****

**ELSTEAD PARISH COUNCIL**

**Minutes of Meeting**

**Monday 19th October 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 Cllr J. Jacobs**

**Mrs J. Williams (Clerk)**

 **PUBLIC QUESTION TIME**

6448 There were no questions from any members of the public. **(10/20). Minute to be removed next month.**

**1.0 APOLOGIES FOR ABSENCE**

6449 There were no apologies. **(10/20). Minute to be removed next month.**

**2.0 DECLARATIONS OF INTEREST**

6450 No councillors 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. **(10/20). Minute to be removed next month.**

**3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st SEPTEMBER 2020**

6451 The minutes of the Parish Council meeting held on 21st September 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(10/20). Minute to be removed next month.**

**4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st SEPTEMBER 2020**

6452 The minutes of the planning meeting held on 21st September 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(10/20). Minute to be removed next month.**

**5.0 MATTERS ARISING**

6453 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 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. **(10/20)**.

6454 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 Clr 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. **(10/20).**

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). Minute to be removed next month as covered under agenda item 24.**

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).**

6455 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 have been approved by the Executive and it is now with the WBC legal department. Due to a backlog of work as a result of COVID restriction a completion date has not been confirmed  **(10/20)**.

6456 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 been booked RK onto a course on 27th October 2020. **(10/20).**

6457 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 councilors considered that there was not a strong case for this as the main use of the road was by the residents. The clerk has contacted Hedleys, the PC’s lawyers, to push for progress. **(10/20).**

6054 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 about the proposed route 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 have confirmed that they will carry out the upgrading. **(10/20).**

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. Clr 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. **(10/20)** **Minute to be removed next month as covered under agenda item 8.**

6458 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 capital funding in place (£1.6m for 2 years). There has been no further update on a date for the works.  **(10/20).**

6459 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. Trustees have approved a £1,000 donation to the Food Bank. The first cheque was returned unpresented and a subsequent cheque has been raised and will be paid into the St James PCC account which is being used for Food Bank donations. **(10/20). Minute to be removed next month**

6460 EER plan: need to identify the intent and refresh the plan. This will be looked at by Cllrs Rees and Snape. **(10/20).**

6461 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 is not suitable for pedestrians particularly young children and is inaccessible by wheelchair users. 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. 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. The poor condition of the SANG was discussed in the meeting with WBC at water Meadow Place on 16th October 2020 and a follow up meeting has been arranged with the Land Trust on 4th November. Cllr D Else and John Bennett, Planning Enforcement, WBC will attend. **(10/20)**

6462 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. All items on the report were found to be low risk. 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 for 23rd October 2020. Most remedial repairs were completed w/c 21.09.2020 by Kompan however 4 x sets of swing chains needed to be returned (were not required) and in addition Kompan had supplied 1 x set of swing chains in the incorrect length. The clerk is still resolving the issue of whether the spika (item cannot be lubricated, the whole top needs replacing) and spire net (movement detected by inspector but Kompan state that the item should move) need remedial work. The clerk advised councillors that the cost to tighten the spire net was £1,000 and to replace the top of the spika £810. In view of the issues with the chains Kompan were offering to provide the podium of the spika foc (actual cost £260). The clerk is still arranging the paint works with Paintics. **(10/20).**

6463 Village road sign poll: The clerk reported that the new road sign has been delivered. 1st Call Trees are undertaking tree works on 11th November after which RK will be able to install the signpost. **(10/20)**

6464 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 has been 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 Gala Lane to be generated and has followed this up with WBC who cannot confirm when this will be completed. **(10/20).**

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).**

6408Cllrs 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. The clerk has sent a list of those houses who have confirmed that SCC may inspect the pipework on their land to IF but has had no response. The clerk to follow this up.  **(10/20).**

6465Cllr 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 and the grill is in situ. The clerk has asked WBC when they intend to send a camera down to inspect the pipework but WBC have advised that there is no money to undertake this. **(10/20) Minute to be removed next month.**

6466 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. The work has still not been completed and the clerk has sent a new set of photos to WBC to highlight the PC’s safety concerns. **(10/20).**

6339Cllr 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. **(10/20). Minute to be removed next month.**

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. Clr 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)**

6467 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 are still consulting on the name internally before it can be formally adopted. **(10/20).**

6468CCTV: 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). Minute to be removed as covered under agenda item 17.**

6469 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 has contacted SCC Highways who advise that they will add a white ‘h’ bar to either end of the road in front of the Spar to try and encourage considerate car parking. SCC note that any further requests will result in the village needing to accept double yellow lines. SCC were unable to confirm when the work would take place. **(10/20)**

6470 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. The clerk has continued to try to resolve this but no one from Biffa will engage with the clerk over this matter. Biffa continue to empty the PC’s owned bins yet there is no contract. The clerk advised that she had spoken to other clerks who explained that their contractors charge twice as much as Veolia used to charge. The PC recognises that from a sustainability perspective it makes sense for a contractor already visiting the village to undertake this work rather than the PC employing an alternative contractor. It was agreed that some monies would be ringfenced to cover this.  **(10/20).**

6471 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). WBC have approved the application to undertake the tree works on the village green and the works will be completed on 11th November. **(10/20)**.

