**ELSTEAD PARISH COUNCIL**

**Minutes of Meeting**

**Monday 16th May 2016 at 7.30 pm**

 **United Reform Church Hall, Elstead**

**Attendees:** Cllr L. Davidsen Cllr R. Holroyd Cllr J. Holroyd

Cllr J. Jacobs Cllr J. Mathisen Cllr K. Brooke

Cllr R. Rees

Mrs J. Williams (Clerk)

**Also attending were**: Cllr D. Harmer (SCC) Cllr J Else (WBC) from 8pm

3 parishioners

**1.0 ELECTION OF CHAIR**

3401 Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman.

**2.0 ELECTION OF A VICE CHAIR**

3402 Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice-Chairman.

**3.0 ELECTION/APPOINTMENT OF MEMBERS TO COMMITTEES AND OTHER BODIES AND TO AGREE AREAS OF RESPONSIBILITY**

3403 The appointment of members to committees, areas of responsibilities and other bodies were discussed and agreed (see appendix 1).

**PUBLIC QUESTION TIME**

3404 Cllr D Harmer (SCC) advised that some postcodes in Elstead are getting less than 30 megabits from their internet speed. Cllr D Harmer provided a list. **Those affected should go on-line and register however this must be done before 24th May. The Clerk has already posted generic information on-line. The Clerk to forward to the school for inclusion in their newsletter and Cllr L. Davidsen to post on the village facebook page. Minute to be removed next month. (05/16)**

3405 Cllr D Harmer (SCC) advised that FP64 will remain closed for a further year**. (05/16**)

**4.0 APOLOGIES FOR ABSENCE**

3406 Apologies had been received from Cllr R. Gardner and Cllr P. Murphy who were not able to attend due to business reasons. Their apologies were accepted by the Council.

**5.0 DECLARATIONS OF INTEREST**

3407 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.

**6.0 APPROVAL OF PREVIOUS MINUTES**

3408 The minutes of the Parish Council meeting held on 18th April 2016 were agreed and signed by the Chairman.

**7.0 APPROVAL OF PLANNING COMMITTEE MINUTES**

3409 The minutes of the Planning Committee meeting held on 18th April 2016 were agreed and signed by the Chairman.

**8.0 APPROVAL OF PLANNING COMMITTEE MINUTES**

3410 The minutes of the Planning Committee meeting held on 4th May 2016 to be agreed and signed by the Chairman in the June meeting.

**9.0 MATTERS ARISING**

3411 Tracys Development site. WBC has reported that works should have started on this with most changes happening upstairs. WBC is satisfied that work would be completed shortly. **Cllr Brooke to follow up. (05/16)**

3412 Footpath at the end of Red House Lane onto the common. The last HUG meeting was cancelled by the MoD. Cllr Mathisen has emailed the Mod regarding BW 68 & 69. **Cllr Mathisen to follow up with MoD. (05/16)**

3413 Closure of Footpath 64 – Cllr Harmer advised that the footpath is to remain closed for a further year. (05/16)

3125 Village Banner/logo - Cllr Mathisen advised that he was hoping that the appropriate Neighbourhood Plan groups would consider whether an internet hub was needed for the village and whether a new village banner/logo was appropriate. (06/15)

3153 Cycling Strategy meeting – Cllr Mathisen advised that he had raised the subject of the proposed cycle route with the MOD. Cllr Murphy explained about a previous offer of the Parish Council to fund materials for small section of the route in Red House Lane**.** (11/15)

3414 Flooding in Springfield –**SCC to investigate with cameras in 3-4 weeks to decipher where the blockage(s) is/are. SCC had planned to do this 3 weeks ago. Cllr Rees to monitor (05/16).**

3415 New post box – **Royal Mail has confirmed that a new postbox has been ordered and will be installed by the end of June but RM cannot give an exact installation date. (05/16).**

3416 Framptons Proposal – An email was received asking the Parish Council to grant Framptons time to present their revised development plans for Bonfire Hill. **The council to allow Framptons time at the start of the July meeting. The Clerk to advise Framptons. (05/16).**

