

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 11th December 2017 at 7.30 pm
The Youth Centre, Thursley Road, Elstead

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

PUBLIC QUESTION TIME

4448 A representative from the Equestrian Society thanked the Parish Council for funding the recent improvements to BW113. The representative also mentioned that two horses had recently been killed on the Hogs Back and that she would be happy to be included in any future PC/NHP deliberations that include horses. **(12/17). Minute to be removed next month.**

4449 The Village Halls Chair thanked the Parish Council for its generous donation. **(12/17). Minute to be removed next month.**

4450 Two residents raised concerns regarding the parking around the school during drop off / pick up times with one of the residents also suggesting that there is not enough signage advertising the school and wondering whether the speed limit could be cut to 20mph. The Clerk to speak with Adrian Selby. **(12/17).**

4451 A residents raised concern over B3001 and its apparent lack of cleaning. The road has a significant build up of debris to the sides making it impossible for drivers to see the edge of the road. The Clerk to request Paul Redmond to get this cleaned. **(12/17).**

1.0 APOLOGIES FOR ABSENCE

4452 Apologies had been received from Cllr P. Murphy and Cllr R Rees who were not able to attend due to business reasons. Their apologies were accepted by the Council. **(12/17).**

2.0 DECLARATIONS OF INTEREST

4453 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. **(12/17).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 20th NOVEMBER

4454 The minutes of the Parish Council meeting held on 20th November 2017 were agreed and signed by the Chairman. **(12/17).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 20TH NOVEMBER 2017

4455 The minutes of the Planning meeting held on 20th November 2017 were agreed and signed by the Chairman. **(12/17)**.

5.0 APPROVAL OF SMITHS CHARITY MINUTES HELD 29th NOVEMBER 2017

4456 The minutes to be signed at the next meeting. **(12/17)**.

6.0 MATTERS ARISING

4457 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. **(12/17)**

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)**

4459 Flooding in Springfield: Framptons have removed the locks on the gates and the drain has been dug out. **(12/17)**. **Minute to be removed next month.**

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

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

4245 Weyburn Works: an email was received confirming that the new owner is Clarion Housing Group, with Thakeham Client expected to develop the site. **(12/17)**

4290 Disabled Parking Bay in front of the church: The disabled bay has been created. **(12/17)**. **Minute to be removed next month.**

4460 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. The Clerk to follow this up **(12,17)**

4461 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 has chased several times again and will chase again. **(12,17)**

4348 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 who have dealt with this. **(10/17)**. **Minute to be removed next month.**

4462 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 has chased again following October meeting and still no feedback from SSE. The Clerk will this follow up again. **(12/17)**.

4463 Gullies: The Clerk contacted SCC who confirmed that both gullies would be jetted again w/c 20th November. The Clerk to follow up to see if this has happened. **(12/17)**

4464 BW 113: remedial work is complete and The Clerk showed photos of the improved track. The Clerk to liaise with Surrey CC to ask for permission to site bollards at the end of the track to prevent vehicles churning up the repaired track. **(11/17)**.

- 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)**
- 4466 Thursley Road Cemetery safety checks: The Clerk has investigated and found that the PC should do safety checks every 5 years. The Clerk to contact a company to undertake the audit. **(12/17)**.
- 4409 A parishioner has proposed turning the Beacon View Road phone box into a book exchange. **Minute to be removed next month as covered under item 12.**
- 4467 FP64: The landowner has applied for a diversion across the field. SCC met with Cllr Murphy and The Clerk and all agreed that a smaller diversion running parallel with the river would be preferable. the PC has approved in principle a contribution of the order of £2,000 subject to the submissions of quotations by SCC. SCC to meet with the landowner. Cllr Murphy has also offered to meet with the landowner. No further action from Surrey CC Countryside since last report. **(12/17)**
- 4412 The scouts have cleared the leaves around the horse chestnut trees on the Thursley Road Rec but noticed that one tree looked as if it had canker. The Clerk thanked the scouts and advised them that all trees were being surveyed and that this would be picked up on in the PC tree audit. **(11/17) Minute to be removed next month.**
- 4468 A complaint was received from a parishioner regarding the lack of ramp access to The Spar. The bell ringing noise is to be extended so that it can be heard in the back of the shop. There is no news on delivery lorries causing issues with their parking. **(12/17). Minute to be removed next month.**
- 4469 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 will work up a cemetery plan. Cllr Harmer suggested contacting the history centre in Woking as they would be able to advise on some good ways of presenting this. **(12/17)**
- 4470 Cemetery broken concrete container: this needs to be removed as it is dangerous. The Clerk to advise Richard Knight. The Clerk to ask WBC for a selection of bins to be placed on site rather than use the concrete container or equivalent. **(12/17)**

