Road: Some resurfacing works were completed in August. However, a recent water main flushing exercise revealed that most of the road drains were blocked by debris. The Clerk asked Stuart Copping to investigate but there has been no response. The Clerk to follow up. **(10/18)**.
- 5016 LPP2 consultation: this is complete. The Clerk asked WBC how many people of the c 950 respondees were from Elstead. WBC advised that they couldn't separate this information out. Cllr Murphy read through all responses and c 10% were from Elstead residents. 86 of the Elstead respondents objected to one or both of the proposed housing sites in Hookley Lane and 7 were unhappy with the Sunray Farm site. **(10/18) Minute to be removed next month.**
- 4965 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action. **(09/18)**
- 4966 Sharks floodlights and semi permanent storage: The Sharks have applied for funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. The Clerk has also liaised with WBC and advised the Sharks that the storage container will require official planning permission. The Clerk to check on the planning application progress with the Sharks **(10/18)**
- 5017 Tennis court floodlights: The Clerk wrote to EVTC who advised that the pylons were cemented in and were structurally sound. EVTC advised that they do not check the floodlights annually. The Clerk to look in the EVTC lease agreement and then advise them that the lights must be checked annually and ensure that their insurance covers the floodlights. EVTC have since confirmed that they will check the lights and the Clerk is waiting for written confirmation and will chase. **(10/18)**
- 5018 The Clerk reported seeing horses on Burford Lodge Rec. One had escaped and was careering out of control around the rec frightening younger children. The horses were later observed giving rides. The Clerk has contacted the PC's lawyers who have said that horses may be impounded. The Clerk to contact its' lawyers for the exact wording and then to make 3 signs regarding this. Signs to be placed in all three PC owned play areas. The Clerk asked the PC lawyers for the exact wording and is waiting for this. The Clerk to chase. **(10/18)**.
- 4915 BT phonebox by the zebra crossing: The Clerk contacted BT who advised that the repair work had been carried out. Painting will need to be proposed via a separate department. **(07/18)**.

- 4970 Lengthsmen Scheme: additional funding for this project has been found which will be shared among the Western Villages. Elstead has been asked to propose additional projects. Cllrs have suggested vegetation at Truxford Corner to be cut back and the pavement to be cleaned either side of Gunners Lane to improve the safe route to school for pupils and parents. The Clerk forwarded this to the Tilford Clerk. Additional funds have been found - the Clerk proposed the following: vegetation at the end of Red House Lane and junction to be cut back, Church View and outside BT hub vegetation to be cut back. Cllr Mathisen suggested the wayfinder sign to Seale on the Farnham Road be cleaned and vegetation cut back. Cllrs agreed and The Clerk to forward this to the Tilford Clerk. **(10/18). Minute to be removed next month.**
- 4973 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk has looked at the land registry and found some historic documents which The Clerk and The Chair will review before registering the land. **(09/18)**
- 4974 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 has been clarified by the report author who said that using anti-corrosive chemicals and painting it was sufficient.
- Initial costs have been received from Kompan: £3,840 plus £768 VAT. The Clerk to ask Kompan for a price reduction and then to progress the project using Kompan. This expenditure has been approved by cllrs. **(09/18).**
- 5019 BW68 improvement: Cllr Harmer explained that SCC has £7,500 to spend on RoW improvement. The following have been prioritised: BW24 in Dockenfield, BW68 in Elstead and BW 113 in Peper Harow. At the recent HUG meeting MoD stated that they were going to make improvement to BW68 so Elstead PC has requested that BW69 be repaired by SCC instead. Mod have completed improvements to BW68 and BW73 at the Hookley Lane end cllrs have asked The Clerk to write to the MoD expressing its' appreciation. Cllr Mathisen to send The Clerk the contact details. BW69 to be improved after April 2019. **(10/18) Minute to be removed next month.**
- 5020 Following a site meeting, Rob Fairbanks has agreed that the RoW finger post on the Church Green should be removed and the RoW logo located on the cycle route post. Rob was positive about the proposed improvements to the Rodborough cycle route. Cllr Murphy supplied Rob with the draft NHP and he will feedback about cycle ideas and policies. The post is still in situ and Cllr Murphy to contact Rob regarding its uplift. **(10/18)**
- 5021 A report following the HUG meeting was circulated to councillors before the meeting. In brief the car park will be closed for 3 days 4/5 times a year and this will be advertised on the village facebook site, the EVN (if possible) and on the PC website. The car park was closed in October however there were no public complaints. **(10/18) Minute to be removed next month.**
- 5022 Draft policies on data storage etc complete and councillors to review. Cllr Rees to circulate before the November meeting. **(10/18)**

The clerk was contacted by a service provider who said that the PC website was not compliant. The website to be reviewed in the October meeting. **(09/18)**

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. Cllrs have agreed their telephone numbers can be printed in the EVN **(10/18) minute to be removed next month.**

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

4983 WBC will no longer supply paper copies of planning applications. The plans are not easy to review online. All councillors to review plans prior to the meeting. The Clerk to download plans for the meeting and these to be projected onto the wall. Councillors to review how this is working at the end of the year. **(09/18).**