3417 Green Belt Review has been received from Mr Parrott and circulated by The Clerk to all Councillors**. Minute to be removed (05/16).**

3322 EER –The Clerk has formalised the EER cover rota and presented it in the February meeting. The Clerk sent out to Cllrs. **Further guidance needed from EER team regarding who should have access to rota and what it means. See Agenda Item 13.0** (05/16)

3326 Highways update (see point 10.0)

3324 Weyburn Works Gate Proposal. **Gate fitted. Minute to be removed (05/16)**

3418 Cllr Holroyd has been successful in her application to join Waverley standards Panel. The Council congratulates Cllr J. Holroyd wishes the cllr good luck. **Minute to be removed next month. (04/16)**

3365 Cllr Mathisen questioned why there is a sign for Westbrook Lane in the middle of Church Green pointing towards Westbrook Hill. **The Clerk to notify WBC. (04/16).**

3419 Following the meeting with Cllr J. Else on 7th March regarding issues with planning. See item 15 (05/16).

* The Clerk has contacted SSALC for advice on what is available for Cllrs by means of documentation / training in planning. SSALC have confirmed there are no manuals but that they can provide training sessions. **The Clerk to forward training options and costs. (04/16).**

3369 An email was received regarding a litter picking initiative and the possible loan of litter collecting equipment. **The Clerk to follow up. (05/16)**

3420 The issue of tankers passing by Hankley Farm was raised.  **The Clerk has been advised that the making good has been completed. Minute to be removed next month. (05/16).**

3331Defibrillator Awareness – see item 14**. (05/16)**

3332Foot path 61 has been largely cleared of debris however there is still an area where path is damaged due to a blocked culvert**. The landowners have been advised and there is on-going communication between the Pariah Council and the landowner. (04/16)**

3370Rubbish is being dumped on Bonfire Hill. **The path is still churned up and is impassable because of truck ruts. Waste is being deposited on the land. The Clerk has contacted the landowner who has confirmed that it will be removed 21/22 May and at the same time some drainage works will also take place. Item to be removed next month. (05/16).**

3334 The issue of parking in Hazeldene/Broomfield – **PSCO Francis will investigate. The Clerk to follow up (05/16)**

3421 Elstead Parish Council Document storage. The Royal British Legion has offered the Parish **Council the use of a small space to store documents. The Clerk to source a fireproof / lockable filing cabinet once the size of the space is determined. (05/16).**

3422 Beacon View Funding Request (Cllr Mathisen declared a prejudicial interest in this matter). **Beacon View residents are planning to do basic reparations to the road; scarifying, clearing and rolling. Residents will pay for this. Beacon View might ask the council for help towards funding signage for the road such as speed limits, private road etc. (05/16).**

3423 School Fruit Trees – The Clerk confirmed the Parish Council would take three trees**. The Clerk is waiting for details as to when the trees will become available. (05/16)**

3353 Hate Moss advertising board. **The Clerk advised it is now with WBC enforcement team who have passed this to their legal department. (05/16)**

3424 Letter received from Mr Cook regarding gaining ad hoc access to his property via council land. The Clerk explained that advice had been sought from a legal team saying that a permissive right is acceptable. **A letter has been sent to the solicitors. The Clerk has chased but the lawyer is on vacation hence the delayed response. The Clerk to chase (05/16).**

3378 An email received from Sports England requesting details so that a sporting fixture database can be maintained**. The Clerk responded. Minute to be removed next month (05/16).**

3379 Stronger Communities questionnaire received from SSALC**. Cllr Murphy completed this. Minute to be removed next month (05/16).**

3425 A train wheel has come off the train in the Jubilee playground. R Knight has been advised. The Council to consider a replacement at the next meeting. (04/16)

3392The drain outside the chiropractor is blocked. **The clerk notified SCC. Minute to be removed next month. (05/16).**

3395Footpath 113 needs to be addressed as part of the mapped route does not exist**. Cllr Brooke to follow up. (04/16).**

3396The Village Halls Committee have asked the council for a contribution towards the repairs of the roof which cost £10,000. **The council has agreed a donation of £1,000. Minute to be removed next month. (05/16).**

