

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 11th December 2019 at 7.35 pm
The Youth Centre, Thursley 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

5842 A resident advised that the footpath notice by Burford Rec had fallen down. The Clerk to report this. **(12/19). Minute to be removed next month.**

5843 A resident asked if there was progress on the surface improvement to Back Lane. The Clerk to liaise with Cllr J. Else. **(12/19).**

1.0 APOLOGIES FOR ABSENCE

5844 Apologies were received from Cllr R.Rees who was not able to attend for business reasons. His apologies were accepted by the Council. **(12/19). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5845 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. **(12/19). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th NOVEMBER 2019

5846 The minutes of the Parish Council meeting held on 18th November 2019 were agreed and signed by the Chairman. **(12/19). Minute to be removed next month.**

4.0 MATTERS ARISING

5847 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. Stakeholders were consulted on this proposal – the consultation closed on 25th October 2019. The Clerk advised councillors that the FP64 has been cut back and is now accessible. SCC advised that they have received some objections to the planned diversion as a result of the consultation. The Clerk contacted SCC again to follow up on what the next stages are now that the consultation is complete. The responsible officer needs to confirm with her line manager on the next steps and The Clerk will follow this up. Cllr P Murphy advised that The Ramblers have just celebrated the 5th anniversary of the footpath's closure and will be writing an article for the Farnham Herald. **(12/19)**

- 5848 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 application. **(12/19)**.
- 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)**.
- 5849 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. The damaged barrier had been replaced with a new barrier and this had subsequently fallen down. The Clerk to take another photograph and report it to SCC. **(12/19)**.
- 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)**
- 5850 Memorial Bench: The Clerk confirmed that councillors were happy with the proposed bench and specified which colour would be appropriate. The Clerk has spoken to the resident and the bench will be installed before Christmas. **(12/19)**.
- 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)**.
- 5851 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. Cllr Murphy has written to MoD asking for the gully to be assessed and cleared out. RK and Cllr Murphy have visited the gully again and there is a clear depression in the road indicating that the gully is either blocked or broken. Clr Harmer has advised that this section belongs to SCC. **(12/19)**.

- 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)**
- 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).**
- 5852 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. **(12/19).**
- 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 proposed area is considerably smaller than guidelines state. The Clerk to ask Cllr D. Else for support with this matter and Cllr P Murphy has written to planning officers seeking a meeting to resolve this issue. **(12/19).**
- 5853 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). Councillors and members of the village hall committee attended the two recently held AED training sessions. The PC would like to give a vote of thanks to Mrs Holroyd for her on-going support in this aspect and her excellent training. **(12/19).**
Minute to be removed next month.
- 5854 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 invited the school to attend the December PC meeting to present their findings following the

- consultation however the school declined. The school has written a formal response to the PC's letter explaining that they will be holding a stakeholder event on Tuesday 21st January 2020 where the school will invite all their stakeholders to provide their views on how they can work better together to implement their strategic aims, which have been developed directly from the survey responses. The school will hold two sessions from 2.30 to 4pm and 6.30 to 8pm and all councilors will be invited to attend. **(12/19)**.
- 5855 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. Cllr Harmer advised the Clerk to liaise with Frensham PC. **(12/19)**.
- 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)**.
- 5856 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 and from Andrew Smith (WBC) to include in the letter. **(12/19)**.
- 5857 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 Gary Smith. **(11/19)**.
- 5859 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 has contacted WBC and started the process. **(12/19)**.
- 5860 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. The Clerk has written to the chair of EVTC and is awaiting a response. **(12/19)**.
- 5861 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 has instructed Chalice to undertake the works. **(12/19)**.
- 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)**.

5862 Councillor Mathisen raised the issue of parked vehicles on Bonfire Hill. The Clerk has informed the agent. **(12/19). Minute to be removed next month.**

5863 Councillor Snape raised the issue of problematic parking around St James Primary School. The Clerk invited the school to attend the December PC Meeting to discuss this. The school have responded suggesting a meeting with relevant councillors in order to progress speed awareness initiatives. The Clerk will respond. **(12/19).**

5.0 REPORT FOLLOWING THE HUG MEETING HELD 20th NOVEMBER 2019

5864 At the meeting MoD have agree to repair the potholes on the road leading to the DZ. MoD have also agreed to notify the PC earlier regarding planning permission for filming. The PC is mainly concerned with the issue of traffic passing through the village and will write to the MoD proposing times of the day for companies to travel through the village. The Clerk and Cllr Murphy to discuss and draft a letter. **(12/19).**

6.0 REPORT FOLLOWING THE CLERKS MEETING AT WBC HELD 20th NOVEMBER 2019

5865 Clerks from across Waverley met with Tom Horwood and items on the agenda included: CIL, general election, compensatory grant and climate emergency. WBC produced a guidance document on CIL for Parish Councils. Under AOB The Clerk asked why Parish Council have to undertake tree surveys every two years when SCC only undertake a tree survey every three years on school grounds. Officers suggested it was as a result of insurance requirements. **(12/19). Minute to be removed next month.**

