

ELSTEAD ANNUAL PARISH COUNCIL
Minutes of Meeting

Monday 19th May 2014 at 7.30 pm
in the United Reform Church Hall, Elstead

Attendees: Cllr P. Murphy (Chairman) Cllr A. Thomas Cllr L. Davidsen
Cllr J. Holroyd Cllr R. Holroyd Cllr J. Jacobs
Cllr A. Jones Cllr B. Morgan Cllr R. Terry
Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) Cllr J. Else (WBC)
Mr R. Knight Ms S. Smith Mr M. Organe

PUBLIC TIME:

2801 Ms Sandra Smith raised a concern regarding the poor state of Bridleway 113 and the need to clear the ditches. Discussion took place regarding the ownership of the land. Ms Smith reported that Natural England were due to repair the footpath left of the common imminently.

2802 Cllr Harmer advised that he had been charged with undertaking a study of the flooding issues affecting people being forced to leave their home and affecting highways. He advised that he would be requesting an interview with representatives from Elstead in due course and asked that the Parish Council consider who this may be.

1.0 ELECTION OF CHAIRMAN

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

2.0 ELECTION OF VICE CHAIRMAN

Following a voting process, it was resolved that Cllr Anne Thomas be re-elected as Vice Chairman.

3.0 APOLOGIES FOR ABSENCE

No apologies had been received.

4.0 DECLARATIONS OF INTEREST

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.

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

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

6.0 DECLARATIONS OF ACCEPTANCE OF OFFICE

Cllr Murphy signed his Declaration of Acceptance of Office form following his appointment as Chairman. The Clerk countersigned the declaration.

7.0 APPROVAL OF PREVIOUS MINUTES

The minutes of the Parish Council meeting on 23rd April 2014 were agreed and signed by the Chairman.

8.0 APPROVAL OF PLANNING COMMITTEE MINUTES

The minutes of the Planning Committee meeting on 1st May 2014 were agreed and signed by the Chairman of the Committee.

9.0 MATTERS ARISING

2554 Thursley NNR Advisory Group Meeting – The Parish Council has written to Mr Giles to press for more effective fire breaks in line with fire service advice. Mr Giles has responded that he would review the situation and advise again in due course. No further information has been provided. Still outstanding.

2639 Local Committee (Waverley) – The Springfield parking issue was reviewed by the committee and they agreed to recommend the funding of a feasibility study of the proposed layby. A further report will be issued when this is complete, this is still awaited.

2649 Football floodlights at Burford Lodge need realigning - This has been pointed out to the football management who have agreed to review it. Outstanding.

2658 BT infrastructure service box for broadband – The matter of the location of the BT box was raised, but the Parish Council has no power to change it. However, it would still try and get action taken. Cllr Harmer explained that the location of the box is limited by needing electricity.

It was agreed that this item be removed as a matter outstanding.

2709 Hankley Users Group Meeting – This Group had been established by the MoD to provide a forum for discussion of public access issues relating to the military training areas at Hankley. It included representatives from walkers, horse riders, cyclists, local residents and Elstead and Thursley Parish Councils. Meetings would take place every three months or so. The first meeting discussed, amongst other things, a plan by the MoD to create an additional permissive route for horse riders and cyclists along the western and southern perimeters of Hankley to link up with existing routes. Further information would be provided when available.

Cllr Murphy advised that the next meeting of the group was due to take place on 21st May 2014 and that he would be raising the subject of the school being asked to notify the MOD when they intend to access the common as it was understood that this was not required if they remain on the appropriate footpaths.

In response to a question regarding membership of the group from Rushmoor residents, it was suggested that interested parties contact the MOD direct to make enquiries.

2715 Post Office relocation – Mr Murphy has written to the Post Office in general support that the Post Office is needed in the village. However, concerns were raised in terms of accessibility issues for wheelchair users, opening times and parking problems around The Green, as it is congested enough already. A response is still awaited in due course.