3398A number of Barrow Hills Open Day posters have been attached to speed limit signs and street lighting in Elstead causing an obstruction. The clerk notified SCC and posters were removed**. Minute to be removed next month. (05/16).**

3399The Clerk advised the council that Mrs Tann, Headteacher at St James Primary School is retiring at the end of July and wondered whether the council should mark her retirement.  **Item to be added to the June meeting agenda. (04/16).**

3426Good Companions are no longer doing a celebration for the Queen’s birthday for their members so no monies required**. Minute to be removed next month. (05/16)**

**10.0 HIGHWAYS UPDATE – NEW VAS SITUATION**

3372 Cllr Murphy reported back on a meeting with Adrain Selby where the positioning of an additional VAS was discussed.

* Adrian had advised that a site visit should happen with Adrian, Pat and David Harmer**. The Clerk to chase a site visit date (05/16).**
* A decision regarding the feasibility study for the installation of a new parking lay-by on Thursley Road is due to be heard at the Local Committee meeting later in the week.

**11.0 FUTURE OF FORMER WEYBURN WORKS SITE**

3373 Cllr Murphy has forwarded written summaries of his recent meeting and correspondence with MMC as summarised below:

* **Waste:** issues of waste being dumped have been partially resolved. The culvert remains blocked. The owners are dealing with this. Cllr Davidsen to keep an eye on the route. (04/16)
* **Planning Appeal:** The revised plan was shared with Cllr Murphy for 60 houses with no development in the flood line. Housing to be reconfigured, less 5 beds and more 3-4 beds. Currently deciding whether to have starter or affordable housing. Government now favours starter homes. Cllr Murphy explained that there is a need for businesses. MMC responded positively to the deficiencies that the council had highlighted in their primary application. MMC have dropped the idea of a footpath along the road and are positive to a walking/ cycling track through Parish Council land to Burford Rec / Ham Lane.
* **Tanshire Park**: The Owners of Tanshire is interested to have discussions with MMC however there have been communication issues between the two sides. Tanshire Park is considering running a shuttle bus service to stations. Cllr Murphy indicated that there was strong demand for a shuttle bus service from parishioners too.

**12.0 NEIGHBOURHOOD PLAN**

3375 All sub committees meeting and going through raw data.  **The Clerk in the process of applying for an additional £1,000 worth of funding. (05/16)**

**13.0 EER**

3427 **Single page strategy document is complete. Cllr Rees to give guidance as to the role but fundamentally it highlights the link between the volunteer groups and Parish Council in the event of an emergency. (05/16).**

**14.0 DEFIBRILLATORS**

3428 Cllr J. Holroyd held some very well received training sessions on 7th May and trained 29 people in how to use a defibrillator. It came to light that there is no braille on the defibrillator so Cllr J. Holroyd to take this up at a national level. EVAA have requested a training session in September and Cllr J. Holroyd is doing further awareness sessions at Seale and Shackleford. The council thanked Cllr J. Holroyd for providing such a useful service. **Minute to be removed next month. (05/16).**

**15.0 MEETING WITH WBC PLANNING DEPT**

3429 Cllr J. Else (WBC) had secured some meeting dates with the Head of Planning at WBC. The Clerk submitted the three topics that cllrs had agreed that they wanted on the agenda. The Clerk advised cllrs that WBC have proposed some additional topics such as NHP and Green Belt and have extended the meeting to two hours. Cllrs were concerned that the meeting is getting too big and moving away form the main topics that need to be resolved. The clerk has advised WBC that some cllrs work therefore may not be able to stay for the full two hours. **The Clerk to circulate the agenda. (05/16)**

**16.0 HORSE RIDING ON THE COMMON**

3430 Concerns had been expressed to a cllr from members of the public about horses being able to have free roam over all of the commons and the fact that there could be a potential accident with young children encountering them. Legalities were read out which clearly show that horse riders and walkers have equal rights to roam on the common and that horse riders do not need to just use bridleways. Suggestions were made such as signage in The Moat car park highlighting this. Cllr J. Else suggested referring this also to Thursley Parish Council due to the shared nature of the common. **Cllr Jacobs to contact the Thursley Clerk. (05/16)**

