

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 18th November 2019 at 7.30 pm
The URC, Milford Road, Elstead

| | | | |
|-------------------|--------------------------------|-------------------------|-------------------------|
| Attendees: | Cllr P. Murphy (Chair) | Cllr J. Jacobs | Cllr J. Mathisen |
| | Cllr J. Webster | Cllr S. Reynolds | Cllr D. Snape |
| | Mrs J. Williams (Clerk) | | |

PUBLIC QUESTION TIME

5784 There were no public questions. **(11/19). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5785 Apologies were received from Cllr L. Davidsen, Cllr R Rees and Cllr R Gardner who were not able to attend for business reasons. Their apologies were accepted by the Council. **(11/19). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5786 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. **(11/19). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st OCTOBER 2019

5787 The minutes of the Parish Council meeting held on 21st October 2019 were agreed and signed by the Chairman. **(11/19). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st OCTOBER 2019

5788 The minutes of the planning meeting held on 21st October 2019 were agreed and signed by the Chairman. **(11/19). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF FINANCE MEETING HELD 6th NOVEMBER 2019

5789 The minutes of the finance meeting held on 6th November 2019 were agreed and signed by the Chairman. **(11/19). Minute to be removed next month.**

6.0 MATTERS ARISING

5790 FP64: The Chairman and The Clerk met with SCC Countryside on 4th July 2019 at FP64. SCC and Elstead Parish Council (EPC) walked along the footpath which is quite overgrown. SCC shared a new proposal for the diverted route which follows more of the river before it doglegs back to join FP65 and it has been sent out to relevant parties for consultation – the

- consultation will close on 25th October 2019. SCC advised that they have received some objections to the planned diversion as a result of the consultation. The Clerk advised councillors that the FP64 has been cut back and is now accessible. **(11/19)**
- 5791 Environmental PIC Monies: The Clerk advised that WBC PIC officers are happy to support the application for the recycling waste container at Woolfords Lane Cemetery and are waiting for WBC portfolio holders to sign off the applicaiton. **(11/19)**.
- 5717 New NHP support programme with increased funding to £17,000: The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received from Nexus Planning. For NHP who are allocating affordable housing there is a further £10,000 available. Nexus to advise The Clerk whether E&W NHP would be eligible to apply for this. **(10/19)**
- 5792 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. Sharks are applying for additional funding from the Football Association to help purchase the floodlights – a decision is due in December. The floodlights have therefore not yet arrived. **(11/19)**.
- 5793 Damaged railing opposite Fulbrook Lane. SCC advised that they are pursuing a claim for the damage and repairs are being programmed by the Follow Up Team. The Clerk has reported this gap several times and finally SCC have installed some yellow safety fences but there is no clarification as to when the railings will be replaced. The Clerk has written a letter of formal complaint to the Head of Surrey Highways as there has been no further action from Surrey CC Structures department. The barriers have fallen over which is both a safety hazard as well as offering little or no protection. The Clerk to forward a copy of the email to Clr D. Harmer. **(11/19)**.
- 5646 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. The Clerk to look at retractable options. Cllrs to look at fencing examples at Chiddingfold and Shackleford. No progress reported and councillors to look at this over the Autumn. There is little immediate hazard as the cricket season has now closed. Councillors have also noted that the picket fencing surrounding the playpark will need some remedial work but this will be actioned once the need for safety fencing has been determined. **(09/19)**
- 5794 Memorial Bench: The Clerk confirmed that councillors were happy with the proposed bench and specified which colour would be appropriate. There has been no response from the resident – The Clerk has contacted the resident again. **(11/19)**.
- 5648 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. The clerk to follow up again. **(09/19)**.
- 5503 Blocked Gully: It is noted that the culvert under Guinea Common is blocked. Clr Harmer asked for The Clerk to send a plan of the gully so that he can confirm if it is SCC responsibility. **(06/19)**.
- 5795 A rubbish bin situated at the junction of Woolfords Lane / Thursley Road has been knocked over. The Clerk met with WBC on 24th October and a location has been agreed for the