2746 Review of street maintenance – Following the recent meeting, SCC is reviewing the current outstanding highway maintenance issues. These works are a collection of items listed within previous minutes and brought together under one item as scheduled:

Jetting

- Drain opposite the Woolpack - This floods during heavy rain, but clears slowly afterwards. It needs further jetting to establish if there is a fractured pipe under The Green.
- Drain in Red House Lane – blocked.
- Drain outside former Chinese restaurant – partially cleared, but still causes flooding in heavy rain.

Tree cutting

- North side of Milford Road, past Burford Lodge – the trees obscuring the streetlights need cutting back
- The tree behind the old bus shelter site on the corner of Springfield and Milford Road needs taking down (overhanging pavement).

Other flooding

- Layby near the bus stop on Milford Road - Needs patching to realign the surface in order to get water to flow into the adjacent drain.
- Flooding in Springfield – SCC are to check if the drainage pipe broken by WBC has been repaired - Heavy flooding was reported here over the Christmas period.
- Thundry Farm/Fulbrook Lane - Not clear what can be done to solve this problem, as in times of flood the road is lower than the river into which the road ditches drain, so the river then starts to flood the road. Some works have been undertaken to try and improve the situation.
- Hookley Lane/Milford Road - The stream draining this area has not been cleaned out by the riparian owners, causing flooding along its length. SCC has taken over enforcement authority for such cases from the land drainage authority (WBC) where the problems affect the highway. Mr Fowler is trying to get the owners to co-operate to clean out the stream, but without success so far. Enforcement action may be necessary.
- Truxford Corner - The works carried out on the south side of the bend are satisfactory, but there is some ponding on the right of the first bend travelling south. The road surface probably needs realignment.

Cllr Murphy advised that his understanding was that only the work in Fullbrook Lane had been completed and all other works were still outstanding.

- 2747 Community groups and review of emergency plan - Due to the issues associated with the recent weather and the loss of electricity during the severe conditions, it was agreed that the Emergency Plan should be reviewed. The voluntary group met again on 22 April 2014. Mrs Thomas attended and reported that the group were seeking volunteers by the autumn and 15 volunteers have come forward to date. Clearly they need to have terms of reference and what is deemed an emergency. These issues would be addressed in the revision of the Council's Emergency Plan. The sub-group to revise the plan would comprise Mr Murphy, Mrs Thomas, Mrs Holroyd and the Clerk. It was also agreed to invite Sally Barclay who was on the voluntary group. The Clerk would arrange a meeting of the sub-group shortly.

A meeting is due to take place on 5th June to review the emergency plan.

- 2749 Neighbourhood plan - The Clerk had been approached by Thursley Parish Council to see if it would be prepared to undertake a joint approach with other Parish Councils. Members agreed that a joint exploration of the benefits and costs of a neighbourhood plan, in conjunction with other local parishes, should be put in hand. It was also pointed out that the development of a neighbourhood plan was likely to be time consuming and although it would be managed by the Parish Council, it would need the full involvement and support of parishioners. WBC has issued a recent paper on the matter to be reviewed in due course and progressed. It was agreed that this would be on the next agenda for review.

To be discussed under Local Plan agenda item.

- 2756 It was agreed to seek tenders in relation to the request for additional drainage by Elstead Football Club to the Thursley Road Recreation Ground. Due to poor ground conditions, additional drainage could be installed to help the long term situation. This would be tendered in due course when a scheme has been reviewed. Mr Murphy reported that approximately 300 metres of drainage would be needed and a budget cost would be sought. It was also suggested to seek PIC funding, which could be obtained from WBC. Mr Morgan suggested that the PC should issue a bid for such monies.

Cllr Murphy advised that the cost of the works was likely to exceed £5,000 and asked approval for preparation of tender documents. This was agreed.

Discussion took place regarding the possible funding options including the Local Allocation Grant and Football Associations. It was agreed to discuss further once the costings had been received.

- 2761 The sign at the village green by the tree needs to be repaired.

Mr Knight to progress.

2776 Filming on Hankley was now complete. The film company have made a donation to the village hall of £1,000 following the approach by Mr Murphy.

It was agreed that this item be removed as a matter outstanding.

2777 Footpath 62 - A review would be undertaken to see what needs to be undertaken in terms of improvements required to this footpath. Mr Murphy, Mrs Thomas and Richard Knight would undertake a review of what was needed in terms of the extent, specifications and drainage implications. Once this was available a cost would be sought.