7.0 REPORT FOLLOWING PC LAND TREE AUDIT CONDUCTED OCTOBER / NOVEMBER 2017

4471 The Clerk explained to cllrs the content of the report. Of the 112 trees audited, over half are deemed to be healthy. The remainder require varying amounts of work to be done to them at a total estimated cost of £11,000. The Clerk to go back to the tree surgeon to try and understand what works are really needed. The Clerk to also ask for an explanation of the indexing system as the codes on the trees do not seem to tally with those on the report. **(12.17)**

8.0 NEIGHBOURHOOD PLAN UPDATE

4472 The meeting on 8th November with WBC regarding site allocations and green belt adjustment was positive. WBC will come back to the E&W NHP SG by the end of November once WBC have reviewed all the evidence. WBC were concerned that the Inspector would criticise them for highlighting that more areas would need to come out of the Green Belt (GB) in LPP2. However Sunray farm should have been included in the LPP1. An email was received from the Inspector asking if WBC wish to make any further minor adjustments to the GB. Cllr Murphy emailed Graham Parrott suggesting that WBC take advantage of this opportunity and put forward Sunray Farm. The Clerk is still waiting for a response from WBC. **(12/17)**.

4473 Housing numbers: Elstead needs 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. **(09/17). Minute to be removed next month.**

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)**.

4360 Green Space Designation: The Clerk and Cllr Jacobs completed the application and submitted it on time by close of play, 29th September 2017. WBC have acknowledged receipt. The Clerk to confirm it is being considered as part of the formal process as this was not clear from the wording in the receipt email from WBC. **(10/17). Minute to be removed next month.**

4361 Proposed Adjustment to Green Belt: The Clerk and Cllr Jacobs completed the application. This was submitted on time and WBC to come back to The Clerk by Friday 20th October. The Clerk to ensure the proposal has been circulated to all cllrs. **(10/17). Minute to be removed next month.**

4475 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. Angela challenged this verdict from WBC. Cllrs agreed that we should ask Angela to speak with Matthew Ellis on this matter. Cllrs Jacobs highlighted that the cost of doing the SEA report will be £10,000 although much of this is funded. **(12/17)**.

4476 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. **(12/17)**

9.0 BURFORD REC FLOODLIGHT UPDATE

4477 Following the November meeting which reported that the Sharks had committed to pay for the safety checks and certification of the floodlights, the Sharks confirmed two days after the November meeting that they will now not pay for this and will instead remove the floodlights by Christmas. **(12/17)**

10.0 CITIZENS ADVICE, WAVERLEY

4478 CAW are facing a funding deficit and have proposed a payment formula based on a fee per resident who visits CAW - payable by each parish council. Whilst cllrs appreciate the excellent work and support that CAW provides to many Elstead residents, the PC cannot commit to such a payment structure, (c £1,700 for FY17/18) especially as the PC has some significant costs scheduled for FY 17/18 and FY 18/19. Instead a one-off donation of £750 was proposed. The Clerk to advise CAW of the donation and to explain that this is a one off payment that should not be seen as a fixed, annual payment. **(12/17). Minute to be removed next month.**

