

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 22nd January 2018 at 7.30 pm
The URC, Milford Road, Elstead

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

PUBLIC QUESTION TIME

4495 Concern was expressed over several overflowing bins throughout the village especially around the Spar. The Clerk to contact Paul Redmond at WBC. **(01/18)**.

4496 Residents highlighted flooding concerns at Hope Street and The Spar. The Clerk to contact Stuart Copping at SCC. **(01/18)**.

1.0 APOLOGIES FOR ABSENCE

4497 Apologies had been received from Cllr R. Gardner and Cllr R Rees who were not able to attend due to business reasons. Their apologies were accepted by the Council. **(01/18)**.

2.0 DECLARATIONS OF INTEREST

4498 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. **(01/18)**.

3.0 APPROVAL OF PREVIOUS MINUTES HELD 11th DECEMBER 2017

4499 The minutes of the Parish Council meeting held on 11th December 2017 were agreed and signed by the Chairman. There were two amends to minute 4448 with 'Equestrian Society' replaced with 'British Horse Society' and minute 4494 'November' replaced with 'December'. **(01/18)**.

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 11th DECEMBER 2017

4500 The minutes of the Planning meeting held on 11th December 2017 were agreed and signed by the Chairman. **(01/18)**.

5.0 APPROVAL OF SMITHS CHARITY MINUTES HELD 29th NOVEMBER 2017

4501 The minutes of the Smiths Charity meeting held on 29th November 2017 were agreed and signed by The Chairman. **(01/18)**.

6.0 MATTERS ARISING

- 4502 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 SCC £1,500 to help and gave priority to improving BW 68. There has been no further progress on this matter. Cllr Mathisen to follow up with MoD in Feb/March. **(01/18)**
- 4458 Improved cycle route Elstead to Milford/Rodborough. Formal written permission from MoD and NE will be required to approve the proposed slight detour route. There has been no further action on this matter. **(12/17)**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 4244 Part 2 of the Local Plan is due in November. **(09/17)**
- 4503 Weyburn Works: Cllr Murphy and Mrs Davidsen to meet with Clarion on 31.01.18. **(01/18)**
- 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. **(01,18)**
- 4505 A hot air balloon landed in Burford Lodge Rec on 17th June at 8am. The Clerk contacted the balloonist several times. Eventually a letter was received after the December meeting with the balloonist proposing a charitable donation rather than sending the PC a landing fee. The Clerk to follow up as there is an obligation to pay a landing fee. **(01,18)**
- 4506 Waylease Signed: The Clerk has signed a waylease agreement form for the new house being built at Redcot. The Clerk has chased up payment. Payment is made every July so EPC payment is due in July 2018. The Clerk is waiting for confirmation about outstanding payments from SEE for pylons on the rec which she has chased several times. **(01/18)**.
- 4507 Gullies: The Clerk contacted SCC who confirmed that both gullies would be jetted again w/c 29th January. The Clerk to monitor how long the jetting prevents flooding. The Clerk to ask Stuart Copping to assess the gully. **(01/18)**
- 4508 BW 113: SCC agreed to the siting of the wooden bollards at the entrance to the BW to prevent the improved BW getting churned up by vehicles access the common. The PC would like to thank Cllr Harmer for facilitating this quick response. **(01/18)**. **Minute to be removed next month.**
- 4465 Flooding Silver Birches Way: There was significant flooding after recent rainfall. The Clerk met with Stewart Copping and Steve Lindsey-Clark from SCC. They advised that the flooding problem is caused by willow roots. The roots can be removed from the gullies but will grow back within a year or two. The alternative option would be to remove the willow tree however SCC cannot fund this. Cllrs advised that they were not prepared to pay for the tree to be removed. The Parish Council resolved to monitor the situation to see how serious a problem it becomes. The PC suggested that it might be appropriate to offer a donation but not to bear the full cost. Cllr Brooke to ask residents if they would be prepared to pay for tree removal however the issue of paying for road remedial works (following any tree removal) was raised. **(12/17)**.
- 4356 Signage: The Clerk to arrange for a sign at Burford Lodge Rec to be made acknowledging sponsors. **(10/17)**

