

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 21st September 2020 at 7.30pm
Virtual Meeting via Zoom

Attendees:	Cllr P. Murphy (Chair)	Cllr R. Rees	Cllr R. Gardner
	Cllr J. Mathisen	Cllr D. Snape	Cllr S. Reynolds
	Cllr J. Webster	Cllr L. Davidsen	
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

6387 A resident presented the PC with an overview of community led gigabit broadband. The presentation detailed six options that would be available. The resident was thanked for his presentation. The resident to forward the presentation which will be uploaded to the website and form an agenda item in the October meeting and information to be placed in the EVN. **(09/2020) Minute to be removed next month.**

6388 Cllr J. Else drew the PC's attention to the good work that The Elstead Food Bank were achieving and highlighted their Winter Appeal for food and toys. The PC resolved to discuss this under agenda item 22. The clerk was asked to write on the PC's behalf expressing its gratitude for the work being undertaken. **(09/2020) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6389 Apologies were received and accepted from Cllr J Jacobs who was unable to attend for business reasons. **(09/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6390 Cllr P Murphy advised that he was Chairman of the TRRT and Cllr Rees is also a committee member of the TRRT. No other councilors declared 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 2018. **(09/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th JULY 2020

6391 The minutes of the Parish Council meeting held on 20th July 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(09/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 1st SEPTEMBER 2020

6392 The minutes of the planning meeting held on 1st September 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(09/20). Minute to be removed next month.**

5.0 MATTERS ARISING

- 6393 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th March 2020. The local committee unanimously found in favour of the two diversions. The Clerk has written to SCC Countryside who replied explaining that the existing temporary closure will have to be extended until such time as social distancing is relaxed. Once everything is back to normal the diversion order will be made and there will be a formal consultation period. If objections are received during this period and cannot be resolved SCC will have to refer the order to the Secretary of State for determination. Determination can take the form of written representations, formal hearing, or a Public Inquiry. If there are no sustained objections, SCC can confirm the order and the footpath will have been legally diverted (although works may have to be carried out to make the new route suitable for the public). Cllr Mathisen suggested that the Environment Agency had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. Cllr Mathisen suggested that Ian Fowler, SCC, might be able to provide a contact for EA. The Clerk to contact Ian Fowler. There was no further update. **(09/20)**.
- 6394 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 has received a response from SCC Highways saying that the chevron will be reinstated once once the trees around the chevrons marked with paint have been removed. SCC Highways will look at adding more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way and this will be completed in the new financial year. The clerk has contacted Adrain Selby to ask for an update. The clerk has also reported the damaged chevron on the bend by Withybridge House. -The clerk sent a list of all outstanding highways work to Cllr Harmer. SCC responded on 2.7.20 to advise that vegetation will be cut back and that the chevrons are on order. The missing chevron at the triangle will be replaced once all the marked trees have been cut. The clerk has chased and there is no further update. **(09/20)**.
- 6314 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' training has been delayed due to lockdown measures. The clerk advised that she had received an online session and suggested this might be an option for Cllr Reynolds. The clerk to ask Mrs Davidsen and arrange if agreed. **(07/20)**
- 6045 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. There was no further update on this at the March meeting. **(03/20)**.
- 6395 VAS: 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 has received an email from the Frensham Clerk explaining that SCC have some spare VAS machines that come with brackets and battery that they are happy for each village to have on a long term loan and SCC will install them and move them on the parish's behalf. Each Parish must have insurance cover, a point of contact and purchase two padlocks for SCC to be able to attach to each machine. SCC will then look to schedule a regular day to swap all VAS positions with the respective villages. Councillors approved this and the clerk to advise Frensham PC. The

cost of a replacement battery is £35 and the uplift on the PC's insurance is c £20. The Clerk has contacted Peter Harris (SCC) who is in charge of the project but has not had a response as he has been seconded to the Police. **(09/20)**.

6047 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority.* Cllrs agreed that the PC should write a follow-up letter as the letter from Mr Oliver did not answer the points that the PC made. Cllr Murphy has drafted the letter and the clerk has confirmed that the letter has been sent. **(04/20)**.

