

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 23rd July 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 K. Brooke
Cllr J. Mathisen
Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

4894 There were no members of the public present. **(07/18) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

4895 Apologies have been received from: Cllr Rees and Cllr Gardner who were not able to attend for business reasons. Their apologies were accepted by the Council. **(07/18).**

2.0 DECLARATIONS OF INTEREST

4896 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. **(07/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 18th June 2018

4897 The minutes of the Parish Council meeting held on 18th June 2018 were agreed and signed by the Chairman. **(07/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 18th JUNE 2018

4898 The minutes of the Planning meeting held on 18th June 2018 were agreed and signed by the Chairman. **(07/18).**

5.0 MATTERS ARISING

4899 BW68 improvement: Cllr Harmer who explained that SCC has £7,500 to spend on BW improvement. **(07/18) Minute to be removed next month as covered in agenda item 9.**

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

4824 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 has raised queries which SCC are pursuing. The Clerk contacted Surrey CC again following the advertisement

that the fp is to be closed for a further year. SCC are researching using willow stakes / spiling for river bank reinforcement works but will need to liaise with the Environment Agency to see if the bank is suitable for such works. If it is and the costs are not too high, SCC will discuss with the landowner to see if she would then consider a diversion that is more agreeable to local people. The landowner is concerned that if she agrees to a diversion that runs further into her field, and if the river erodes the path again she will lose more and more of her field. SCC have agreed to print out old and current aerial photos and maps that show how the river has moved over time and stake out the definitive line of the path on the ground as the walked path is actually off line in places and should actually be more into the field than it is at the moment (although not unfortunately where the river bank has eroded). SCC will arrange another meeting with land owner and stake out the definitive line of the path once they have finished researching about willow stakes /spiling. **(06/18)**

- 4900 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, Richard Knight and Cllr Davidsen to meet to discuss before the next PC meeting. **(07/18)**
- 4901 Richard Knight recently attended a cemetery inspection course. Richard to feed back to cllrs in the next PC meeting. The Clerk to advise Elaine Felton that Richard has attended this course. **(07/18)**
- 4902 Traffic/speed/parking around the school: SCC Highways arranged for a traffic audit on Friday 2nd February. A written report was subsequently received. A speed audit was done in May for a week and registered an average of 28mph going past the school. As this is under the 30mph SCC will not pursue this. 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. **(07/18).**
- 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)**
- 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)**
- 4903 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. **(07/18).**
- 4631 Box outside the Spar: Hampering access to the PC noticeboard. The Clerk has contacted Blakemores and additionally spoken to the area rep but has not received a response. **(03/18).**

- 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)**.
- 4905 WW1 Commemoration: The Clerk asked the PC's Insurance company if they could help with the insurance for the encampment event but Zurich have said this is not possible. **(07/18)**. **Minute to be removed next month.**
- 4906 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 PC to source a new flower arranger – The Clerk to contact EGC. **(07/18)**.
- 4907 New NHP support programme with increased funding to £17,000. The Clerk to ascertain if E&W NHP is eligible to obtain a further £2,000. **(07/18)**
- 4833 Seale Road: There will be limited access as there is proposed work to fix the route before it becomes a major diversion route for the upcoming B3001 resurfacing works. **(06/18)**.
- 4908 The recent play inspection highlighted areas that require remedial works. Paintics have started remedial works at the recs to deal with the rust and corrosion on some of the play items and these items will be repainted as part of this program inline with the play inspection report. **(07/18)**.
- 4836 The recent play inspection highlighted equipment that needed repairing / replacing. **(07/18)** **Minute removed as covered in agenda item 14.**
- 4909 LPP2 Consultation: The Clerk has submitted the final response to WBC and placed a copy on the PC website. **(07/18)**. **Minute to be removed next month.**
- 4839 At the end of the LPP2 consultation the Clerk to ask WBC how many people responded from Elstead. **(06/18)**
- 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. Cycle UK advise that they had received authorisation from SCC Highways and that this area is not owned by the PC. Cllr Murphy and Cllr Mathisen to meet with SCC AONB officer (Rob Fairbanks) and Cycle UK on 7th August. **(07/18)**
- 4848 The Clerk and Cllr Murphy met with the Sharks who showed the PC where they would like to place a locked container to store their new portable floodlights. The PC agreed in principle but asked the Sharks to discuss the precise location of the container with the tennis club. The sharks have written letter to send to residents bordering Burford Lodge Rec informing them of the new portable floodlights and explaining that the usage will be as before i.e no later than 9pm and no more than 3 nights a week. The PC to draw up a new agreement with the Sharks. **(06/18)**
- 4911 There is £2,000 PIC money available for playing pitches and cllrs agreed that The Clerk should apply for this money to help fund the Sharks floodlights. Cllr Harmer also