Following review of the footpath, it was suggested that the cost of the works to remove the vegetation and install a hard surface would be approx. £5,000. Cllr Murphy advised that he had contacted Mr J. Browne (SCC) to obtain his advice and agreement but had not yet received a response. He proposed that as the removal of the vegetation was likely to be under £500, Mr Knight undertake the work as the cost would not exceed £500. This was approved by members.

It was agreed that further discussion take place following receipt of advice from SCC.

2778 It was agreed to approach the bank to advise of the changes to the signatures of the signing of the monthly cheques and other related issues.

In addition to the existing signatories and the new Clerk, Cllr Thomas, Cllr Terry and Cllr Jacobs agreed to register as signatories on the bank account. The Clerk was asked to provide necessary documentation.

2779 Springfield – The PC would continue to press for a parking layby opposite the surgery. However, funding would be the issue. It was pointed out that Cllr Else did not suggest that timber posts should be installed to restrict parking on the verges in Springfield as suggested previously. Obstructing the passage of heavy vehicles was also under review, as these are causing issues. Mr Morgan would approach Veolia in regard to their refuse lorries causing damage. The School buses were also causing problems because of cars obstructing the road. Mrs Thomas would raise the routes again with the bus companies. It was pointed out that this was discussed at the JAG meeting, which was now disbanded by WBC. The best option was still to seek the road to be widened.

Cllr Morgan advised that the yellow line proposal was no longer happening and so a satisfactory solution to the parking problem still needed to be identified. He advised that the problem was included on a list of works to be undertaken by WBC but was not a priority. Discussion took place regarding the possible solutions. Cllr Morgan advised that a questionnaire would shortly be send to residents of Springfield to obtain their views. Cllr Morgan agreed to keep the Parish Council updated.

2780 Following the Local Committee held on 13 December to review the parking options for Elstead, a proposal for yellow lines at certain road junctions was put forward by SCC.

Members agreed previously that they would support yellow lines in the following areas only: at the corner of The Green opposite the Spar, opposite Chandlers corner and the corner of The Green on the Woolpack side. The Hope Street line proposed was not agreed. Cllr Harmer requested the marked up plan as agreed by the Parish Council. It was also a requirement to use conservation yellow lines. He would bring this to the attention of the Committee on the 9 May 2014.

Cllr Harmer confirmed that the yellow lines proposal had been withdrawn as the modified plan was not seen to be a manageable or enforceable solution. Discussion took place regarding the parking problems close to the Woolpack and the recent accident. It was agreed that the problem be revisited if another such incident occurs although it was highlighted that in order to justify further investigation, all accidents should be reported to the Police to maintain a record.

2781 A further quote has been obtained for repairs to the seat, for a cost of £300.00. It was agreed by members to proceed with the repairs.

The Clerk was asked to obtain an update regarding the status of the repairs.

2782 Mr Murphy gave an overview of the meeting. The main item was the presentation given by Lt. Col. Ludlow of the MoD on future planned military training activities on Hankley Common. A key issue was the MoD's plans for the future of the DZ car park.

It was agreed that this item be removed as a matter outstanding.

2783 Zurich is holding a seminar on what should be considered when setting up volunteer groups. This was especially pertinent with the emergency group under review. Mrs Thomas and Mrs Holroyd would see if they could attend.

Cllr Thomas advised that she was due to attend a seminar on 1st July 2014. It was agreed that this item be removed as a matter outstanding.

2786 SSALC has issued revised Financial Regulations and these should be reviewed by the Parish Council – Clerk to review and report back in due course.

2789 Mrs Thomas reported that the new cycle routes presented by Mr Moxon were moving forward. Mrs Thomas would meet with Mr Moxon again in June to review and progress issues.

2800 It was agreed to replace the current signage at the Cemetery, at Thursley Rd Rec and the Croft Play Area with the new Clerk's details.

The Clerk reported that the replacement signs had been ordered.