6396 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. WBC have now contacted the PC and asked for a copy of the Heads of Terms and map so that they can be sure they have the correct version. The clerk has forwarded the documentation. The leases are being prepared and the PC is now waiting for this to be approved by the Executive. The clerk has followed this up again but WBC cannot confirm when this will be approved by their executive. **(09/20)**.

6397 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. Cllr P Murphy discussed with SCC the Highways Accreditation course and SCC have advised that having this would allow RK to work at the Highways edge. The Clerk has reserved a place in principle however there will be no courses until after social distancing measures for training have been relaxed. The clerk to confirm a new training date – action carried over. **(09/20)**.

6398 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. A family have approached the PC offering to give the PC a bench for the cemetery. The PC have agreed that this would be very kind and have thanked the family for the donation. The bench has been delivered to the cemetery and RK will set it in concrete. **(09/20)**. **Minute to be removed next month.**

6399 The Thursley Road Rec does not appear to be registered. The Clerk has contacted the PC's legal advisers to seek advice on how to register it and they have replied saying that they will need a copy of the title deeds etc which the clerk does not have. The clerk has forwarded part of the Rec Trust's deeds to the PC's legal representatives to see if this would be acceptable as proof of the PC owning the land. Hedleys (lawyers for the PC) have confirmed that the cost for undertaking this legal work is c£750 which the PC approved under its powers of Parish Property and Records. The clerk has sent details of the SSE waylease agreement to Hedleys and has asked Cllr Harmer for a contact at SCC in order to see whether

the PC's ownership is recorded on the SCC commonland register. Councillors discussed whether the PC should register half the road as well but it was agreed that only the grassed area would be registered. Cllr Mathisen declared an interest in this item. Cllr Mathisen said that more works were required on Beacon View Road and that residents would probably expect the PC to fund the cost in front of the sports field frontage. Other councillors considered that there was not a strong case for this as the main use of the road was by the residents. The matter is still with the legal team. **(09/20)**.

6054 Footpath across Marcus's Triangle: The PC been 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. Notices were seen advertising that works were due to start w/c 20th January however the PC had not received a definitive statement concerning the ownership of the land. The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr R. Cooper (RC) SCC and discussed the safety concerns and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and RC had written to the Clerk confirming that SCC would support this option on the condition that WBC enforcement provided written support. Cllr Murphy had met by chance a number of people onsite from Thakeham and SCC who were assessing the proposed alternative route. SCC are trying to establish if there are S106 monies to fund a cycleway between the village and Water Meadow Place. **(03/20)**.

6400 LAP at Water Meadow Place (WMP): The Clerk and Cllr Murphy had visited the proposed site for the LAP. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. Cllr Jacobs, The Clerk, Mrs Davidsen and Cllrs J and D Else met with planning enforcement officers to discuss the proposed LAP as well as The SANGS (specifically the boardwalk following the recent flooding) and the fact that some properties appeared to be inhabited prior to the January hand over date. Planning officers listened to concerns and agreed to look into whether there have been any breaches. The issue of the footpath around the triangle was discussed and it was agreed that WBC would liaise with SCC over the deferment of the proposed works due to begin on 20th January 2020. Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) on 12th February and walked FP64 and surveyed the proposed LAP at Water Meadow Place. WBC need to check the legal situation regarding the obligations of the developer to build a footpath and whether there is the possibility of the developer improving FP64 as a link to the village rather than the proposed footpath around Marcus's Triangle. WBC to also investigate the legal obligations relating to the provision of a LAP at Water Meadow Place as this condition has been discharged. There has been no response from WBC and the Clerk has followed this up on several times since. Councillors agreed that if there was no response from WBC then it would need to make a formal complaint. The enforcement report has finally been issued but the report is most unsatisfactory. Cllr Rees asked which authority held the local authority to account. The clerk reminded them that individuals may take up concerns with the local ombudsman. Cllr Reynolds suggested that the PC should write to Jeremy Hunt (JH) about this failure. As agreed by councillors the draft press release was sent with an accompanying letter of complaint to both Clarion and WBC. Clarion have responded by saying that the letter of complaint has been referred to their complaints division. Cllr J Else sent a copy to Jeremy Hunt and The clerk sent a copy to The Farnham Herald. So far it does not appear to have been featured and the clerk will continue to prompt. A meeting has been scheduled with Zac Ellwood Head of Planning, and Cllr Macleod Portfolio Holder, WBC. Jeremy Hunt has been very supportive. **(09/20)**