- 3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**
- 4509 Thursley Road Cemetery safety checks: The Clerk has found a company to do the audit and The Clerk is waiting on the quote. **(01/18)**.
- 4510 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. **(01/18)**
- 4511 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 has taken a preliminary look and is working up a cemetery plan. **(01/18)**
- 4512 Cemetery broken concrete container: this needs to be removed as it is dangerous. Richard Knight is happy with wheelie bins to be used instead. The Clerk to arrange a green waste bin collection and the Cllr approved the £45 annual charge for this service. **(01/18)**
- 4513 Traffic/speed/parking around the school: The Clerk met on site with Adrian Selby. He agreed that signs could be sited further out. He suggested that a combined agency assessment one morning/pick up would be the best approach. It would highlight any areas for concern and from this a set of improvement measures could be drawn out for discussion within the community. The assessment to happen within 2 months. Cllr Murphy pointed out that the Pavilion car park could be used by parents for short term parking. **(01/18)**.
- 4514 B3001 verges. The Clerk contact WBC to ask for this to be cleaned. There has been no acknowledgement to the request - the The Clerk to follow up. **(01/18)**.
- 4515 Tree Audit: The indexing system has been clarified as the numbers on the trees did not tally with the report. This is now resolved. There are a couple of trees that won't need work as we do not have to do works "for good arboricultural practice". The PC agreed that we should only do the trees that need removing and not those that need work for "cosmetic" reasons. **(01/18)**
- 4494 EVAA would like to install some polytunnels. Cllrs to decide the maximum height and the material(s) that can be used. Item to be added to the January agenda. **(12/17)**. **Item to be removed next month as covered as agenda item 11.**
- 4516 Floodlights: The Burford Lodge Rec floodlights are still in situ. The Clerk to contact the Sharks and again to request their removal before half term. Thereafter Richard Knight would be asked to remove them and dispose of them as scrap. **(01/18)**
- 4517 Beacon View Road phone box as a book exchange: The Clerk and the parishioner interested in tuning the phonebox into a community book exchange were due to visit the phoneboxes in Frensham today but the meeting was postponed. **(01/18)**.
- 4518 Moles at Burford Lodge Rec: The Clerk confirmed that she had received a quote for the gassing of the moles at £550 plus VAT. There is contradictory evidence as to the effectiveness of this method in such an open space. All councillors agreed not to spend

the money and Cllr R. Holroyd agreed to rake the molehills periodically. **(01/18) Minute to be removed next month.**

7.0 REPORT FOLLOWING THE WBC HOUSING SYMPOSIUM HELD 16TH JANUARY 2018

4519 WBC are looking for exception sites that can be used for affordable housing. Cllr Murphy questioned whether it was worth asking the towns and parishes for sites as the planning arm of WBC was not co-operating effectively with parishes in the identification of suitable housing sites.. Chiddingfold and Witley PC's agreed with this statement. Andrew Smith (Housing Director, WBC) could not understand why WBC planning would not consider Sunray Farm as a suitable site for development. The symposium also explained that individuals and PC's can set up housing trusts. This is something that Elstead PC could do. There is government funding for exception sites. **(01/18). Minute to be removed next month.**

8.0 ADDITIONAL PLAYSPACE FOR THE SHARKS

4520 The Sharks Football have written to the PC explaining that membership has increased to over 200 children and that they require more playing pitches. The Sharks are interested in the long term lease of additional land. The PC agreed that there should be a meeting with the Sharks to explore the options further. The Clerk to contact Peter O'Donnell and to arrange a meeting. **(01/18).**

9.0 WBC TC & PC PLANNING FORUM

4521 The planning forum to be held three times a year. The Clerk, Chair and Planning Chair to attend. Cllr Murphy is attending a meeting with the other Western Villages on 23rd January to discuss issues of common concern to be raised at the meeting. The Clerk from Thursley to send the updated agenda to WBC. **(01/18). Minute to be removed next month.**

10.0 NEIGHBOURHOOD PLAN UPDATE

4522 Meeting on 8th November with WBC regarding site allocations and green belt adjustment: WBC responded to the NHP team on 21.12.17 by stating that 4 Trees was a better option for Green Belt Adjustment compared to Sunray Farm as it constitutes 'rounding off'. The NHP SG and Ward Councillors were disappointed with this response. A follow up meeting was held with WBC Planning on 22nd January 2018. The PC and Ward Cllrs robustly challenged WBC over its lack of collaboration as well as its choice of sites plus the fact that WBC will not take wider planning policy into consideration for its choice of sites. WBC agreed to reassess the information we have provided. A response is due from WBC before 15th February. **(01/18).**

4523 Letter to the Inspector: Cllrs were disappointed with the response from WBC as detailed in minute 4522 and agreed that a letter should be written to the Inspector asking whether wider planning policies, in addition to narrower Green Belt considerations, should be taken into consideration for assessing GB Adjustment. Cllr Murphy to advise WBC of our intention. **(01/18)**

4524 Cllrs Jacobs highlighted that there is frustration from other PC's regarding the WBC site allocation process and cllrs agreed that there should be a meeting with other PC's / NHP's

regarding this. A meeting to be held on 31st January 2018 with Witley and Chiddingfold NHP's. Witley to host the meeting. **(01/18)**

4359 CIL Monies: Cllr Jacobs still to meet to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **(10/17)**

4474 Dunsfold: the planning application has been called in. If the plans are rejected this could mean that Elstead will need to find more houses. **(03/17)**.