- replacement bin. The bin to be installed in the New Year. **(11/19) Minute to be removed next month.**
- 5656 Website Admin: It was agreed that The Clerk, Cllr Reynolds and Cllr Davidsen would have access to the web in addition to Mrs Davidsen. The Clerk has been trained on how to update the website. Cllr Reynolds to be trained within the next month. **(09/19)**
- 5661 Heads of Terms for New Lease: Following the council's written response to the Heads of Terms WBC have responded with the correct terms. The terms were circulated before the meeting and Councillors were happy to accept them. The Clerk has written to confirm the PC's acceptance and to ask for an up to date map of both greens as well as to check that this agreement will apply to the Main Village Green as well. The clerk has received no response and will follow this action up again. **(11/19). Minute to be removed as covered under Agenda Item 13.**
- 5796 Honeypot House development: Cllr D. Else has alerted enforcement who have requested the developer submits a planning application. Clrs reviewed the planning application in August and The Clerk noted that the application was subsequently withdrawn. A revised application has been considered and objected to by the planning sub committee at the meeting held in October. WBC have passed the retrospective planning application inspite of objections being raised by the Parish Council as well as by some residents. Cllr D. Else is following up the use of the retail space part of the development with WBC Enforcement. **(11/19).**
- 5664 Fence by field by Triangle: Cllr D. Else has alerted enforcement who have confirmed that planning application is not required as it falls under permitted development. The parts of the fence that were over 2 metres have been cut to just under 2 metres. Cllr D Else and Mrs Davidsen to follow this up with the enforcement department. **(09/19).**
- 5668 Haslemere Hospital: Cllr J Else is attending a meeting on 18th September which will discuss the future of Haslemere hospital. **(09/19) Minute to be removed next month.**
- 5797 The PC is waiting to hear back from SCC with a definitive statement relating to the commonland status of the land to be taken for the proposed footway by Marcus's triangle. The PC has issued a press release which has received some coverage in the local press. There has been no further progress on this although residents did observe people in hi-viz jackets measuring the width of the road prior to the October PC Meeting. The PC is still waiting for a statement from SCC. The temporary traffic prohibition order has been removed and there has been no further information from SCC. **(11/19).**
- 5798 The PC notes that the village welcomes filming on the MoD land at Hankley Common but the recent bout of filming has caused a lot of disruption both with the volume of traffic as well as the degradation of the road to the Dropping Zone. There is due to be a HUG Meeting on 20th November at which the traffic issues and the state of the access road will be discussed. Cllr Murphy and Cllr Mathisen to attend. **(11/19). Minute to be removed next month.**
- 5732 BT phone box: BT have advised that they will not be able to repaint the Milford phone box for the foreseeable future but are able to provide the paint free of charge. The Clerk has contacted Ian Jeffery and is waiting for a quote. **(11/19). Minute to be removed as covered under Agenda Item 16.**

- 5699 Broadband: a resident has highlighted problems with their broadband. **(09/19)**.
- 5799 Show home visit: Cllr Jacobs, Mrs Davidsen and The Clerk visited the show home at Weyburn. Mrs Davidsen questioned where the LAP / LEAP was going to be sited. Clarion advised that they have checked the planning consent and they believe there is no requirement for a LAP / LEAP to be provided. Elstead PC and Peper Harow Parish are concerned as there is already an under provision of play equipment in Elstead and none in Peper Harow. The Clerk and Cllr Jacobs looked at the planning consent online and condition 39 clearly stated that one should be provided. Cllr Murphy has contacted WBC asking to see the plan that was submitted for condition 39. The Clerk and Cllr Murphy visited the site and looked at the proposed play area. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The Clerk to ask Cllr D. Else for support with this matter and to arrange a meeting with WBC planners. **(11/19)**.
- 5737 Councillors agreed that the defibrillator should be relocated to the external village hall wall. Councillors have confirmed their availability for AED training on 23rd and 30th November (to be given by Mrs Holroyd). The clerk to forward a schedule. **(11/19)**.
- 5800 St James Primary School consultation: a letter was sent to St James Primary School following the last PC meeting but there has been no response or acknowledgment. The Clerk to follow up and to invite the school to attend the December PC meeting to present the findings following the consultation. **(11/19)**.
- 5742 A report had been circulated in advance of the meeting. The Clerk explained that SCC were now going to be in charge of locating the VAS which meant that the training to relocate the VAS training (that RK attended) is not going to be of benefit as the VAS will be installed by SCC engineers. Councillors asked The Clerk to withhold the payment of the training invoice pending further information from SCC. The Tilford Clerk advised that Cllr Harmer is aware that parishes are withholding payment until the VAS situation is resolved. SCC have also now confirmed that the written procedures do not need to be rewritten and so the project may be restarted as per the original agreement. The Clerk is waiting on further instruction. **(11/19)**.
- 5744 It was agreed that Cllr Murphy should write to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. **(10/19)**.
- 5801 Following the advice the clerk received regarding the fact that trees must be surveyed every two years councillors have confirmed that The Clerk can instruct Chalice to resurvey the PC's trees. **(10/19) Minute to be removed next month as covered under agenda item 15.**
- 5802 The Smiths Charity has contacted the PC and suggested that groups may apply for a little more money. Councillors agreed that The Clerk should apply for a further £2,000. The clerk has drafted a letter but is waiting on details from the school to include in the letter. **(11/19)**.
- 7.0 REPORT FOLLOWING THE FINANCE SUB COMMITTEE MEETING HELD 6th NOVEMBER 2019**
- 5803 The draft minutes with accompanying paperwork were circulated prior to the PC meeting. Proposed expenditure is shown at the end of these minutes. Members of the Finance Sub Committee met to go through the budget for FY20/21. The notable items of expenditure