- 6401 BW69 remedial repairs: The clerk followed this up again on 9/6/2020 but there has been no response and SCC's target completion date of March 2020 has now slipped. SCC Countryside were waiting on SSI consent. An email was received from SCC countryside asking for NE and MoD contacts in order for the works to be approved which the Clerk supplied. SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway between Elstead and Milford. The clerk has not had a response from SCC Countryside since 15.04.2020 despite emailing on numerous occasions however it is understood that the surveys for Ne have yet to be completed. The works are still scheduled and SCC has confirmed it has captial funding in place (£1.6m for 2 years). **(09/20).**
- 6402 Henry Smith Charity: Of the £2k additional grant, £500 has been given to HiE to help with costs associated with volunteers helping clients during COVID-19. Trustees were emailed and confirmed their support for this use of funds. The clerk has contacted HiE prior to the September meeting but at this stage HiE had no formal request for any additional money. The clerk to ask Trustees if they will agree to a donation of £1,000 for Elstead Food Bank. **(09/20).**
- 6083 EER plan: need to identify the intent and refresh the plan. This will be looked at once the response to COVID-19 has been determined and is up and running. **(03/20).**
- 6403 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion on several occasions. The boardwalk is now in a very poor state. The boardwalk ends in the middle of nowhere and is not suitable for pedestrians particularly young children. In addition there are no mown paths in the SANG as per the original plan and Cllr Davidsen was concerned about the creaking and cracking sound of the boardwalk. Further around from the SANG there is a semi constructed wooden bridge which has been in this half finished state for several months. Cllr Murphy has contacted The Land's Trust who have advised that Thakeham and Clarion should have completed all outstanding items by w/e 24th July. Further correspondence has been sent to WBC enforcement, The Land Trust over the poor condition of the land. **(09/20)**
- 6216 A resident asked what the rules were regarding the grazing of horses on public land. A reference as made to the horses that are being grazed outside Westbrook. Cllr J Else advised that WBC had served notice that the horse should be removed within a given number of days. **(05/20). Minute to be removed next month.**
- 6404 Following the Annual Playground Inspection report (April 2020) The Playground Inspection Company had stated that any works noted as 'low risk' do not require immediate attention. It was agreed therefore that if the proposed wetpour work at the Croft was deemed low risk repairs would not be undertaken given that the area is subject to a current planning application. The clerk has written to Kompan stating the PC's disappointment at the costs to do the repairs given that this is Kompan equipment. A meeting with the Kompan Account Manager has been arranged. Remedial repairs will be completed w/c 21.09.2020 by Kompan and the clerk is still arranging the paint works with Paintics. **(09/20).**
- 6326 The Croft bin: It was highlighted that one of the bins should be replaced as it was showing signs of corrosion. Councillors agreed that there was only the need for one bin in that play area and RK has removed the damaged bin. **(09/20). Minute to be removed next month.**