4525 SEA application: The Clerk and Cllr Jacobs completed the application and submitted it to WBC. WBC reviewed this and agreed that Elstead will need to provide a screening report which Elstead would have to manage. Cllr Murphy challenged this in the meeting held on 22nd but WBC confirmed we would have to manage the SEA process. Cllrs Jacobs highlighted that the cost of doing the SEA report will be £10,000 although it is hoped that much of this can be funded. **(12/17)**.

11.0 EVAA POLYTUNNELS

4526 EVAA Poly tunnels: Some members of the EVAA are keen to have poly tunnels but there are no guidelines as to what would be acceptable. EVAA should draw up some proposed guidelines for the PC to consider- with reference to colour, height and footprint. **(01/18)**

12.0 REPORTS AND CORRESPONDENCE

4527 CIL consultation running until 26th January. Cllr Murphy to advise if the PC should make any comments. **(01/18) Minute to be removed next month.**

4528 A thank you letter was received from CAW, The Clockhouse and Elstead Village Halls for the recent donations. **(01/18) Minute to be removed next month.**

4529 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. **(01/18)**

4530 A complaint was received from a parishioner regarding the state of the parking and verges in Springfield. The parishioner lives in one of the bungalows and the parking is rutted, full of pot holes and muddy making it difficult to get her children safely out of the car. The Clerk to liaise with Cllr J. Else on this matter. **(01/18)**

4531 Complaints were received regarding parking after a recent football session at Thursley Road Rec. The Sharks have advised parents to park more considerately and have advertised this in the EVN and on facebook. **(01/18) Minute to be removed next month.**

4532 Invitation to attend Surrey Community Housing Partnership event on 19th February. **(01/18) Minute to be removed next month.**

4533 Surrey ALC are looking for two Directors to join Surrey ALC. No cllrs were interested in this voluntary role. **(01/18) Minute to be removed next month.**

- 4534 Correspondence received from various developers, 4 Trees and Sunray farm. **(01/18) Minute to be removed next month.**
- 4535 Invitation received from Tom Horwood for a meeting with all Clerks on 19th February. **(01/18) Minute to be removed next month.**
- 4536 GDPR – Cllr Brooke to attend compliancy training day on 6th February. New briefing document received. **(01/18)**
- 4537 Letter received regarding village sign down. Richard Knight repaired sign. **(01/18) Minute to be removed next month.**
- 4538 Springfield: kerbing work complete and sink hole to be complete in April with new financial year budget. **(01/18) Minute to be removed next month.**
- 4539 Elstead bridge: SCC Structures Team evaluating what repairs re required. **(01/18) Minute to be removed next month.**
- 4540 PIC Monies available. The Clerk to ask if this can be spent on BW reparation work. **(01.18).**
- 4541 Box outside the Spar: Hampering access to the PC noticeboard. The Clerk to ask Blakemore if this can be moved. **(01/18).**
- 4542 Press releases received on the following: Family Fun: Waverley Xplorers, Tune up and Tone up, card Payment at Hugh St Haselmere, Tom Horwood to be new CEO of WBC. **(01/18) Minute to be removed next month.**

13.0 ACCOUNTS FOR PAYMENT

- 4543 The following accounts for January were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - January 2018

Payee	Cheque no	Purpose	Amount
Juliet Williams	3738	Salary and home working December	£749.77
Citizens Advice Waverley	3739	Citizens Advice Waverley	£750.00
Imagine Places	3740	NHP letter and SEA advice	£672.00
Richard Knight	3741	Maintenance	£335.98
Maxwell and Co	3742	Salary	£72.00
E Mango	3743	Website	£576.00
			£3,155.75

14.0 BUDGET REVIEW

- 4544 The Clerk presented an up to date summary of the Parish Council's accounts. There is c £49k in the bank with not much planned expenditure for the rest of the financial year. **(01/18). Minute to be removed next month.**

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

16.0 MATTERS RAISED BY MEMBERS

- 4546 VAS: A request to check the calibration of the VAS was received as it is thought the VAS is triggering a too low a speed. The Clerk explained that the VAS was checked recently, no further action. **(01/18).**
- 4547 Thursley Road: The surface of Thursley Road is dangerous for cyclists. The Clerk to report online. **(01/18).**
- 4548 Flooding/Sewerage: A parishioner complained of a recent flooding incident which left sewerage in his garden. The Clerk was informed and contacted Thames Water. **(01/18).**
- 4549 Overgrowth near The Quillets: Dense thicket of nettles which needs adding into the WBC cutting schedule. Cllr Brooke to liaise with Cllr J Else over this matter. **(01/18).**
- 4550 EVAA: Some clearing of encroaching vegetation required. The Clerk to liaise with Richard Knight and the EVAA. **(01/18).**
- 4551 CIL for EVH: A letter was received from the Committee asking how the Village Halls can access CIL monies for its' continuing reparation work. CIL has not yet come been introduced and the NHP will need to be complete before we can profit from these funds. A project list for CIL monies to be drawn and The Clerk to feed this information back to the Village Halls. **(01/18).**

Meeting closed at 9.45 pm