**ELSTEAD PARISH COUNCIL**

**Minutes of Meeting**

**Monday 18th September 2017 at 7.30 pm**

**The URC, Milford Road, Elstead**

**Attendees:** Cllr P. Murphy Cllr J. Mathisen Cllr R. Holroyd

Cllr J. Holroyd Cllr J. Jacobs Cllr. K. Brooke (arr 8pm)

Mrs J. Williams (Clerk)

**PUBLIC QUESTION TIME**

4280 A parishioner asked whether BW 113 would be improved. Richard Knight is unable to do the work. The Clerk to contact Frensham PC who have undertaken a lot of similar contracting work. Sandra Smith advised that she would be happy to engage volunteers to do the work. The issue of insuring the volunteers to be checked before work commences. Sandra Smith to contact Steve Lewis. Cllr Harmer suggested that there might be some PIC monies available in the countryside department to help fund the work. **(09,17).**

**1.0 APOLOGIES FOR ABSENCE**

4281 Apologies had been received from Cllr R Rees, Cllr R. Gardner and Cllr L. Davidsen who were not able to attend due to business reasons. Their apologies were accepted by the Council.

**2.0 DECLARATIONS OF INTEREST**

4282 No members disclosed any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007.

**3.0 APPROVAL OF PREVIOUS MINUTES**

4283 The minutes of the Parish Council meeting held on 17th July 2017 were agreed and signed by the Chairman.

**4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 17TH JULY 2017**

4284 The minutes of the Planning meeting held on 17th July 2017 were agreed and signed by the Chairman.

**5.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 7TH SEPTEMBER 2017**

4285 The minutes of the Planning meeting held on 7th September 2017 were agreed and signed by the Chairman.

**6.0 MATTERS ARISING**

4286 BW68 improvement: On 6th April, Hannah Gutteridge explained that she might have some monies and would try and repair one of the bridleways using SCC PIC money. The PC offered her £1,500 to help and gave priority to BW 68. This has been discussed and no further decision reached. **(09/17)**

4236 Improved cycle route Elstead to Milford/Rodborough. Formal written permission from MoD and NE will be required to approve the proposed slight detour route. **(07/17)**

4237 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. **(07/17).**

4287Thursley Road football pitch: Work has been completed. The Clerk has invoiced the Sharks and the senior FC £500. All the funds have been received from WBC. Sharks payment still outstanding despite the Clerk chasing several times. **(09/17).**

4288Improved Water Supply Thursley Rd Pitch: Cllr Murphy declared an interest in this item. All the funds have been received from WBC. The invoice for the work has been paid to the ECC**. (09/17). Minute to be removed next month.**

4240 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. **The Clerk advised that this box will be added to the 2018 improvement schedule.** **(06/17).**

3829 Local EER Responses to be re-invigorated**. (12/16)**

4241 Tree Audit. **Minute to be removed next month as covered in Item 10. (09,17)**

4289 Dog waste Back Lane: WBC will not install a second bin but have said the bin near the Woolpack could be resited. The PC decided that the bin should stay by the Woolpack so no further action to be taken.  **(09/17) Minute to be removed next month.**

4244 Part 2 of the Local Plan is due in November. **(09/17)**

4125 Possible closure of the Hyper Acute Stroke Unit at Guildford. The Rt Hon J. Hunt MP brokered a private meeting with key medical stakeholders on 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).**

4245 Weyburn Works: there has been no further development on this and it is still showing as pending on the WBC Planning website. **(07/17)**

4290 Disabled Parking Bay in front of the church: The church confirmed the site and The Clerk has advised SCC. Waiting for SCC to assess and agree to add it to their Autumn schedule. **(09/17).**

4291The Backland lease: The lease has been signed for a further year and the ragwort dealt with**.** **(09/17). Minute to be removed next month.**

4248 Ragwort: spotted on the EVAA land. The PC has requested that it be removed as a matter of urgency and this has been done. **(09/17) Minute to be removed next month.**

4292 Letter to Paul Wenham re 5, Anderson Place: Cllr Brooke is drafting a letter to the Ombudsman. Cllr Murphy to raise in the Town and Parish Meeting 25.09.17. **(09,17)**

4293 Fallen floodlight at Burford Rec (BR): The Sharks wish to pay to assess the BR floodlights and make any repairs. The Sharks are applying for a grant that will cover much of this expenditure. Once checked and safe The Sharks would like the PC to arrange and pay for the annual insurance which the Sharks will then reimburse. The Sharks to respond to the PC before the November meeting with grant and safety assessment results. **(09,17)**

4294 Proposals for inclusion in The Local Plan Part 2 draft were circulated to cllrs before the June meeting and three key areas were discussed.