are: tree surgery £6k, NHP £8k, special projects £4k (FP64 and the village sign), Our Elstead £1k, pitch treatment* £1k. Councillors are in agreement that it has been frustrating trying to ensure that SCC complete vegetation works and at the October meeting had agreed that the only solution would be take on vegetation clearance and ROW maintenance and this is why there is an allocation of £1k for each of these categories. To achieve this the Finance Sub Committee has proposed a modest increase of precept from £60,000 to £63,000. Councillors accepted the proposals and thanked the Finance Sub Committee for their work in this matter. The Clerk to submit the Precept proposal to WBC by 3rd January 2020. **(11/19). Minute to be removed next month.**

*The Sharks commissioned a survey of Thursley Road and Burford Lodge rec playing pitches. The resulting survey has proposed a raft of recommendations costing well over £10k. The PC believed that some of the works are not deemed necessary or are low priority and the sports clubs will need to match fund any works undertaken.

8.0 REPORT FOLLOWING MEETING WITH THE MILL HELD 8th NOVEMBER 2019

5804 Following the closure of the Mill carpark for Bonfire Night Cllr Murphy, Cllr Else and WBC Licensing Officer met with the manager of the Mill. The Mill had originally stated that the carpark closure was for safety reasons and the effect of the closure on the rest of the village was not their responsibility. At the meeting the manager was fulsome in her apologies and explained that they were already working on improving the planning of this event for 2020. The PC did not ask for a financial contribution towards the repair of the Green which RK has completed. **(11/19). Minute to be removed next month.**

5805 Cllr J Else had asked for police support to control the traffic on Bonfire Night but they had refused to attend saying that it was not their responsibility. Cllr J. Else has sent a formal letter of complaint to the Police and will seek to arrange a meeting with Inspector Graham Smith. **(11/19).**

5806 On the Sunday following Bonfire Night cars were parked on both sides of the road by the Green at the Woolpack exit. Track marks were found for a second time on the green and the green has been repaired again by RK. Councillors discussed whether there should be small fence posts or signs saying that parking was not allowed but all agreed that this was not necessary for the time being. **(11.19). Minute to be removed next month.**

9.0 WBC UPDATE

5807 There was no update as both councillors was unable to attend the meeting for business reasons. **(11/19). Minute to be removed next month.**

10.0 SCC UPDATE

5808 There was no update as the councillor was unable to attend the meeting for business reasons. **(11/19). Minute to be removed next month.**

11.0 NEIGHBOURHOOD PLAN UPDATE

5809 NHP Redraft: The redrafted NHP has been received and checked. Comments will be fed back to Nexus and it is hoped that the plan will be ready for consultation mid December / early January. The Clerk to forward the amended draft to all councillors. The SG to check

to ensure that there is enough weight given to the following categories: protecting the rural feel of the Milford Road, horse policy, protecting major employment sites including the carehome. **(11/19)**.