**17.0 PLAY AREAS SUB COMMITTEE**

3431 A play area sub committee to be established to work on the Burford Lodge Rec play area revamp. Cllr J. Holroyd to be Chair and Cllr Rees has agreed to sit on committee. The Clerk also offered to join committee. **Cllr J. Holroyd to form a team (05/16).**

**18.0 FUNDING OPPORTUNITIES**

3432 In response to an email request from Sarah Wells, Planning Projects Team Leader, Planning Services (WBC) a list of three categories has been drafted:

* 1. Additional play equipment Burford Lodge
	2. Bridleway improvements BW linking Moat with Red House Lane
	3. Parking Lay-bys (Thursley Road, Springfield and Broomfield)

Cllr J. Else (WBC) suggested the The Clerk check that these are projects that WBC have in mind. **The Clerk to follow up (05/16).**

**19.0 REPORTS AND CORRESPONDENCE**

3433 Help in Elstead have written requesting financial help from the Parish Council. The council agreed to fund them with £400. **Minute to be removed next month. (05/16)**

3434 Elstead Village Hall wrote asking for funding support. The Council has suggested that the Village Hall provide a strategic plan should they wish to borrow a significant amount of money from the Parish Council. **Cllr J. Holroyd to feed back to the Village Hall at the next meeting. (05/16).**

3435 Olivier Rival raised the issue of the basketball space at the Jubilee rec being too small therefore not being used very much. **Item to be referred to Play Areas Sub committee. (05/16)**

3436 An email was received highlighting Cllr J. Else’s new role on the Waverley Executive with a portfolio which includes Health & Wellbeing and Culture with responsibility for the Leisure Centres, Day Centres, Meals on Wheels and Careline as well as the Museums. Cllr J. Else confirmed that she is still very much working on behalf of her wards. **The council wished Cllr J. Else every success. Minute to be removed next month. (05/16)**

3437 A press release was received detailing Julia Potts as the new Leader and Tom Martin new Vice Leader of the Council. **Minute to be removed next month. (05/16)**

3438 A press release was received unveiling Chris Storey as the new Mayor for Waverely. **Minute to be removed next month. (05/16)**

**20.0 ACCOUNTS FOR PAYMENT**

3439 The following accounts for May were presented for payment, duly authorised and cheques signed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Payee** | **Cheque no** | **Purpose** | **Amount** |  |
| J Williams | 3515 | salary | £484.90 |  |
| J Williams | **3516** | expenses | £40.67 |  |
| Richard Knight | **3517** | maintenance | £586.37 |  |
| Elstead URC | **3518** | hall hire for assembly 4.5.16 | £24.00 |  |
| Elstead Cricket Club | **3519** | Elstead CC | £224.00 |  |
| **Total** |  |  | **£1,359.94** |  |

**21.0 MATTERS RAISED BY MEMBERS (FOR NOTING)**

3440 Cllr J. Holroyd advised cllrs that she would be attending an inaugural meeting on 9th June in her new position on Waverley Standards panel. The first formal meeting is on 13th June. **Minute to be removed next month. (05/16)**

3441 Cllr K. Brooke advised of an overflowing bin at Burford Lodge Rec. **The Clerk to find out if a recycling bin can be placed next to the bin. (05/16).**

3442 Cllr J. Mathisen advised cllrs of the reorganising of the Church project that was discussed in a meeting that was held on 10th May at St James’ Church. The project is due to cost £330,000. To date the council has not been formally approached by the church**. Any comments on the project to be sent in writing, or by email to Rev John by the beginning of July 2016. (05/16).**

3443 Cllr J Mathisen reported fly-tipping along BW73 to WBC. **Minute to be removed next month. (05/16).**

3444 Information regarding a possible horse and cart race has been received. The race is expected in 5-6 weeks time**. The Clerk to write to Helen Gilbert at County Hall (05/16).**

**The April approved minutes contained two minutes with the same code although they were**

**different items. The Clerk has noted this and has rectified it for this month.**

**Meeting closed at 9.05 pm**