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

(ii) Green Space for Protection –

(iii) The GB and Development

4295 FP64 remains shut due to erosion. One proposal would be to reroute the path inland however it would lose some of it’s attractiveness if this were to be the case and permission would be needed from the landowner. SCC will likely not agree to the moving of the path inland by just a little as on-going erosion would mean that the path would need redoing in a decades time. SCC have consulted on the proposed detour. Elstead PC additionally wrote to Surrey CC objecting to the detour. SCC still deciding what to do**. (09/17).**

4254 An email was received from Grayshott PC asking Clerks for policies on cyber security. The Clerk to look at the responses and see if relevant for EPC to adopt. **(06,17)**

4296 A hot air balloon landed in Burford Lodge Rec on 17th June at 8am. The Clerk contacted the balloonist and no fee has been sent. The Clerk to chase. **(09,17)**

4297 The issue of speed signs at the Milford end of the village was raised. There is a 40mph to 30mph sign within 5 metres of each other. The Clerk has contacted SCC Highways and will chase again. **(09/17).**

4298 VOTY: The Clerk advised that sadly Elstead was not selected to make the semi final. However clips from the filming that took place in the village would be shown. The show is due to air towards the end of this year. The PC would like to thank all who have taken part. **(09/17). Minute to be removed next month.**

4299 CRC Consultation: The Clerk responded to the CRC consultation and received a letter in reply from Cllr Goodman which has been circulated. **(09,17). Minute to be removed next month.**

4300 Waylease Signed: The Clerk has signed a waylease agreement form for the new house being built at Redcot. The Clerk was advised that the council would receive a small payment for having the telegraph pole on council land. The Clerk to chase and ensure payments are backdated for as long as possible. **(09/17).**

4263 Hookley Lane works. Minute to be removed as covered in Public Question section minute 4280 **(09.17).**

4228 The two gullies that were due to be cleaned at the end of June have not been cleaned. The Clerk advised that an email asking whether the work had been carried out had been sent to SCC and The Clerk was waiting for a response. (07/17)

**7.0 REPORT FOLLOWING HUG MEETING HELD 19th JULY 2017**

4301 The main issues to arise were the on-going issue of dog waste. It was decided that education was the best option. The MoD advised that mastiffs would not be used on Hankley and smaller vehicles will be used instead. **(09/17). Minute to be removed next month.**

**8.0 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).**

4302 Housing/Development: Aecom, independent consultants used by the NHP SG, have completed the formal site assessment. Of the sites one was graded ‘red’, one has been removed due to non-availability. The remaining 7 sites scored ‘amber’ meaning that they are acceptable but subject to some major constraints. The sites were discussed and the PC agreed with the HP SG that Sunray Farm and Croft 2 Hookley lane were the best sites and this was echoed by our consultants. The Villagers who attended both the Big Exhibition/Meeting and The Design Workshop also predominantly supported these findings. People marked a poster of the sites with coloured dots grading the development suitability of each site.The Croft 2, Sunray and Westbrook near the Church all received green dots. The other sites were predominantly red. The Clerk to upload the final report onto the PC website. **(09, 17). Minute to be removed next month.**

4303 Housing numbers: Following the Inspection of WBC’s Local Plan Part 1 the Inspector has increased the number of dwellings that WBC must find for the 15 year period. This has resulted in Elstead needing to build 160 rather than 150 houses. Of this number 61 have been approved at Weyburn, 32 have already been granted permission/built, Sunray will yield 45-55 houses and Croft 2 28-35 houses. **(09,2017).**

4134 Meeting with Natural England (NE on 5th May. NE explained the difference between the Wealden Heath and Thames Basin SPA’s. The Clerk circulated the minutes from this meeting. **(05/17). Minute to be removed next month.**

4304 Draft Policies / Big Meeting: The Big Meeting and exhibition was held on on 6th July. The NHP SG to review with Angela the comments and feedback and amend the draft policies as necessary. **(09/17) Minute to be removed next month.**

4305 Design Workshop 17th-19th July: Angela Koch, our Consultant (imagine Places) along with Charles Gardner (Matrix Partnership) a Design Architect, met with landowners of the sites that have been proposed for development. 2 sites were worked up in 3d design which included landscaping. Sunray are keen to leave a legacy and the NHP team will work closely with them to get the best options. **(09/17**) **Minute to be removed next month.**