5810 Settlement Boundary: Cllrs Jacobs and Mathisen have conducted an analysis of the Settlement Boundary. Members of the NHP SG met on 25.10.19 and there is now a coherent plan. Minor amendments that are being made to the Settlement Boundary will be listed as an appendix at the end of the NHP. **(11/19)**

5811 HRA: WBC have confirmed in writing that a HRA is needed. The Clerk has contacted Aecom who confirmed that this will be part of a free technical support package that the PC has secured. **(11/19)**

12.0 OUR ELSTEAD UPDATE (OE)

5519 Village Wide Fete: Following comments on the village facebook Cllr Mathisen has spoken to The PTA Chair with regards a village wide event. The Chair to speak with the rest of the PTA for their thoughts. **(06/19)**.

5812 Christmas Light Switch On 2019: Blakemore have kindly agreed to donate £200 towards this event. The Clerk has placed an order of refreshments via the Spar for delivery at the end of November. Oxenford Farm have kindly agreed to donate a 12-14ft Christmas tree. Musicians and singing has been arranged. The EVN will feature the event poster on the front cover of the December issue. Cllr J Else has completed a risk assessment. Councillors to advise Cllr Mathisen if they can volunteer to help at the event. **(11/19)**.

5813 Village sign: There was much discussion regarding the village sign. Councillors agreed that it should be based on the PC logo that was created for the new village website. The Clerk has drafted a funding application letter to the Bilmeir Trust proposing the sign as a project to be funded by the trust. The clerk and Cllr Mathisen have found a variety of companies who make signs - the approximate cost is £5k. Cllr Mathisen to meet with Mr Williams to discuss the design. **(11/19)**.

5814 Spring Bulbs: Cllr Mathisen and Cllr Murphy to agree locations for spring bulbs. Cllr Snape has forwarded a planting plan to Cllr Murphy. **(11/19)**.

5815 Seasonal Sweep: At the seasonal sweep on 9th November volunteers collected 22 bags of leaves. EGC cleaned the memorial and tended the garden in front of the village hall. WBC had cut the hedge to the closed cemetery in the week leading up to Remembrance weekend. **(11/19)**. **Minute to be removed next month.**

13.0 VILLAGE AND CHURCH GREEN LEASE

5816 Village Green and Church Green Lease: the Heads of terms as well as the maps of the area were circulated to councillors who agreed that the PC should proceed and renew its lease of these two areas. The Clerk to contact WBC. **(11/19)**.

14.0 BURFORD LODGE REC SIGNAGE

5817 Burford Lodge Rec Signage: The Sharks had asked if the PC can improve the directional signage to Burford Lodge Rec. The current sign is sited too high and away from the slip road.

The Clerk to liaise with the tennis club and to arrange to install a sign above the current tennis club sign. **(11/19).**

15.0 TREE SURVEY

5818 Tree survey: the quote for the tree is slightly cheaper versus the survey conducted in 2017 and is £2,475 ex vat (versus £2,730 ex VAT). Councillors approved this expenditure which the PC is allowed under its powers of Highways Act 1980, s.96 and the clerk will arrange with Chalice to undertake the works. **(11/19).**

16.0 TELEPHONE BOX REPAINTING

5819 Milford Road Telephone Box: BT are unable to prioritise painting the phone box but have offered to provide the paint free of charge. Ian Jeffery has quoted £280 to paint the telephone box in Spring 2020. The council approved this expenditure under its powers of Local Government (miscellaneous provision) Act 1953, s.4. **(11/19).**

17.0 PC MEETING CALENDAR FOR 2020

5820 Calendar 2020: The clerk proposed meeting dates for 2020 which councillors accepted. The clerk to notify The URC. **(11/19). Minute to be removed next month.**

18.0 REPORTS AND CORRESPONDENCE

5821 The annual report from CAW was received along with a request for a donation. The clerk to add this to the December meeting agenda. **(11/19). Minute to be removed next month.**

5822 The RBL have asked for the PC's filing cabinet to be relocated. The Clerk and RK to move it before the end of November. **(11/19). Minute to be removed next month.**

5823 The Clerk received a response to the PC's letter regarding the manner in which the horses are being kept on the fields opposite The Mill. The clerk to respond. **(11/19). Minute to be removed next month.**