10.0 OBJECTIVES FOR THE COMING YEAR 2014/2015

2803 The objectives for the coming year were proposed as follows:

- Review the need for a defibrillator (Cllr J. Holroyd)
- Updated Emergency Plan in advance of winter months

- Improvement of condition of F62 in consultation with SCC
- Improved drainage on Thursley Road recreation ground
- Further investigate the advantages and disadvantages of preparing a Neighbourhood Plan so that a decision can be made

Members were asked to consider the proposed objectives for approval at the next meeting.

In response to a query raised by Cllr Jones regarding cleaning of the school sign, it was suggested that this may be appropriate for discussion under agenda item 14).

11.0 LOCAL PLAN MEETING

2804 Discussion took place regarding the notes prepared following the recent meeting with WBC representatives to discuss the Local Plan. It was agreed that it had been a useful meeting and a good start to improving communications with WBC.

In response to a question raised regarding the preparation of a Neighbourhood Plan, Cllr Murphy advised that his understanding was that the Parish could prepare a plan but the same result may be achieved if communications continue with WBC as part of the Local Plan negotiations although it was highlighted that the Parish share of the CIL would be affected if a Neighbourhood Plan did not exist. It was agreed that there were positive and negative aspects of whether a plan should exist or not including the need to engage parishioners in the process and identification of suitable development sites.

It was agreed that a separate meeting be arranged with a WBC Planning Department representative to take place soon after the June Council meeting, to obtain further advice and information so that an informed decision could be made. The Clerk was asked to contact other parishes involved in the process at present to report back at the next meeting.

Cllr Davidsen highlighted that the majority of the brown field site at the Federal Mogul site was outside of the Elstead boundary with only a small section within Elstead Parish.

12.0 TAG FARNBOROUGH CONSULTATION

2805 Cllr Murphy provided an overview of the recent communications circulated regarding the Farnborough Airspace consultation and the letter prepared by the Clerk on behalf of the Parish Council following email approval by members.

In response to a question about whether it was worthwhile writing a letter to the CAA as WBC had done, Cllr Morgan advised that it was probably not appropriate at this time but that there were likely to be further opportunities to comment.

Mr Organe advised that Grayshott, East Hampshire and Surrey Heath Councils had all strongly objected to the proposals but it was highlighted that Rushmoor Borough Council were thought to be in favour.

Cllr Morgan suggested that it may be appropriate to form a working group with other parishes. He was asked to keep the parish updated so that a coordinate response could be prepared.

13.0 HANKLEY CONSERVATION MEETING

2806 Cllr Murphy advised that he would circulate the minutes of the previous meeting of the group. He advised that he had spoken to the Surrey Wildlife representative and had been informed that they were still waiting for the outcome of the recent consultation regarding cattle grazing and fencing on the common. However, he was able to report that she felt it was unlikely that the proposal would progress due to the related expenditure.

In response to a question regarding the removal of trees/scrub, Cllr Murphy reported that some diseased conifers had been removed but were being replaced with broadleaved planting in their place.

14.0 HIGHWAYS LOCALISM WORKS

2807 The Clerk advised that a further £7,000 had been awarded to the Western Villages from the SCC Highways Localism Initiative which resulted in approx. three days' worth of work in the parish. Discussion took place regarding the possible works that could be undertaken.

Discussion took place regarding the possibility of the cleaning the street signs. The Clerk was asked to ascertain if this was allowed. Following discussion regarding the cleaning of the school sign, it was suggested that this was the responsibility of the land owner or Management Company of the new development on which the sign was situated. It was suggested that it may be appropriate for the sign to be cleaned by ourselves.

In response to a question raised regarding the installation of a stile to prevent further damage to a footpath, it was suggested that it was for the landowner to determine whether or not he wanted a stile on his land.

It was agreed to discuss the Highways Localism Works at the next meeting.

15.0 REPORTS, CONSULTATIONS AND REVIEW OF DOCUMENTS

2808 The reports received were noted.

16.0 CORRESPONDENCE

2809 The following items of correspondence had been received:

- Requests for work to be identified to be undertaken as part of the WBC Community Cleaning Team programme - suggestions to be passed to the Clerk.
- Details of the SCC Community Improvements Fund – deadline for applications by 25th July 2014.