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).**

4306 Green Space Designation: Cllrs discussed whether the PC should propose any sites as it did not feel that this would offer any more enhancement. It was agreed to put forward two of the three field at Bonfire Hill as Bonfire Hill was the area that most villagers wanted to protect within the village. The Clerk and Cllr Jacobs in complete the application which must be submitted by close of play, 29th September 2017. **(09,17).**

4307 Proposed Adjustment to Green Belt: Based on the sites assessment work the PC is proposing that Croft 2 land and Sunray farm are taken out of GB which will allow their development and mean that we can reach the 160 house target that WBC has set the PC. A draft letter to WBC with these proposals was approved. The Clerk to send the letter along with the map of the sites to Matthew Ellis cc Cllr Adams. **(09,17).**

**9.0 PLAY AREAS SUB COMMITTEE**

4308 Burford Lodge Rec Relaunch: The relaunch event was held on the last day of the summer term, Friday 21st July. The event was very successful with over 60 families attending and staying for several hours with picnics. Cllrs Murphy and J. Else officially opened the zip wire and both gave well-received speeches. The Clerk arranged for an ice cream van to attend giving a fun feel to the event. The Clerk wrote a press release which was featured in the Farnham Herald, Village News and village facebook page along with several photos which thanked the generous sponsors. The re-development and launch event received very positive comments from those attending. **(09/17). Minute to be removed next month.**

4309 Signage: The Clerk to arrange for a sign to be made acknowledging sponsors. **(09/17)**

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

4310 The play area sub-committee have applied to the Billmeir Trust for funding and are awaiting a decision. **(03/17).**

4311 Funding: Tesco Bags for Help awarded the playpark the maximum £2,400 to be paid 75% upfront and 25% on project completion. The first payment has been received. **(09/17). Minute to be removed next month.**

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).**

**10.0 Tree Audit**

4312 Tree Audit. Following the tree falling incident which resulted in Witley PC paying £500k damages, The Clerk has found a second tree surgeon who is certified to carry out an inspection of all of the trees on PC land**. The cost of survey is £3,276 incl VAT. Cllrs approved this expenditure and asked for the survey to be carried out asap. The Clerk to find out how often the survey must be done. (09/17).**

**11.0 MEETING CALENDAR FOR 2018**

4313 The Clerk circulated the proposed meeting calendar for 2018 which cllrs accepted. The Clerk to book meeting rooms and circulate the calendar via email. **(09,17). Minute to be removed next month.**

**12.0 REVIEW OF GOVERNANCE**

4264 A recommendation from the External Audit was that Elstead Parish Council should have a detailed Governance Statement. The Accountants provided samples from other Parish Councils. The Clerk to investigate this further with NALC. **(09/17).**

**13.0 REPORTS AND CORRESPONDENCE**

4314 Letter received from a parishioner concerned about FP64 and FP487 (which goes alongside Somerset bridge to Gatwick) as there is a proposal to divert this FP too. Cllr Murphy has written to SCC. **(09,17). Minute to be merged with 4280.**

4315 Meeting proposed by Mr McLeughlin who wishes to consult with the PC regarding developing old, unused buildings on Red House Farm. Cllr Jacobs and Cllr Murphy to attend a meeting with him. **(09.17)**

4316 Information on the SSALC AGM was received. No cllr wishes to attend. **(09/17). Minute to be removed next month.**

4317 An email was received from R Knight advising that the cemetery gravel needs spraying but it may not get now until Spring as is weather dependent. There will be a final cut at the cemetery in October.  **(09,17) Minute to be removed next month.**

4318 Elstead CC wrote to The Clerk asking if they could hold a car boot sale on Thursley Road pitch. Cllrs agreed to this on certain conditions. The Clerk to forward these conditions to Elstead CC. **(09/17). Minute to be removed next month.**

4319 The Clerk confirmed that The Lengthmen Scheme had been completed for this season and that all the areas that had been requested had been dealt with. **(09/17). Minute to be removed next month.**

4320 Correspondence was received from POW (Protect our Wavereley) Campaign highlighting some concern over the housing numbers WBC have been given by the Inspector following the Inspection of the Draft LPP1. POW encouraged PC’s to feed back to WBC on this issue. **(09/17). Minute to be removed next month.**

4321 An email was received regarding safety memorial checks at Thurley Road Cemetery. The Clerk to investigate if the same should be done at Woolfords lane. **(09/17).**

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4322 Press releases received on the following: Disabled Bay Charging in WBC, Traveller Incursions. **(09/17). Minute to be removed next month.**