- 6405 Village sign poll: The clerk reported that the new sign has been delivered. 1st Call Trees to remove some lower branches in order for the sign to be installed and visible. **(09/20)**
- 6257 Cllr Gardner advised that there are a number of cars parking at the end of Hookley Lane. Cllr Mathisen has contacted the HUG committee to see if appropriate signage can be installed. **(06/20) Minute to be removed next month.**
- 6406 PIR Defibrillators: The clerk has consulted with DJK who have provide revised pricing for the PIRS. The PIR will cost £103 each less than the original estimate. The PC approved this using its powers following the Defibrillator Availability Bill. The PIR have been installed but the positioning of the one at Thursley Rec does not look very robust. Signage delayed as the new road name will generate a new postcode for the defibrillator at Burford Lodge Rec and it would cost the PC +£25 to do this sign separately. The clerk is still waiting for the postcode to be generated. **(09/20).**
- 6332 Changing EVTC road sign: The clerk explained that the name 'Burford Lodge Recreational Ground' would be added to the top of the existing EVTC sign. 2 designs were circulated to councillors. It was agreed that the preferred option was a green border and the name of the rec in black. The clerk to advise EVTC. **(07/20).**
- 6407 Cllr Jacobs advised that there was no fence on the VM land adjacent to the PC land and asked whether RK could suggest a simple solution. RK has erected a 2 strand barbed wire fence and to date there have been no horses reported on either Burford Lodge rec or on the footpath in between the field and the allotments. **(09/20). Minute to be removed next month.**
- 6305 A resident raised the issue of parking around Springfield. A large number of cars are being parked and left on verges. Others agreed and stated that there seemed to be a proliferation of vehicles being parked up in lay-bys and on the village green. Cllr D Else advised that he had written to WBC officers about the matter on 20th July as the vehicles in Springfield are parked on WBC land. Cllr Murphy advised that if vehicles are taxed and parked on highways land there is nothing that can be done. One of the vehicles that is parked on a highway does however hinder drivers' line of sight and the clerk has reported it to 101. **(09/20). Minute to be removed next month.**
- 6408 Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC has written a letter to those residents who are affected explaining that SCC would like to send a camera to explore the pipework with a view to resolving the problem. The Clerk to advise IF once residents have confirmed that SCC can survey the pipe from their land. Cllr Mathisen questioned whether the open ditch into which this pipework feeds was on IF's map. A few outstanding residents have yet to be contacted and once they have been approached the clerk to contact IF. **(09/20).**
- 6409 Cllr Murphy and the Clerk met with Will Bravery and Clive Sturgess (WBC) to look at the culvert at Burford Lodge Rec which caused all serious flooding problems during the winter. It is thought that the blockage occurred on WBC land. RK has made a replacement grill to go over the manhole entrance which was funded by WBC. WB and CS have proposed that a camera should be sent down – the clerk to follow up on this as there has been no feedback. **(09/20)**

- 6410 Cllr Murphy and the clerk showed WB and CS the damaged fence to the rear of Hazelwood. The clerk has subsequently reported this to WBC Housing who have arranged for it to be repaired and the gate to be locked. A completion date has not been provided by WBC. **(09/20)**.
- 6339 Cllr Murphy and the Clerk attended a zoom meeting with Tom Horwood (TH) following the issuing of the Parish Council's Official Letter of Complaint to WBC regarding the Water Meadow Place enforcement. Cllr Murphy and The Clerk raised a number of concerns and TH took detailed notes. Since the meeting there has been some very rapid response from WBC! There is no date as to when WBC will respond to the letter of complaint. **(07/20)**.
- 6411 Debriefing meeting on response to Thursley NNR fire: Cllrs Murphy, Rees and The Clerk attended along with Cllrs J and D Else and representatives from Thursley PC, SCC, WBC, Police, Surrey F&R. Cllr Rees felt that it was a disappointing meeting as it felt that everything was being pushed back to the PC's whereas from our perspective it should have been better managed and led by SCC and WBC. Cllr Murphy noted the main issue being the breakdown in communication and that the PC could only post facebook updates obtained from the police standing on duty by Woolfords Lane. Cllr D Else noted that the debrief referred to Sunday but did not refer to the start of the incident which was Saturday when a number of Elstead residents were evacuated. Cllr J Else has sent a message in the strongest terms asking for this to be put in front of WBC's Scrutiny and Overview Committee. Cllr Mathisen stated that there will always be fires on the common and that decent fire breaks are required. Cllr Harmer agreed in that to aid the regeneration of the common a fire is 'needed' every 8-10 years. A formal report following this debrief has been circulated. Cllr Rees stated that there has been no engagement or follow up (an action that was agreed), The clerk to chase. Cllr J Else questioned the depth of the role that WBC are expecting Parish Councils to undertake in emergencies and explained that she would push for the debrief to go to the scrutiny committee. **(09/20)**
- 6412 The road leading to Burford Lodge Recreational Ground: Gala Lane received the greatest number of votes from residents and this has been formally submitted to WBC. WBC will need to be consult on the name internally before it can be formally adopted. **(09/20)**.
- 6413 CCTV: Following the spate of break-ins around the Burford Lodge rec area the PC along with representatives from the EVAA, The Sharks and The EVTC met with Absolute Security to discuss CCTV camera options. Since meeting with Burford Lodge user groups the EVAA have decide not to be included in the project as the committee does not want to be responsible for an electricity supply however the clerk will ensure that EVAA are aware of continuing discussions. Councillors discussed the project and the majority agreed that the PC would consider funding the three cameras on the carpark and The Sharks and EVTC would pay for their own cameras. The clerk asked Absolute Security for funding options but they did not know of any. Cllr Murphy and the clerk met with EVTC and the Sharks and presented the broken down costs: £4,200 for the three cameras in the car park plus receiver and image recorder (PC to fund), £633.50 from each user for their individual cameras. Both user groups were able to support these proposals. The PC supported the proposal in principle although one councillor was against it due to the cost. The clerk has met with a second supplier and is due to meet with a third supplier w/c 21st September. The quotes to be assessed in the October meeting. **(09/20)**.