5023 An email was received from the external auditors asking for more information. The Clerk to respond. **(09/18). Minute to be removed as covered in agenda item 15.**

5024 The Clerk met with a resident in The Croft who requested a replacement tree in the Croft play area. Councillors agreed that a white beam or equivalent would be suitable and agreed that up to £50 could be spent. The Clerk to instruct Richard Knight to purchase and plant. **(10/18)**

4992 A resident wrote complaining about parking outside the school The Clerk to respond. **(09/18)**

5025 A resident has written requesting rear garden access to a property in Burford Lodge. Councillors agreed that this could be possible subject to a consideration. The clerk to find out what access is required. **(09/18). Minute to be removed as covered in agenda item 12.**

5026 Representatives from the Smiths Charity have contacted The Clerk as they wish to meet with trustees to determine how the funds are used. The Clerk and Cllr Murphy to meet with The Smith's Charity on 1st November. **(10/18).**

4933 Complaints have been received regarding the overgrown nature of the closed cemetery in Elstead next to the village Hall. The cemetery is managed by WBC. The Clerk to obtain a schedule as to the frequency that the cemetery is attended by WBC and monitor this work on-going. **(07/18)**

7.0 WBC UPDATE

5027 Community meals: a big success since this was relaunched – 77,000 meals have been delivered in Waverley in the last two years. **(10/18) Minute to be removed next month.**

5028 Hoppa the transport provider is in trouble. Following a current law case in North England, SCC has said that Hoppa cannot tender for school runs until this aforementioned case is

determined. Hoppa has therefore lost a significant amount of revenue. **(10/18). Minute to be removed next month.**

5029 CPRE and POW are involved in a court case challenging WBC for taking Woking's unmet housing numbers. WBC are certain that they have acted within the letter of the law and the lawcase is costing the public £200,000. A verdict is imminent. **(10/18). Minute to be removed next month.**

5030 Tommy silhouette: £750 has been raised in Elstead to purchase a Tommy silhouette and this will be fixed to the Village hall wall. It will be unveiled by the Mayor of Waverley at the Silent March to be held on 27th October. **(10/18) Minute to be removed next month.**

5031 The PC has approved for notices to be placed on the Green advising of the road closure for the Silent March. **(10/18). Minute to be removed next month.**

8.0 SCC UPDATE

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

4978 Real time bus information: as part of the s106 agreement with Weyburn £15,000 was allocated towards real time bus information. Cllr Harmer to ascertain if this can go on the bus stops by Milford Road / Hookley Lane. **(09/18).**

9.0 REPORT FOLLOWING CLERKS MEETING WITH TOM HORWOOD HELD 12th OCTOBER 2018

5032 At the TC/PC meeting with Tom Horwood the following items were discussed:

- a) CIL – this has been adopted at the Executive
 - b) Compensatory grant – concerns regarding the year on year decrease in this amount should be raised in writing at the time of submitting the annual financial review.
 - c) Incursions – Surrey is considering whether to dedicate a site for travellers to prevent incursions happening. This has been successful in neighbouring boroughs.
 - d) TC/PC Donation criteria - recommended that an application checklist should be made available on the TC/PC website. Haslemere TC explained how they had devised one.
 - e) Planning peer review – WBC went through summary.
- (10/18) Minute to be removed next month.**

10.0 NEIGHBOURHOOD PLAN UPDATE

4981 The NHP draft plan's consultation period has been extended until 30th September. Regulatory consultees have been contacted. WBC have written explaining that they should have received a copy of the draft. The SG had been advised that WBC could be consulted after the first draft had been read as some amends would be made. The Clerk to liaise with Matthew Ellis. The draft has been submitted and WBC have until 2nd November to respond. The Clerk to arrange a follow up meeting with WBC w/c 12th November to review their comments. **(10/18).**

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

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). Minute to be removed next month.**

11.0 FOOTPATH LINKING FARNHAM AND THURSLEY ROADS

5033 A resident wrote to the PC requesting if it was possible to make the steps from the Golden Fleece car park to Hope Street into a ramp therefore making it accessible for pushchairs and wheelchair users. In principle cllrs were happy with this. Cllrs to ask nearby residents as a fence might need to be moved to accommodate the minimum width required. Cllrs also to liaise with Roger Pride and Bridge House. Once agreed RK will make the ramp. Still to be decided: is a hand rail necessary. **(10/18).**

12.0 ACCESS TO BURFORD LODGE APPROACH ROAD

5034 A resident has asked if it is possible to have access to the rear of their property from Burford Lodge approach road for occasional garden deliveries. The PC has discussed this and agreed that occasional access could be granted on a case-by-case basis. The Clerk to advise the resident and ascertain if they would like to proceed. If the residents would like case-by-case access The Clerk to send a formal letter. **(10/18)**

13.0 DEFIBRILATOR AT THURSLEY ROAD PAVILION

5035 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd and The Chair have chosen a reasonably safe site. An electrician has been booked and an outside cabinet ordered. **(10/18).**