4324 The Clerk replied to Witley PC who wanted to know if other PC’s had adopted meadow regimes. **(09/17). Minute to be removed next month.**

4325 The Clerk circulated information on the Community Meals Service. **(09/17). Minute to be removed next month.**

4326 The Clerk received an update from Dawn Davidsen following a meeting with Tanshire Park (TP).

* + - TP are seeking a change of use for Ash House to D1.
    - Car parking has been alleviated but there is no clarity on the staus of the field car park.
    - The Pavilion Café is open to non TP users for coffees etc. There is separate parking for this. The Clerk to advertise the café in the October issue of the EVN.
    - There is a bookable meeting room which can be booked by the hour.
    - TP are consider whether to have some hotdesks that people can pre book to work on. This information to be updated/included in the NHP. **(09/17). Minute to be removed next month.**

**14.0 ACCOUNTS FOR PAYMENT**

4274 The following accounts for September were presented for payment, duly authorised and cheques signed:

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| **Payee** | **Cheque no** | **Purpose** | **Amount** |
| Imagine Places | 3677 | Design Workshop - preparation and execution | £6,600.00 |
| CPRE | 3678 | Membership | £36.00 |
| Post Office Ltd | 3679 | Burford Lodge Pavilion SSE Payment 24.05.17-10.08.17 | £26.10 |
| BDO LLP | 3680 | External Annual Return | £360.00 |
| Juliet Williams | 3681 | Sept Salary and working from home | £749.77 |
| Juliet Williams | 3682 | Expenses - printing | £9.99 |
| Richard Knight | 3683 | Maintenance and cemetery maintenance | £175.00 |
| Pat Murphy | 3684 | Chairmans Allowance | £225.00 |
| Elstead Cricket Club | 3685 | Mains repair money repaid | £1,500.00 |
| Grasstex | 3686 | grass cutting March - Octobber | £4,479.72 |
| Imagine Places | 3687 | Design Workshop - preparation and execution | £600.00 |
|  |  |  | **£14,761.58** |

**15.0 EXTERAL AUDIT**

4327 The External Audit of the 2016/17 Annual Return is now complete and was conducted by BDO. The annual return including the Certificate was accepted by Cllrs. **(09/17). Minute to be removed next month.**

4328 Notice of the conclusion of the Annual Audit along with the certificate was made public before 30th September 2017 and was made public for more than fourteen days as per the legal requirement. **(09/17). Minute to be removed next month.**

4329 The external Auditors raised two small points as follows.

1. Subsequent External Audit reports must be minuted as having been presented and reviewed with an action for any recommendations drawn up.
2. Trust Funds Disclosure Notice – Elstead PC must ensure it answers this question in future years. **(09/17). Minute to be removed next month.**

4330 BDO have advised Elstead PC that they will not be our appointed auditor for the year ended March 2018 onwards. Smaller Authorities Audit Appointments will advise Elstead PC who the new Auditers will be. **(09/17). Minute to be removed next month.**

**16.0 MATTERS RAISED BY MEMBERS**

4331 Village Hall: Cllr J. Holroyd updated Cllrs on the continued Village Hall Refurbishment program. The Halls Committee have just replaced the floor in the main hall and loos, new gates at the front and new blinds in the YC. They are holding another fund raising event on 29th September, An Evening with Frances Fry. Tickets available for purchase now**. (09,17) Minute to be removed next month.**

4332 Parking on the Milford Road: There were numerous cars parking on the pavement on the Milford Road on Saturday 15th September. Cllrs to consider the issue of parking for Burford Rec for the future and whether the extension land would need to be used for this. **(09,17) Minute to be removed next month.**

4333 Kerbstones, Broomfield: Kerbstones are badly damaged and not sticking dowm. Additionally there is a sink hole in the road. The Clerk to notify SCC. **(09,17)**

4334 Burial Rites Book: Cllrs quered why this was so expensive. The Clerk explained it is a legal, formal receipt booklet. The last book has lasted for over ten years. The Clerk to bring the book to the October meeting. **(09,17) Minute to be removed next month.**

4335 Over grown Vegetation, Back Lane: There is significantly overgrown vegetation by Back Lane. The Clerk to liaise with WBC. **(09,17). Minute to be removed next month.**

4336 Flooding Silver Birches Way: There was significant flooding after recent rainfall. The Clerk to contact Stewart Coping at SCC. **(09,17)**

4337 Gulllies: The gullies remain uncleared. The Clerk to contact Steve Lindsey-Clark. **(09,17) Minute to be removed next month as covered by 4228.**

**Meeting closed at 9.45 pm**