11.0 MOLES AT BURFORD REC

4479 Moles at Burford Rec: The Clerk has received mixed advice both on the efficacy of gassing the moles at Burford Rec and the effectiveness of laying traps. The Clerk is awaiting a quote but given the open nature of the land cllrs felt that there was little point trying to trap/gas the moles and were in agreement that no paid work on this matter should be undertaken. **(12/17). Minute to be removed next month.**

12.0 BEACON VIEW ROAD PHONEBOX

4480 Beacon View Road phone box as a book exchange: The Clerk has contacted WBC who agreed that they were happy for the phone box to be adopted if the Ward cllrs were in agreement. The Clerk contacted Cllrs J. and D. Else who agreed that they were happy for this to happen. Cllrs agreed in the December meeting that this could proceed and Cllr Harmer advised that The Clerk should visit Frensham where they have recently successfully adopted three phone boxes. **(12/17).**

13.0 GOVERNANCE STATEMENT

4481 Cllrs agreed to the proposed changes and the governance report was signed by the Acting Chair. The new governance statement to be added to the PC website. **(12/17). Minute to be removed next month.**

14.0 REPORTS AND CORRESPONDENCE

4482 The following 'thank you's' were received from residents: one for the disabled parking ay, four for the BW113 improvement and 4 from Smith's Charity recipients. **(12/17). Minute to be removed next month.**

- 4483 The updated electoral register has been collected by the Clerk. **(12/17). Minute to be removed next month.**
- 4484 The WBC Housing Forum has been rearranged to 16th January 2018. Cllr Murphy to attend. **(12/17). Minute to be removed next month.**
- 4485 Correspondence was received from a resident concerned about the planning application at Heatherdene. **(12/17). Minute to be removed next month.**
- 4486 A letter was written to Graham Parrott (WBC) highlighting that The Inspector has said that any new sites for GB adjustment should be put forward. The letter proposed putting forward Sunray Farm. **(12/17). Minute to be removed next month.**
- 4487 Information was received on The Clockhouse AGM was received. The AM is to be held on 23rd March 2018 and Cllr J. Holrout will attend on behalf of the PC. **(12/17). Minute to be removed next month.**
- 4488 Information was received on training for Data Protection Officers. Cllr Brook has agreed to be the Data Protection Officer. The Clerk to forward details of the training course that can be attended. The Clerk to update the Cllr Responsibility Directory. **(12/17). Minute to be removed next month.**
- 4489 Information was received that PKF Littlejohn LLP is Elstead PC's new external Auditor. **(12/17). Minute to be removed next month.**
- 4490 A telephone call was received from a developer and a resident regarding site allocations. The Clerk and Cllr Jacobs spoke with both callers. **(12/17). Minute to be removed next month.**
- 4491 A lengthy update was received from Mrs Davidsen regarding the Weyburn Site and Marcus's triangle as engineers were spotted taking highway measurements. Mrs Davidsen is hopeful that the NHP team can work with Clarion the new owners. **(12/17). Minute to be removed next month.**

15.0 ACCOUNTS FOR PAYMENT

4492 The following accounts for November were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - December 2017

Payee	Cheque no	Purpose	Amount
Smiths Charity	3705 - 3727	Various recipients	£3,000.00
The Clockhouse	3728	Donation towards security Door refurbishment	£1,500.00
Help in Elstead	3729	Donation towards running costs	£500.00
Elstead Village Hall	3730	Donation towards new flooring in back room or yc loos	£1,200.00
Juliet Williams	3731	Salary and home working December	£749.77
Juliet Williams	3732	expenses stamps for Smiths charity & cash for one recipient	£123.40
Elstead Village Hall	3733	December meeting	£16.00
Richard Knight	3734	Maintenance/materials £169.60, Cemetery £90	£259.60
TJ Treecare	3735	Tree Audit	£3,276.00
JF Garden Services	3736	BW113 repairs	£2,200.00
Elstead URC	3737	November meeting hall hire	£15.00
			£12,839.77

17.0 MATTERS RAISED BY MEMBERS

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)**.

Meeting closed at 9.45 pm