suggested that The Sharks apply for £1,000 via his Members' allocation. The Clerk to forward details of this to The Sharks. The Clerk to contact Cllr Harmer for the details of the Members Allocation Form. **(07/18)**

- 4912 The Clerk noticed that the tennis courts also have tall floodlights and cllrs agreed that these must be checked for safety and stability. 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. **(07/18)**
- 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. **(07/18)**
- 4914 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 a sign regarding this. **(06/18)**.
- 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)**.
- 4916 Backland Lease: The agent proposed a 10% increase which cllrs accepted. The Clerk to ask Pelhams if the tenant has accepted the rent increase and if so to invoice Pelhams accordingly. **(07/18)**

6.0 WBC UPDATE

- 4917 Cllrs J and D Else were unable to attend the meeting but provided the following report which The Clerk read out:

- To mark 100 years since the end of WW1 Waverley have commissioned a sculpture in commemoration of the Canadian soldiers who trained on Milford/Witley common during both World Wars. The unveiling will take place later in the year and the guest of honour will be Major Martimbeault who is the Officer Commander Canadian Forces Europe. Our Mayor Cllr Denise Le Gal is Canadian and so it was felt that this would be a very appropriate memorial.

- Our community meals service continues to be a very worthwhile service - 2 weeks ago a recipient was found to be unwell when her meal was delivered. The volunteer and the meals Co-ordinator took appropriate action and the patient was transferred by ambulance where she was admitted to Intensive Care. I understand she has now returned home and the family are very grateful. This demonstrates quite clearly that whilst the meals service is discretionary it is very well worth supporting. (you may remember that Waverley had to re-think the whole service after SCC withdrew their funding of £30,000.) It is clearly much more than just delivery of a lunch.

- We are embarking on a programme of improvements for Farnham and Godalming Leisure Centres. There will be new gym stations, a dance Studio and better changing facilities at Godalming and a soft play area and a clip 'n climb wall at Farnham. These improvements will cost £3.2 and the decision was taken with extensive input from a specialist consultancy to discover the needs and aspirations of the public. . The improvements will be completed after a 36 week further consultation , planning and tendering process and then a 36 week build. So should be up and running towards the end of 2019. In Cranleigh there is also the promise of a new Leisure Centre but there is much more work to be done to discover exactly what is needed. This is in response to a big increase in population in that part of our Borough. The 5 Leisure Centres in our Borough currently serve over 7000 people.

7.0 SCC UPDATE

4918 Lengthsmen Scheme: additional funding for this project has been found which will be shared among the Western Villages. **(07/18). Minute to be removed next month as covered in agenda item 9.**

4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18).**

8.0 REPORT FOLLOWING WBC PLANNING FORUM HELD 9TH JULY 2018

4919 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. **(07/18)**

4920 The Clerk advised that recently there have been 2-3 instances where PC planning comments have been "overlooked" by WBC. The Clerk to monitor this and report if this continues. **(07/18). Minute to be removed next month.**

9.0 REPORT FOLLOWING WESTERN VILLAGES MEETING HELD 23RD JULY 2018

4921 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 to forward this to the Tilford Clerk. **(07/18).**

4922 BW68 improvement: Cllr Harmer explained that SCC has £7,500 to spend on RoW improvement. The monies must be spent throughout the Western Villages but BW24 in Dockenfield and BW68 in Elstead are classed as priority for receiving funding for improvement. Cllr Harmer to ascertain if the PC can use its own contractor or whether it must be a SCC contractor. Cllr Harmer also to advise when the works can be carried out.