7.0 REPORT FOLLOWING MEETING TOWN & PARISH MEETING AT WBC HELD 2nd DECEMBER 2019

5866 Cllr P Murphy, Cllr J Jacobs, Cllr J Mathisen and the clerk attended the meeting. Elstead PC raised the issue of compensatory grant but did not get a positive response from the Leader. However the deputy leader seemed to accept that parishes were in a worse situation than the towns and suggested that their might be an analysis of spending in towns versus parishes. A lot of the meeting was spent discussing the fact that WBC has issued a climate emergency. This impacts the way in which WBC will carry out some of its responsibilities as it seeks to ask its' contractors to work in a more sustainable way. LPP2 will be complete in 2021. This will not affect the E&W NHP timings but there is a chance that our NP may be at conflict with LPP2. The key message that came out of the meeting was that WBC will listen to the towns and parishes and that it is keen to pass over some of its assets. **(12/19). Minute to be removed next month.**

8.0 REPORT FOLLOWING THE ANNUAL SMITHS CHAIRTY HELD 4th DECEMBER 2019

5867 Trustees met and agreed the disbursement of £3,000 of funding. The Smiths Charity had asked that there should be a safeguarding statement in place. Trustees have agreed a statement which the PC approved. The statement is now ratified and the clerk will inform The Smith's Charity. **(12/19). Minute to be removed next month.**

9.0 WBC UPDATE

5868 There was no update as both councillors were unable to attend the meeting for business reasons. **(12/19). Minute to be removed next month.**

10.0 SCC UPDATE

- 5869 Clr D Harmer explained that a number of projects were on hold until after the election. Projects that have been deferred because of the election now may happen e.g. a consultation on libraries and on community recycling centres. **(12/19). Minute to be removed next month.**
- 5870 Clr Harmer reported that he had had a long discussion with Highways and hoped that there might be more monies coming out of central government for bridleways and roads. **(12/19). Minute to be removed next month.**
- 5871 Clr Harmer advised that there has been a seminar at SCC on children's services which have been under close inspection recently. SCC has a new Head of Children's Services and SCC are anticipating making good progress in this area. **(12/19). Minute to be removed next month.**

11.0 NEIGHBOURHOOD PLAN UPDATE

- 5872 NHP Redraft: The redrafted NHP has been received and checked. The Clerk forwarded the amended draft to all councillors for their comments by 13.12.19. All 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. It is expected that the draft will be ready for consultation in January 2020. There has been a slight delay due to the questions coming out of the SEA. **(12/19).**
- 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)**
- 5873 HRA: WBC have confirmed in writing that a HRA is needed. The Clerk has contacted Aecom who have started the HRA process. HRA is part of a free technical support package that the PC has secured. **(12/19)**
- 5874 Members of the NHP SG are meeting with ME of WBC to share the draft with him prior to it going to consultation. **(12/19) Minute to be removed next month.**

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).**
- 5875 Christmas Light Switch On 2019: The event was a great success and more than 270 people attended. The PC would like to note a vote of thanks to Clr J Else for her organisation in the event and to Clr Webster for her excellent management of the musicians and Peggy Tilly for her organising the singers. The PC also wishes to thank Oxenford Farm for the kind donation of the Christmas Tree and the Spar for their donation of £200 towards the refreshments. During the evening residents made donations and it was agreed that half of the donation

would go to the Scouts in recognition of their support for this event. The Clerk to advise the Scouts. **(12/19). Minute to be removed next month.**

5876 Vandalism to Christmas Lights: The lights have been pulled down off the Christmas tree on two occasions and two sets of lights have been damaged. The PC would like to thank DJK for kindly mending the lights. **(12/19). Minute to be removed next month.**

5877 Village sign: Councillors agreed that it should be based on the PC logo that was created for the new village website. The Clerk drafted a funding application letter to the Bilmeir Trust and has just been advised that the funding application has been successful and that the Bilmeir Trust are kindly donating £5,000 to this project. The Clerk to write to thank the Bilmeir Trust. The clerk and Cllr Mathisen have found a variety of companies who make signs - the approximate cost is £5k. Cllr Mathisen has met with Mr Williams to discuss the design and both will visit Shere Forge in the new year. **(12/19).**

5878 Spring Bulbs: Cllr Snape has purchased some snowdrops to be planted next year and some bulbs to plant now. The agreed budget was spent on bulbs and in spending this money OE qualified for 100 free daffodils. **(11/19). Minute to be removed next month.**

13.0 CAW FUNDING APPLICATION

5879 A request from CAW for funding had been circulated prior to the meeting. Councillors have agreed to donate £750 in recognition to the support it provides to a number of Elstead residents. **(12/19). Minute to be removed next month.**

14.0 CCTV

5880 Councillors discussed whether or not to install CCTV at Burford Rec following the recent spate of anti social behaviour. The Clerk provided details on a number of cameras that The Clerk had sourced. Cllr Davidsen has offered to lend the PC a camera as a trial in order to determine whether this should be progressed. **(12/19).**