14.0 MEETING CALENDAR

5036 The meeting calendar for 2019 is now available. An electronic copy will be circulated to councillors. **(10/18). Minute to be removed next month.**

15.0 ANNUAL RETURN

5037 The Clerk reported that PFK Littlejohn, the external accountants are late signing off Elstead PC's accounts. SSALC are aware of issues as a result of the changeover in external auditors as a number of PC/TC have experienced similar problems. An invoice has been issued to Elstead from PFK with strict 14 day payment terms. The Clerk to write advising PFK that payment will be made on completion of the audit. **(10/18).**

16.0 FINANCIAL REVIEW

5038 All invoices and cash books (up to the end of September) have been double checked and signed off by Cllr Jacobs and are correct. **(10/18) Minute to be removed next month.**

5039 All bank reconciliations (up to the end of September) have been checked and signed off by Cllr Jacobs. There is a small anomaly of c£20 for August which The Clerk will investigate further. **(10/18)**.

5040 Current accounts are looking healthy. For the half year the PC has received £64k in payments and spent £20k giving a bank balance of £91k as the PC was holding a small level of reserves. Predicted spend for the second half is £40k which is slightly higher versus 17/18 due to the tree works and playground remedial work (NB this amount does not include the purchase of the new playground train). If the expenditure is £40k the PC will still finish with a bank balance of c£50k. **(10/18) Minute to be removed net month.**

17.0 REPORTS AND CORRESPONDENCE

5041 A phone call was received from a lady (originally of Elstead but no longer a resident) who has parents buried in Woolfords Lane. The caller wishes to relocate the headstone of her husband and son to Woolfords Lane but for the remains to stay in the current resting place in the Midlands. The Clerk asked Gorrings if this was legal. The undertakers advised that it was possible but that an addition would need to be made to the headstone stating that the remains were resting elsewhere. Cllrs were in agreement that the headstone should either be placed on the existing parents graves or that the caller bought a plot for the headstone. The Clerk to advise the individual. **(10/18)**.

5042 Treeworks have been commissioned in line with the survey. Unfortunately the work is slightly delayed as the tree surgeons are over running on another job. The Clerk has requested that the village and church greens be prioritised for 5th November and that the rest of the works happen from 3rd December. **(10/18) Minute to be removed next month.**

5043 Elstead FC have asked for additional tree works at Thursley Rd Rec to prevent overhanging trees interfering with football matches. The Clerk and Cllr Murphy to meet with the tree surgeon. **(18/10)**.

5044 Complaints have been received from resident concerning access to the Weyburn site. Cllr Murphy has liaised with the site manager who showed Cllr Murphy a sign explaining not to use Somerset Bridge. The Site Manager to place further signs just off A3. If residents see vehicles using this then please advise The Clerk. **(10/18) Minute to be removed next month.**

5045 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies and if so to replace with a bench made of recycled materials and not wood. (10/18)

5046 An email was received from Veolia workers who are finding it hard to access the bins at the Jubilee rec. The Clerk to respond to confirm that the bins may be relocated on the other side of the fence. **(10/18)**

18.0 ACCOUNTS FOR PAYMENT OCTOBER 2018

5047 The following accounts for October were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3820	Salary and working from home	£765.20
Juliet Williams	3821	travel expenses 2 x mtgs WBC	£9.00
Richard Knight	3822	maintenance	£94.50
Grasstex Ltd	3823	Lawn moving services	£2,666.76
PFK Littlejohn LLP	3824	External Audit	£480.00
ICO	3825	Data protection fee	£40.00
Imperative Training Ltd	3826	Outdoor heated cabinet and sticker	£591.60
			£4,647.06

19.0 EXEMPT BUSINESS – TO THE EXCLUSION OF THE PUBLIC AND PRESS

4885 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. The Clerk has chased again and there was no update from Pelhams. However the PC has learned that the sale of other land owned by MMC was closed at the end of June. The PC has tried unsuccessfully to establish who the new owners are. **(10/18).**

20.0 MATTERS RAISED BY MEMBERS

5048 Overgrown vegetation at Truxford corner: this still has not been dealt with and The Clerk to report it again. **(10/18). Minute to be removed next month**

5049 There are logs still on Burford Lodge Rec following the work that RK did. The Clerk to ask for this to be uplifted. **(10/18) Minute to be removed next month**

5050 People have been seen walking dogs on Burford Lodge Rec as they had been told that they could by the Sharks. The Clerk to liaise with the Sharks. **(10/18) Minute to be removed next month**

5051 The Village Appreciation Group “The Elstead Society”: RK is going to cut back vegetation from Staceys Farm Road and the lay-by. He will also tidy some of the trees and the roads will be cleaned w/c 15th October. There will be a working party on 20th October at 10am to litter pick. **(10/18). Minute to be removed next month.**

5052 The oak bench around the oak tree is falling apart ad the concrete needs to be uplifted. To be added to the meeting agenda next month. **(10/18) Minute to be removed next month**

5053 There is a broken drain near Little Green which is unsightly and dangerous. The Clerk to find out who is responsible for this. **(10/18) Minute to be removed next month**

Meeting closed at 10.22 pm