The PC would like to note its thanks to Cllr Harmer for helping to progress this matter. **(07/18)**

10.0 NEIGHBOURHOOD PLAN UPDATE

4923 The NHP draft plan was launched on Friday 6th July at The Thursley Road Pavilion. The NHP SG were pleased with the turn out. A hard copy of the draft plan is in 7 locations throughout the village plus on the website for people to read. A hard copy may also be borrowed from the Clerk. Feedback from the public will be received up to 30th August. The Clerk to forward the plan to Statutory Consultees – a list has been provided by the SG team and they have until 14th September to respond. **(07/18)**.

4924 Leaflet: a leaflet was sent to all residents explaining the NHP process and encouraging people to participate in the consultation and referendum stages. **(07/18)**. **Minute to be removed next month.**

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

4842 Green Belt Review Group: Cllr Murphy and Cllr Jacobs to meet with the group on Wednesday 20th June and discuss response to LPP2. **(06/18)**. **Minute to be removed next month.**

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. **(07/18)**.

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)**.

4641 WBC Meeting was attended by Cllr Murphy, Cllr Jacobs, Mrs Davidsen, The Clerk, Mrs Gerhold, Cllrs D and J Else. Detailed minutes were circulated to cllrs following the meeting. The main points are:

The new draft NPPF policy is being consulted on and likely to be adopted in summer 2018 however WBC have said that they are basing their LLP2 on the old NPPF. The new NPPF specifies that 1) previously developed land should be prioritised for development, 2) the local authority must engage with local communities in its site selection, 3) in the determination of boundaries regard for the NHP and local emerging policies must be taken into consideration.

GSD: The NHP SG asked WBC to reconsider identifying Bonfire Hill as a GSD. It highlighted that GSD status would afford Bonfire Hill greater protection from development. **Minute to be removed next month.**

4844 WBC Roadshow: The Clerk contacted WBC as there had been little or no publicity about this event. WBC were unable to promote this before 25th May due to a by-election which meant that officers were in purdah. Following the by-election there was no direct

advertisement of this event in the village. WBC posted information on their website and social media sites but did not actively engage in directly promoting this meeting within the village. **(07/18) Minute to be removed next month.**

11.0 GDPR

4584 The training session on 6th February 2018 was attended by Cllr Brooke. The exact rules for GDPR are still not totally clear.

As part of GDPR, PC's will have to determine policies for storage / deletion of documents. The Cllr Rees to draw up some draft policies. **(02/18)**

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)**

12.0 REGISTRATION OF VILLAGE GREENS

4926 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 to progress the registration. **(07/18)**

13.0 TREE SURVEY COST APPROVAL

4927 The Clerk advised that works must be carried out for priority 2 trees and the cost is £9,265 ex vat. Cllrs have asked for two more quotes and the Clerk to contact two further companies. The final decision may be agreed via email. The Clerk advised that priority 3 trees will need to have their works completed by the end of November 2018. **(07/18)**

14.0 PLAY AREAS COST APPROVAL

4928 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 needs further clarification which the Clerk will follow up.

Initial costs have been received from Kompan as follows:

climbing frame screw covers £26

2 x cradle swings £420

rope ladder and rope bridge (jubilee park) £1,020 and £1,600 respectively

Installation £667

Delivery £107

Total: £3,840 plus £768 VAT.

The Clerk has contacted Wicksteed who are currently reorganising their company and have not been very helpful in providing a quote for replacement swing seats.

HAGS have quoted for the rope bridge and ladder for the climbing frame at the Jubilee Rec. The price is similar to Kompan but there was a discrepancy with the pricing of the rope ladder.