15.0 APPROVAL FOR RK TO ATTEND HIGHWAYS ACCREDITATION COURSE

5881 Councillors approved the cost of £180 plus VAT for RK to attend a Highways Accreditation course which will allow him to complete vegetation clearance safely. Vegetation clearance has been included in the 20/21 budget. The clerk to liaise with RK and book the course. **(12/19).**

16.0 EER ROTA FOR 2020

5882 The Clerk will circulate the EER rota for 20/21 to councillors following the meeting. Cllr Rees to provide details on what councillors will need to do. **(12/19).**

5883 Councillor Rees to liaise with the village hall with regards EER. **(12/19).**

5884 EER to be included in the January meeting at which point the EER plan will be checked and if necessary, revised. **(12/19).**

17.0 REPORTS AND CORRESPONDENCE

- 5885 A consultation document from WBC on behalf of BT was received asking if the BT phone boxes in the village should be retained. BT had ear marked both for decommission. The phonebox on the corner of Beacon View Road and Thursley Road had recorded zero calls from it whereas the phonebox on the Milford Road near to Broomfield had recorded 73 calls. Councillors were in agreement that the Milford phone box should be retained and the Beacon View phonebox decommissioned. The Clerk to advise WBC. **(12/19).**
- 5886 The up to date playground report has been received. The report highlights that the slide at Burford Lodge rec is slightly buckled. The clerk to seek advice as to whether the slide can be repaired. **(12/19).**
- 5887 The Clerk advised that she had discovered some scrap books with old articles and photographs in them. The Clerk advised that she will discuss with Mrs Davidsen regarding the addition of a history section on the website where such items can be stored. Any councillors seeing articles about Elstead should cut them out and pass them to the Clerk who will scan them. Clr Harmer advised that he would be happy to help scan the older articles for which he was thanked. **(12/19).**
- 5888 A resident contacted the Clerk about the missing bench at Silver Birches Way. The Clerk advised that a memorial bench was due imminently. **(12/19). Minute to be removed next month.**
- 5889 A request was received from Scope concerning the installation of a textile bank(s) in Elstead. The Clerk responded by advising that there was no available space and that the PTA currently runs a textile collection once termly funds from which go to support the school. **(12/19). Minute to be removed next month.**
- 5890 There were three queries regarding the cemetery. **(12/19). Minute to be removed next month.**
- 5891 The clerk advised that the fence at the cemetery needed some reparation which Councillors agreed to. The Clerk to advise RK. **(12/19).**
- 5892 The clerk advised that due to the additional rows having been added in the cemetery it would be nice to add a further bench. Councilors agreed to this. **(12/19).**
- 5893** The clerk advised that the AED machine was successfully used in Westhill. The Clerk to order replacement pads. **(12/19). Minute to be removed next month.**
- 5894 The clerk received a query from a resident regarding hospital transportation which the clerk referred to Help in Elstead. **(12/19). Minute to be removed next month.**
- 5895 The Clerk had asked for a number of pavements and streets to be cleaned. WBC no longer follow a schedule instead the clerk contacts WBC who send someone out to assess the road and determine how urgently it needs cleaning. WBC shared a 60 page document on the process. **(12/19). Minute to be removed next month**
- 5896 The clerk received information regarding 'wonderful village photo competition. The top prize being £1,000 for the winning communities' village hall. **(12/19). Minute to be removed next month.**

5897 The Clerk advised that SCC have decided to remove the recently installed car parking charges at rural locations. Charges will be removed from April 2020. Pay machines will remain in situ in case anyone wishes to make a donation. **(12/19). Minute to be removed next month.**

5898 The Thursley Road Rec does not appear to be registered. The Clerk to contact the PC's legal advisers to seek advice on how to register it. **(12/19).**

18.0 ACCOUNTS FOR PAYMENT

ACCOUNTS FOR PAYMENT - DECEMBER 2019

Payee	Cheque no	Purpose	Amount
Smiths Charity	3994-4021	Annual Smiths Charity	£3,000.00
Juliet Williams	4022	Expenses stamps and working from home, mileage	£54.50
Richard Knight	4023	various	£568.43
Elstead Village Hall	4024	PC mtg hire of hall 9.12.29	£17.50
SSE	4025	Burford Lodge	£41.80
David Else	4026	Items for Our Elstead Light Switch on event	£38.43
Di Snape	4027	Drinks for OE light switch on event	£8.00
Richard Knight	4028	Woolfords lane - cemetery attendance	£30.00
Citizens Advice Waverley	4029	Donation	£750.00
John Mathisen	4030	Our Elstead Expenses	£147.93
Di Snape	4031	Our Elstead Expenses	£95.31
Juliet Williams	4032	December salary	£944.43
			£5,696.33

20.0 MATTERS RAISED BY MEMBERS

5900 Cllr Mathisen raised the issue of the road surface at Fulbrook Lane near the junction with the Farnham Road. The Clerk to report it. **(12/19). Minute to be removed next month.**

5901 Cllr Jacobs raised the issue of FP 104. Councillors believe that Sandford Brook may need clearing. The clerk to follow this up. **(12/19). Minute to be removed next month.**

Meeting closed at 9.45 pm