6414 Pitch treatment: Elstead Sharks on behalf of the PC commissioned a pitch survey which proposed a lot of work at both recs at a cost of £10,000. All the treatment work is complete. The sharks, Football Foundation and Elstead Cricket Club have all donated funds towards the work which the PC has accepted under its powers to accept gifts (Local Government Act 1972 s.139). Further remedial work will be likely in Spring 2021. **(09/20). Minute to be removed next month.**

6358 A cyclist was injured as a result of dangerous parking near the green. Councillors discussed various ideas that had been submitted by residents. Councillors noted that all proposals had serious draw backs. Councillor Mathisen asked whether H bars could be added to the corners of the green. The clerk to ask SCC Highways. **(07/2020)**

6415 Biffa PC Contract: The clerk advised that Biffa are emptying the PC owned bins but they have not invoiced the PC for this work since they took over from Veolia in Autumn 2019. The clerk has chased this on a number of occasions with reminder being sent on 14th July and subsequent reminders thereafter. **(09/20).**

6.0 REPORT FOLLOWING MEETING WITH ST JAMES PRIMARY SCHOOL HELD 25th AUGUST 2020

6416 Cllr Murphy and Cllr Snape and the clerk attended a meeting with Mrs Elliott and Mrs Cook (Co Chair of Governors). Cllr Murphy had explained that having advertised the space in the Pavilion, Rainbows Nursery had successfully applied and would be using the former Peter Pan Preschool room from 1st October for their two years old and under. The school had explained that they wished to provide continuity of education for children moving from nursery to primary school, to engage with vulnerable families at an earlier stage and to prevent children from seeking schools outside of the village. The school advised that there would like to open a preschool however they were waiting for SCC Early Years to confirm that the data on pre-school age children supported two preschools in Elstead. The school were drafting a CIL application to seek funding to demolish the existing lodge and rebuild it as a nursery. The estimated cost of the works is £230k. The school had asked if the PC would support their bid. The PC had explained that it would need to be satisfied that there was sufficient demand for two preschools in the village and could not be seen to be supporting one at the expense of the other. Traffic was also discussed and the school has forwarded a Travel plan which has just been received. Mrs Cook explained that the Early Years data was still not available so the school had submitted a CIL application in order to meet 18th September deadline. Mrs Cook also advised that Mrs Elliott and Mrs Busa (owner of Rainbows) had met last week and had discussed the plans. Mrs Cook explained that the school had a very close relationship with Rainbows and that the school would not be interested in taking under two year olds. A follow up meeting with the school to be arranged. **(09/2020). Minute to be removed next month.**

7.0 REPORT FOLLOWING PLANNING REGULATION CHANGES MEETING WITH WESTERN VILLAGES HELD 25th JUNE 2020

6417 Cllr Jacobs attended the meeting but as she was absent the update to be deferred to the October meeting. **(09/2020). Minute to be removed next month.**

