

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 17th September 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 J. Jacobs Cllr R. Rees
Cllr J. Mathisen
Mrs J. Williams (Clerk)

PRESENTATION BY THE HEAD OF STRATEGIC HOUSING AT WBC

4949 Andrew Smith gave a brief presentation explaining the new housing strategy for WBC. He clarified what affordable housing was and explained what the new Localism Act meant. Exception Sites can guarantee local connection in perpetuity. Finally Andrew Smith explained that in case of s106 Agreements the parish should involve Andrew and his colleagues from the outset. An s106 is a legally binding document and the deeds attached to the 106 agreement give it more weight. **(09/18) Minute to be removed next month.**

PUBLIC QUESTION TIME 4948 last no

4950 A resident raised the issue of horses which keep escaping from fields surrounding the Weyburn site. There have been a number of instances of horses escaping onto the Milford Road. Despite repeatedly trying to find out the PC does not know who the owners are. The PC suggested that this could be an environmental issue and to contact WBC if manure is not being collected as there is a river following nearby and/or contact the police if horses escape. **(09/18) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

4951 Apologies have been received from: Cllr Brooke and Cllr Gardner who were not able to attend for business reasons. Their apologies were accepted by the Council. **(09/18).**

2.0 DECLARATIONS OF INTEREST

4952 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. **(09/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 23RD JULY 2018

4953 The minutes of the Parish Council meeting held on 23rd July 2018 were agreed and signed by the Chairman. **(09/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 23RD JULY 2018

4954 The minutes of the Planning meeting held on 23rd July 2018 were agreed and signed by the Chairman. **(09/18).**

5.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 3RD SEPTEMBER 2018

4955 The minutes of the Planning meeting held on 3rd September 2018 were agreed and signed by the Chairman. **(09/18)**.

6.0 MATTERS ARISING

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

4956 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has staked out the definitive line and will arrange to meet with the landowner to discuss this. The Clerk to ask if SCC would like the PC to attend as well. **(09/18)**

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)**

4958 Traffic/speed/parking around the school: The PC would also 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 The Clerk to ask David Curl to come and look at the problems outside the school. If highway issues persist the PC will contact Surrey Police to take action and enforce highway regulations. **(09/18)**.

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) Minute to be removed next month.**

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)**

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)**.

- 4960 Email regarding the URC which is holding a Flower Festival on 8th and 9th September. The PC has agreed it will participate and will make a modest contribution towards the cost of the flowers. The Clerk to contacted EGC but when the URC couldn't get hold of flower arranger PC wasn't included in the program. **(09/18). Minute to be deleted next month.**
- 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)**
- 4962 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 to ask Stuart Copping to investigate. **(09/18).**
- 4963 The recent play inspection highlighted areas that require remedial works. Paintics have completed remedial paint and anti corrosion works to the play equipment. **(09/18). Minute to be removed next month.**
- 4964 Now the LPP2 consultation is complete the Clerk to ask WBC how many people responded from Elstead. The Clerk to follow up. **(09/18)**
- 4910 Wooden Post: Cycling UK has put up a wooden post on Church Green for Surrey Hills AONB advertising a cycle route. The Clerk to ask for its removal by 30th June. **(09/18) Minute to be removed as covered in agenda item 9.**
- 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. **(09/18)**
- 4967 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. The Clerk to follow up. **(09/18)**
- 4913 Defibrillator Service: All 3 defibrillators were serviced on 23rd July. The replacement pads and batteries are being sent under separate cover and Cllr J Holroyd has agreed to fit them. In future the defibrillators should be serviced annually. Cllr J Holroyd will dispose of the used batteries at RSCH. The servicer advised that we have a tick box to show that we have checked the defibrillators monthly. **(09/18) Minute to be removed next month.**
- 4968 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. **(09/18).**

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).**

4969 Backland Lease: The tenant has accepted the 10% increase and the agent has billed his fee separately so that the PC can reclaim the VAT on this. **(09/18) Minute to be removed next month.**