5824 A notice advertising the closure of the Shackleford Road (on one side of Marcus's Triangle) was received. The Clerk posted this on facebook and the village website. The road will be closed for BT enabling works. **(11/19) Minute to be removed next month.**

5825 The Clerk advised police of an abandoned vehicle located at the entrance of Burford Lodge Rec (Lower Ham Lane). The police were unable to help and the vehicle has since been moved. **(11/19). Minute to be removed next month.**

5826 A resident reported a fallen down tree (belonging to the house alongside the tennis courts) which blocked the footpath. A local tree surgeon immediately responded. The Clerk advised the EVTC and the EVAA. **(11/19). Minute to be removed next month.**

5827 The Clerk forwarded communication from WBC regarding the opportunity of joining the standards committee to councillors. Cllr Reynolds is interested in the opportunity. The clerk has forwarded Cllr Reynolds details to WBC. **(11/19). Minute to be removed next month.**

- 5828 A resident complained of vehicles parking on the green spaces in Springfield. The Clerk forwarded the email to Cllr J. Else. **(11/19). Minute to be removed next month.**
- 5829 Repairs have been made to Burford Lodge Rec car park. **(11/19). Minute to be removed next month.**
- 5830 The new barrier situated close to the EVAA has been damaged. Cllr Murphy and RK fixed the barrier. The Clerk has written to the agents for the Weyburn fields regarding this matter. **(11/19). Minute to be removed next month.**
- 5831 The clerk has reported a dead tree on the Milford Road to SCC who have responded as they are unable to locate the tree. The Clerk to follow up. **(11/19). Minute to be removed next month.**
- 5832 There have been 2 x cemetery enquiries. **(11/19). Minute to be removed next month.**
- 5833 The Clerk has responded to the agents for Kingsmead. **(11/19). Minute to be removed next month.**
- 5834 The clerk advised that the next Town and Parishes Meeting would be held at WBC on 2nd December. (11/19). Minute to be removed next month.
- 5835 Press releases: Waverley residents reminded about bin changes from 4 November, Waverley Borough Council awards new grounds maintenance contract to Continental, Mayor hosts tea party to thank Volunteers, Festive recycling and reduction: campaign briefing November 2019 – January 2020, Court of Appeal victory for Waverley Borough Council's Local Plan, Waverley seeks to protect offices around Godalming Station. **(11/19). Minute to be removed next month.**

19.0 ACCOUNTS FOR PAYMENT

ACCOUNTS FOR PAYMENT - NOVEMBER 2019

| Payee | Cheque no | Purpose | Amount |
|----------------------|-----------|----------------------------|------------------|
| Royal British Legion | 3985 | Poppy Appeal - wreath | £25.00 |
| Juliet Williams | 3986 | Salary / working from home | £959.43 |
| Juliet Williams | 3987 | mileage | £4.50 |
| Richard Knight | 3988 | RK0307 | £497.44 |
| Grasstex | 3989 | grass cutting | £2,739.84 |
| Nexus Consulting | 3990 | NHP | £2,400.00 |
| John Mathisen | 3991 | Expenses for Our Elstead | £387.90 |
| Pat Murphy | 3992 | Chairmans allowance | £225.00 |
| Juliet Williams | 3993 | pads for AED | £100.79 |
| | | | £7,339.90 |

21.0 MATTERS RAISED BY MEMBERS

- 5839 Councillor Mathisen raised the issue of parked vehicles on Bonfire Hill. The Clerk to inform the agent. **(19/11).**

- 5840 Councillor Snape raised the issue of problematic parking around St James Primary School. The Clerk to invite the school to attend the December PC Meeting. **(19/11)**.
- 5841 Councillor Jacobs shared the latest publication of Your Waverley with councillors. Cllr Jacobs raised concern at the employment of an agency to look at the Farnham Vision. Cllr Jacobs also highlighted that the new WBC executive was town heavy: all of the 9 Executive Members are from Farnham and Godalming therefore placing rural areas at a big disadvantage. Cllr Jacobs to raise this matter at the Town and Parish Meeting at WBC on 2nd December. **(19/11). Minute to be removed next month.**

Meeting closed at 9.45 pm