8.0 REPORT FOLLOWING MEETING WITH THE BURFORD LODGE USERS GROUP HELD 14th SEPTEMBER 2020

6418 The group had been initiated by Helen Page. The first meeting discussed if it would be possible to extend the car park, accessibility (it was agreed this would be made clearer with match/training details being shared to user groups), request to have some of the greenery cut back to aid parking, an abandoned vehicle to be reported, EVTC to feedback to their parents about walking not driving, security lighting, access via the Backland. All members felt that it was a very useful meeting and a follow up meeting to be held on 2nd November. **(09/2020). Minute to be removed next month**

9.0 REPORT FOLLOWING MEETING WITH THE WESTERN VILLAGES HELD 21st SEPTEMBER 2020

6419 The update meeting was attended by Cllr Murphy. The pavement outside of The Spar is scheduled to be resurfaced and has been included in 21/22 budget. Hannah Gutteridge (HG) advised that she still had funding for the long standing Elstead – Milford cycleway upgrade. Cllr Harmer advised that he also wanted to look at an Elstead – Farnham cycleway. HG advised that she has a budget of £1.6m but the main issue was trying to find people who were available to undertake the work. Cllr Mathisen asked what the budget for the cycleway was as the main concern is which surface material is the most suitable for both horse riders and cyclists. Cllr Mathisen also advised that proper signage was required which would direct people to encourage them to stick to the route and have regard for other users. **(09/2020). Minute to be removed next month.**

10.0 WBC UPDATE

6420 There was nothing to report. **(09/2020). Minute to be removed next month.**

11.0 SCC UPDATE

6001 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. **(02/20)**

6003 There have been further discussion regarding the the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**

6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

6421 Cllr Harmer advised that the damaged chevrons should be added to the Lengthsmenscheme project list. The clerk to update. **(09/2020). Minute to be removed next month.**

6422 Cllr Harmer advised that County Hall needs to be empty by Christmas 2020. **(09/2020). Minute to be removed next month.**

12.0 NEIGHBOURHOOD PLAN UPDATE

6347 NHP Redraft: The Reg 14 consultation started on 13th March. Originally it was due to run for the statutory 6 weeks but this was extended to an 8.5 week consultation to take into consideration 'lockdown' and the consultation closed on Friday May 8th. There have been around 230 responses as well as c 30 representations that were sent directly to the clerk. **(09/20). Minute to be removed next month.**

6423 NHP SG Meeting: The SG has reviewed every comment and suggestion as a result of the Reg 14 consultation, Nexus has forwarded the amended draft to E&WNHP SG for checking prior to its' submission to WBC under the regulation 15 arrangement. **(09/20). Minute to be removed next month.**

6424 In light of the letter of intent from WBC regarding the proposed partial redevelopment of Springfield, which would result in a new gain of c 18 dwellings, the NHP SG has agreed that the housing allocation section of the draft NHP will need to be reconsulted. This will involve a review of the current three Green Belt sites. The consultation period is likely to be 6 weeks. Thereafter the plan can be submitted for regulation 15. Councillors supported this decision. **(09/2020).**

6425 Following the presentation by VAM their site will have to be assessed by Aecom. A second site that has been put forward at Kingsmead and this will also need to be assessed as will the WBC proposed site at Springfield. **(09/20).**

6349 Cllr Murphy advised that Thames Water had responded to the consultation stating that no surface water should be directed into the main sewer. Cllr Murphy commented that in individual planning applications Thames Water routinely respond saying that water can be directed into the sewer if there is no practicable alternative. Cllr Murphy has written to Thames Water seeking clarification and Thames Water have now submitted acceptable wording for inclusion in the NHP which reflects their current policy. **(09/20) Minute to be removed next month.**

13.0 ELSTEAD EMERGENCY RESPONSE (EER)

6350 EER Update: The EER committee is now meeting fortnightly to understand the needs of the client and volunteer community. The EER continues to support c. 10 clients per week with shopping needs and trips to the pharmacy. Councillors agreed that the telephone should stay live until the end of December at a cost of £53.94 per month. Cllr Rees explained that the response would be reviewed as and when the situation changed. **(09/20)**