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. **(09/18).**

4971 Tree Works: The Clerk has contacted various tree surgeons. One company quoted £3,160 versus £9,265 for priority 2 trees and £3,160 v £9,680 for priority 3 trees. Cllrs confirmed that the Clerk should instruct the company with the cheaper quote. The Clerk to arrange and publicise as appropriate. **(09/18) Minute to be removed next month.**

4972 Cllr Jacobs attended the planning forum and updated cllrs on the following:

- LPP1 subject to JR because Waverley are taking some of Woking's housing quota.
- CIL receipts will be uncapped and paid bi-annually.
- S106 will continue and there may be some sites that have both CIL and S106 agreements
- PIP: under 017 legislation, land can have a PIP applied for with all matters reserved.
- Planning changes: weekly list moving from a Wednesday to a Monday and on 6th August paper copies of plans to cease being sent to Clerks. The Clerk to write to Val Jacobi regarding this point as EPC has no access to wifi in its meeting rooms therefore cannot effectively look at the plans. The Clerk contacted WBC who agreed that the PC can receive paper copies up to October but must find a solution post October. **(09/18) 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).**

- 4930 Following Cllr Mathisen's article six people responded. The main concerns expressed were the ad hoc nature of the litter collection in Elstead. Others questioned why we didn't have a village symbol e.g. like Thursley. Respondents referred back to the Elstead gala which used to occur annually. The gala was run by representatives from all the village organisations. The PC thanked Cllr Mathisen for bringing this to everyone's attention. **(09/18). Minute to be removed next month.**
- 4975 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. The Clerk to confirm if it is BW112 or BW113 that needs repairing. **(09/18)**
- 4976 Cllr J Holroyd remarked on the small trees in the car park of the pavilion which are dying. This is due to the hot summer and there is not much that can be done. **(09/18) Minute to be removed next month.**
- 4977 Cllr Brooke is a member of the Springfield Patients Participation Group. A member of the group asked about the process of making a new lay by in front of the surgery. Cllrs remarked that this would not be viable for cost reasons (the previous lay-by cost £30,000) and additionally it would not gain any additional parking space. There are also utility services on that side of the road which would negate making a lay-by. **(09/18) Minute to be removed next month.**
- 4938 Planning Peer Challenge Meeting at WBC on 26th July at 2-3pm. Cllr Murphy to attend. **(07/18). Minute to be removed next month.**

7.0 WBC UPDATE

- 4978 Cllrs J and D Else were unable to attend the meeting and no update was provided.

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 MEETING WITH ROB FAIRCHILD HELD 7th AUGUST 2018

- 4979 Following a site meeting, Rob has agreed that the post on the Church Green will be removed. 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. **(09/18)**

10.0 REPORT FOLLOWING HUG MEETING WITH HUG HELD 11th SEPTEMBER 2018

4980 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. MoD plan to undertake remedial work on BW 68 and Landmarc intend to trim back areas of the Rodborough cycle route. **(09/18)**

11.0 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 and Angela Koch. **(09/18)**.

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

4925 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. The PC discussed the settlement boundary and cllrs agreed a response which The Clerk has submitted to WBC. **(09/18)**. **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)**.

12.0 GDPR

4982 Draft policies on data storage etc complete and councillors to review. **(09/18)**

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. **(05/18)**

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

13.0 PLANNING MEETING REVIEW

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)**.