The Clerk to ask Kompan for a price reduction and then to progress the project using Kompan. This expenditure has been approved by cllrs. **(07/18)**.

15.0 REPORT FOLLOWING JOHN MATHISENS ARTICLE IN EVN

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. It was agreed that this be added to the September agenda where the PC would determine what it would like to achieve. **(07/18)**.

16.0 ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT POLICY

4855 The Internal Accountant Maxwells recommended that the PC review and approve its financial policy. The Clerk has drafted the policy which cllrs will review ready for signing at the September meeting. **(07/18)**

17.0 REPORTS AND CORRESPONDENCE

4931 Various cemetery requests and queries dealt with this month. **(07/18)**. **Minute to be removed next month.**

4932 The Clerk confirmed that the annual return was submitted to the external auditors on time. The Clerk has placed a notice regarding the annual public rights of exercise for FY2017, 2018 on the PC website and PC noticeboard. **(07/18)** **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)**

4934 Complaint from a parishioner regarding long grass at Woolfords Lane Cemetery and lack of access to the water tap. The Clerk advised Richard Knight. **(07/18)** **Minute to be removed next month.**

4935 Complaint regarding horse manure and damage to Croft playground. The Clerk arranged for the manure to be cleared and the area disinfected and the gate to be repaired. **(07/18)**. **Minute to be removed next month.**

4936 Consultation advised on new visitor centre at Frensham. The PC does not wish to respond. **(07/18)** **minute to be removed next month.**

- 4937 Invitation to comment on NALC By-laws regarding SSSI. Cllrs must respond to the Clerk before 5th August. **(07/18) 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).**
- 4939 Broken bench at cricket pitch, the Clerk to report to Richard Knight. **(07/18).**
- 4940 Damaged benches by the river at Bridge House. The Clerk to report to Richard Knight. **(07/18).**
- 4941 Damaged sign at Peat Common. The Clerk to report to Richard Knight. **(07/18).**
- 4942 Damaged streetlight at Peat Common. The Clerk to report to SCC. **(07/18).**
- 4943 Invitation to attend NALC Annual Conference on 30-31 October. No cllrs wish to attend. **(07/18) minute to be removed next month.**
- 4944 An Invitation to Join the National Highways and Transport Public Representative **(07/18) minute to be removed next month.**
- 4945 Press releases received on the following: 7 parks recognised as some of the best in the UK, Heathland hub at Frensham Great Pond and common consultation, High Court rejects majority of LP and Dunsfold Challenges, Council proposed multi million pound leisure centre improvements, refurbished play area ready for summer, hundreds scrutinise LPP2, free family fun in Waverley – xplorer is back, Waverley aiming for more developers funds to support infrastructure, sign p for skatewaverley, Waverley hold flag raising ceremony for Armed Forces Day, Council wants views on dog orders, sporting success for Team Waverley. **(07/18). Minute to be removed next month.**

18.0 ACCOUNTS FOR PAYMENT JULY 2018

- 4946 The following accounts for July were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3793	Working from home and travel expenses	£23.10
Juliet Williams	3792	Salary	£789.38
HMRC	3794	PAYE	£30.18
Craddocks Printng Works Ltd	3795	NHP leaflet, 10 x draft plans and posters for launch	£560.00
Elstead Recreational trust	3796	NHP launch event - room hire	£50.00
A4 Apple	3797	Repairs / upgrade to Clerk's computer	£450.00
Richard Knight	3798	Grave marking and course	£166.50
Richard Knight	3799	Maintenance	£73.50
Maxwell & Co Ltd	3800	Preapration of 3 salaries to June 2018	£72.00
Grasstex Ltd	3801	Grass Cutting	£5,263.32
Waterchoice	3802	Water Burford Lodge	£15.55
			£7,493.53

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

4947 Cllr J Holroyd remarked on the small trees in the car park of the pavilion which are dying.

4948 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.

Meeting closed at 9.40 pm