14.0 PRESERVE OUR RESERVE (POR)

6271 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. Councillors agreed to the proposal that the clerk should apply for this money to be used for information boards at The Moat car park. **(06/20).**

6340 CIL Funding: Cllr Murphy, The Clerk Cllr Mendelssohn (Thursley PC Chair) and Elaine Felton (Thursley Clerk) attended a joint CIL meeting with Marissa Nash and Ciaran Delaney (WBC). WBC has a fund of £600,000 for CIL projects. Ideas for two possible CIL projects were raised during the meeting; a) to use CIL funding to match POR funding to help restore the reserve b) to use CIL funding to complete the cycle way between Elstead and Rodborough. WBC were very supportive of project a) as it would benefit a number of communities within Waverley and had both sustainable and environmental attributes. Project b) was also a possibility but the lead must come from SCC. Cllr Murphy has written to SCC Countryside to ask them to support this initiative however no response was received. Project a) CIL application has been submitted before the 18th September deadline. **(09/20).**

6426 POR meeting: a meeting was held at the end of August. Caroline Hebard has joined the committee. At the meeting it was agreed that £20k should be released to support the CIL

application with the remaining funds kept back to support future applications. Councillors supported this decision. NE supplied a breakdown of the estimated project costs for the meeting. The boardwalk has been divided into 4 sections to make it easier to breakdown into sections in order to secure funding. **(09/2020). Minute to be removed next month.**

6427 The POR committee received an update on the volunteer efforts. A separate volunteer committee of 120 volunteers has been set up which is being headed up a chair and two other individuals. It was agreed that the volunteers should have access to up to £2k from the POR fund. The Elstead clerk would order items in order to be able to reclaim the VAT. Councillors were in agreement with this decision. **(09/2020). Minute to be removed next month.**

6428 Volunteers insurance: NE are not allowing working groups onto the heath for covid reasons therefore at the moment POR volunteers are working as 'wardens'. Councillors asked if the volunteers were covered by insurance. The clerk to look into this matter. **(09/2020).**

15.0 OUR ELSTEAD UPDATE (OE)

6353 The first meeting since lockdown took place on 25th June 2020. OE have decided to focus on litter issues with an idea of targeting EER volunteers to help tidy up the village. Cllr Webster to create a poster. Cllr Rees advised that EER volunteers cannot be mailed about this without their permission first. **(07/2020)**

6012 Village Wide Fete: Discussions have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20).**

6429 Village sign: Councillors agreed that it should be based on the PC logo that was created for the new village website and the Billmeir Trust have kindly donated £5,000 to this project. The design is progressing and a dummy of the sign has been made to determine where it will go. Once agreed planning and Highways will need to be informed. It is hoped that the sign will be in situ for Christmas 2020 and designs are due in early August 2020. The forger has delayed sending designs despite being contacted on a number of occasions. It was agreed that an alternative forger should be sought. **(09/20).**

6430 Planters: Cllr Snape was thanked for her active role in managing the planters. Planters are due to be removed at the end of October. Cllr Snape and The clerk asked whether it was not possible to keep the planters in situ and fill with winter colour as a way of cheering up the village at this difficult time. Winter planters to be discussed at the next OE meeting. **(09/2020).**

6431 Christmas Tree: Cllr Mathisen advised that there would still be a Christmas tree although the light switch on event would be very different this year in view of social distancing. **(09/2020)**

16.0 UPDATING THE VILLAGE DESIGN STATEMENT (VDS)

6432 Cllr Jacobs is absent so VDS to be deferred to the October meeting. **(09/2020). Minute to be removed next month.**

17.0 CEMETERY REVAMP

6433 The clerk had advised that the cemetery needed more care and attention. Cllr Snape and RK have completed much of the cemetery revamp work and the cemetery looks much improved. The clerk advised that more jobs had been completed and councilors agreed under their powers to maintain cemeteries (Open Spaces Act 1906, sections 9 and 10) that a further £150 could be spent on spring bulbs. Cllr Snape and RK were thanked for their hard work. **(09/20)**.