- Contract and invoice received from contractor for mole work on Burford Recreation ground for the 2014-15 period. Following discussion about whether it was necessary to continue with this arrangement, the majority voted in favour and the contract was signed and the cheque issued for payment.
- Cllr Murphy had received a communication from and subsequently met with the Trustees of the Billmeir Trust who were keen to fund local projects. It was agreed that the Council should be prepared to make recommendations to the Trust on suitable projects for funding. The purchase of a defibrillator may be appropriate under the scheme.

17.0 ACCOUNTS FOR PAYMENT

2810 The following accounts for May were presented for payment:

		£
Elstead URC	Room rental costs	65.00
Ron Stacey	Burial attendance	30.00
Richard Knight	Maintenance/supplies	208.45
E. Felton	Salary and expenses	432.84
Post Office (HMRC)	May payment	104.40
A&S Pest Control	Mole maintenance programme	468.00

18.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

- 2811 Cllr Jones advised that a parishioner had raised a question about whether it was possible to use weed killer on an area on Burford Lodge as adjacent to their property to stop weeds encroaching onto their garden. The members agreed that they would be happy for the parishioner to take the necessary action.
- 2812 In response to a question raised by Cllr J. Holroyd regarding the abandoned vehicle in Hookley Lane, it was suggested that if the car is not taxed and appeared to be abandoned, Paul Redmond at WBC be informed.
- 2813 Cllr Davidsen advised that there was a need for some weeding to take place on the gravel area at the cemetery. It was agreed that Cllr Murphy purchase some chemicals for supply to Mr Knight so that the work can take place.
- 2814 Cllr Davidsen gave his apologies as he was unable to attend the next meeting due to business commitments.
- 2815 Cllr Jacobs advised that SSE had recently removed some trees in Thursley Road which were close to overhead cables.
- 2816 Cllr Thomas advised that she had not yet received a response from Milford and Witley Parish Council regarding the suggested cycle route.
- 2817 Cllr Thomas advised that the hinge on the gate of the Croft play area was broken. Mr Knight was asked to do the repair.

- 2818 Cllr Terry highlighted that trees were being removed from the river to avoid obstructions and further flooding incidents.
- 2819 In response to a concern regarding the placement of logs from a fallen tree and top soil required to repair damage to the verge in Fullbrook Lane, Cllr Harmer suggested that Cllr Terry write to John Hilder (copy Cllr Harmer) to report the problem.
- 2820 Cllr Harmer advised that a solution to the problem of flooding at the end of Fullbrook Lane onto the B3001 was still being sought.
- 2821 Cllr Else discussed the relationship between parties on the Hankley Users Group and she hoped that these communication lines would not be impacted by any changes to the composition of the group. She reported that discussions had taken place with the MOD and the WBC Planning Department to ensure that future applications for filming on the common were registered in good time and not awarded retrospectively.

APPENDIX 1

Parish Council Chairman	Pat Murphy
Parish Council Vice-Chairman	Anne Thomas
Finance Committee	Pat Murphy - Chairman
	Anne Thomas
	Roger Holroyd
	Leif Davidsen
	Bryn Morgan
Planning Committee	Jane Jacobs - Chairman
	Richard Terry
	Roger Holroyd
	Andrew Jones
	Leif Davidsen
Media Contact	Pat Murphy
Village Halls Representative	Anne Thomas
Thursley Road Recreation Ground	Anne Thomas
Burford Lodge Recreation	Roger Holroyd
Highways	Richard Terry
ETTRT - PC Trustee	Richard Terry/Michael Jeffery
Playgrounds Committee	Anne Thomas
	Roger Holroyd
	Joan Holroyd
	Andrew Jones
Waverley Task Group	Roger Holroyd
Allotments Representative	Andrew Jones
Woolfords Lane Cemetery	Leif Davidsen
Website	Leif Davidsen
Public Rights of Way	Jane Jacobs
Emergency Committee	Pat Murphy
	Anne Thomas
	Joan Holroyd
	Andrew Jones
Smiths Charity	Pat Murphy
	Roger Holroyd
	Richard Terry

Meeting closed at 21.25 pm