14.0 DEFIBRILATOR AT THURSLEY ROAD PAVILION

4984 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. The PC took expert advice before any of the three defibrillators were installed in the village. SEACAMS advised that the defibrillator should be sited inside as it would be needed by sports people and when sports are being played on the rec the pavilion would be open. 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. The PC is happy to look at siting the defibrillator outside on the nursery wall and investigate this with SEACAMS. Cllr J. Holroyd and The Chair to meet to investigate an appropriate site. **(09/18).**

15.0 GUNNERS TRACK

4985 There have been issues over access along this track. At the HUG meeting MoD reported that they would be dealing with this. **(09/18). Minute to be removed next month.**

16.0 ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT POLICY

4986 The Internal Accountant Maxwells recommended that the PC review and approve its financial policy. Councillors approved and signed the document. **(09/18). Minute to be removed next month.**

17.0 REPORTS AND CORRESPONDENCE

4987 A request was received for a £250 donation to the silent soldier which is being installed at the village hall. Councillors have already committed to support the commemorative program to this event and therefore are unable to support this. **(09/18). Minute to be removed next month.**

4988 An email was received from the external auditors asking for more information. The Clerk to respond. **(09/18).**

4989 An email was received from Mr Colvile asking to make a presentation at the next PC meeting regarding a development proposal for Bonfire Hill. Councillors granted him a 10 minute slot before the public question session. The Clerk to advise Mr Colvile. **(09/18). Minute to be removed next month.**

4990 The Clerk met with a resident in The Croft who requested a replacement tree in the Croft play area. Councillor agreed that The Clerk should investigate some options. **(09/18)**

4991 The Clerk reported instances of overgrown vegetation to both SCC and WBC. **(09/18). Minute to be removed next month.**

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

4993 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).**

4994 A report was received regarding overgrown vegetation at the cemetery which the clerk has reported. **(09/18). Minute to be removed next month.**

- 4995 The Smiths Charity has contacted The Clerk as they wish to meet with trustees to determine how the funds are used. The Clerk to arrange a meeting. **(09/18).**
- 4996 The Clerk has contacted Veolia regarding poor bin emptying service levels. The Clerk has also reported this to WBC. **(09/18). Minute to be removed next month.**
- 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)**
- 4997 Various weather updates received and posted where applicable. **(09/18). Minute to be removed next month.**
- 4998 Broken bench at cricket pitch. The Clerk to reported this to Richard Knight who repaired it. **(09/18). Minute to be removed next month.**
- 4999 Damaged benches by the river at Bridge House. The Clerk reported to Richard Knight who has repaired them. **(09/18). Minute to be removed next month.**
- 5000 Damaged sign at Peat Common. The Clerk reported to Richard Knight who has repaired them. **(09/18). Minute to be removed next month.**
- 5001 Damaged streetlight at Peat Common. The Clerk reported this to SCC who repaired it. **(09/18). Minute to be removed next month.**

18.0 ACCOUNTS FOR PAYMENT AUGUST & SEPTEMBER 2018

- 5002 The following accounts for August and September were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT August 2018

Payee	Cheque no	Purpose	Amount
Juliet Williams	3803	Working from home	£15.00
Juliet Williams	3803	Salary	£750.20
Juliet Williams	3804	expenses - stamps	£16.08
Juliet Williams	3805	expenses - phone call	£35.20
Pelhams	3806	Land agent fees for Backland Field	£210.00
CPRE	3807	Annual membership	£36.00
Veolia	3808	Veolia	£215.28
Post office Ltd	3809	SSE Burford Lodge - reclaim	£32.37
			£1,310.13

**ACCOUNTS FOR PAYMENT -
September 2018**

Payee	Cheque no	Purpose	Amount
Juliet Williams	3810	Salary and working from home	£765.20
Juliet Williams	3811	expenses stamps and land registry	£41.04
Richard Knight	3812	maintenance	£482.55
Richard Knight	3813	cemetery expenses	£65.56
Elstead URC	3814	Hall hire June, July & September	£54.00
HMRC	3815	National Insurance 6.7.18-5.10.18	£53.92
Elstead Village Halls	3816	committee room for planning meeting 3.9.18	£10.00
Imperative Training Limited	3817	3 x spare pads	
			£1,472.27

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 is being closed by the end of June and that following this the Administrators will deal with the land in Elstead. **(04/18)**.

20.0 MATTERS RAISED BY MEMBERS

5003 No issues were raised. **(09/18)**. **Minute to be removed next month.**

Meeting closed at 10.22 pm