18.0 SHARKS TRAINING SESSIONS

6434 Sharks Training: Following the success of the portable floodlights more sharks teams would like to train. The parish Council agreed that the sharks could trial training on four nights of the week rather than three, as at present, however it must consult with those properties neighbouring Burford Lodge Rec about the extra session. If there are no complaints the PC will be happy to extend the floodlight agreement. The clerk to advise the sharks. **(09/2020)**.

19.0 ROW REMEDIAL WORKS

6435 Cllr Reynolds walked along the ROW in Elstead and reported that all were accessible. **(09/2020). Minute to be removed next month.**

20.0 TREE WORKS TO VILLAGE GREEN

6436 The clerk advised that the bi-annual tree survey seeks to check the health of a tree and not the esthetic appearance. It has been noted that the three trees on the village green as well as on the land in front of the dentist and former DIY store are rather overgrown. 1st Call have submitted a quote for £768 incl. vat which councillors have approved under their powers to plant trees and shrubs and maintain roadside verges (Highways Act 1980, s96). As this falls within the conservation area 1st Call to submit an application to undertake the works to WBC. It will take 6 weeks for the application to be approved. **(09/2020)**.

21.0 CLOCKHOUSE FUNDING

6437 Cllr Webster advised councilors that following the recent AGM she had received a formal letter of request from The Clockhouse. The Clockhouse have a number of projects that they need to do including replacing the gas oven, fixing automatic doors and installing new boiler. The Clockhouse did not receive a grant for WBC of £26,500 for the second half year funding even though it was able to operate a pared down service during lockdown and has since reopened a café. Councillors agreed that The Clockhouse should receive a donation of £1,500 which the PC is giving under its powers of charity (Charities Act 2011 ss298-303). Cllrs Murphy, Davidsen and Reynolds declared an interest in this item and were excluded from the vote. **(09/2020)**.

22.0 SMITHS CHARITY FUNDING

6438 Smiths Funding: £1.5k still remains from the additional funding that was awarded to Elstead. It was agreed that the Clerk should approach HiE to ask if they require further funding and to approach Trustees to confirm if they will support a donation to Elstead Food Bank. **(09/20202)**.

23.0 UNITARY AUTHORITY

6439 Councillors discussed briefly the benefits of a unitary authority versus 2 tiers of government. It was felt that two tiers does cause issues especially with flood response and highways problems. SCC have submitted a plan for a single unitary authority and emergency for the whole of Surrey. It was resolved to wait to see the detail in the white paper due October 2020. **(09/2020) Minute to be removed next month.**

24.0 FINANCE

6440 The clerk has shared papers with councilors before the meeting. The clerk advised that at c 50% time gone c. 50% of the allocated budget had been used. All reconciliations are up to date and balance and have been signed off. The clerk advised that some monies were still due including VAT reclaim and donations towards the pitch works. At 50% time gone income was £87,339 (actual) v £88,619 (budget) and expenditure was £36,282 (actual) v £86,679 (budget). The balance of the deposit account which is being used solely for POR donations is £40,100. **(09/2020) Minute to be removed next month.**

6441 The Clerk noted that £18,600 had been moved from the deposit account into the current account as the deposit account was being used for POR donations. The clerk was asked to find another savings account in order to keep this separate. **(09/2020)**

25.0 REPORTS AND CORRESPONDENCE

6442 The clerk advised that the three defibrillators had passed their annual service. The cost was £396 which councillors had agreed. A reduction was given because all the defibrillators were serviced in one location. The clerk advised that a replacement battery had been purchased for £216 which councillors agreed. Expenditure was agreed under the Defibrillator Act. A vote of thanks was given to Joan Holroyd for facilitating the service and replacing the battery. **(09/2020). Minute to be removed next month.**

26.0 ACCOUNTS FOR PAYMENT – SEPTEMBER 2020

6443 The following cheques were presented for payment:

28.0 MATTERS RAISED BY MEMBERS

6447 Cllr Davidsen advised that Lex farm was likely to be sold. There has been a lot of activity clearing the vegetation. Cllr Davidsen to advise the clerk if any trees get cut down. Cllr Murphy advised that the dwelling was within 400m of the SPA and that NE prohibited development within 400m of the SPA. **(09/2020). Minute to be removed next month.**

Meeting closed at 10 pm