6472 Cllr Webster advised councillors 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. The cheque has been raised and The Clockhouse have sent a letter of thanks to the PC. **(10/20). Minute to be removed next month.**

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. **(09/20). Minute to be removed as covered under agenda item 19.**

6473The 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, AB and RK were sincerely thanked for their hard work. There are a couple of small jobs outstanding such as varnishing and repairing the wood seats. Photos of the work was shared with councilors prior to the meeting.  **(10/20).**

6474 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 Sharks have issued a letter of consultation which the clerk approved. Prior to the meeting the clerk and Cllr Rees shared photos of the floodlights with councilors. The light pollution is greatly reduced so the main concern for residents would be the noise.  **(10/20).**

6475 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 these monies separate. The clerk listed a number of accounts that were available through Lloyds Bank and it was agreed that this would be an agenda item for the November meeting. **(10/20)**

6476Cllr Murphy contacted BT to see if it would be possible to lease the land but the contact said that it would not be suitable for the public to use the land. BT stated that it has no plans to do anything with this space until 2027. Cllr Murphy has contacted BT again following a meeting with St James’ Primary School who have stated that they would like to use this land for staff parking which the PC recognises will go some way to help improve the parking situation in front of the school. The contact at BT to forward this to the relevant departments for consideration. Cllr Murphy contacted BT again before the October meeting but there was no update. **(10/20)**

**6.0 REPORT FOLLOWING PLANNING REGULATION CHANGES MEETING WITH WESTERN VILLAGES HELD 2nd SEPTEMBER 2020**

6477 Cllr Jacobs had attended the meeting. Much of the proposed changes to the National Planning Policy Framework would affect Frensham and Dockenfield however all Western Villages were in agreement that a combined letter should be sent. A letter has been drafted and sent and Jeremy Hunt has written with his support. **(10/20) Minute to be removed next month.**

**7.0 REPORT FOLLOWING MEETING WITH THE HEAD OF PLANNING (WBC) HELD 12TH OCTOBER 2020**

6478 Cllr Murphy and the clerk attended an informal meeting with the Head of Planning and other Western Villages. Much time was spent discussing parking around the Sculpture Park and The Clerk raised the issue of the CIL application being extended without consultation. Cllr Murphy shared information as to how Elstead & Weyburn NHP SG were dealing with the potential housing opportunity at Springfield which ZE supported. The creation and updating of Village Design Statements was also raised and discussed. **(10/20). Minute to be removed next month.**

**8.0 REPORT FOLLOWING MEETING WITH WBC PLANNING/ENFORECEMENT ON SITE HELD 16st OCTOBER 2020**

6479 A meeting was held at Water Meadow Place and was attended by Cllrs Murphy, Jacobs and D Else as well as Mrs Davidsen, Zac Ellwood (ZE), John Bennet JB), Cllr A Macleod (AM) and the clerk. The objective of the meeting was to discuss the absence of a LAP/LEAP and the failure to implement the SANG. Councillor Macleod recognised that the play area provision was both inadequate and unsustainable. ZE proposed that he would write to Clarion and Thakeham to seek a meeting to discuss this matter. ZE did accept that WBC had likely made a mistake when they had discharged the condition. **(10/20). Minute to be merged with 6400.**

**9.0 WBC UPDATE**

6480 WBC Full Council will meet on 20.10.2020 and one of the agenda items is to vote on WBC and its contractors not using pesticides. Cllr Murphy advised that if pesticides are not used then weeds will need to be removed by hand or using machinery (which uses petrol/diesel). Cllr Murphy to provide some information to Cllr j Else regarding the use of pesticides. **(10/20).**

6481 Cllrs J and D Else were thanked for their help on Water Meadow Place.  **(10/20). Minute to be removed next month.**

**10.0 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 discussions 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)**

6482 Cllr Harmer advised that County Hall will be empty by Christmas as Surrey County Council is relocating to Reigate. **(10/20) Minute to be removed next month.**

6483 Cllr Harmer advised that Tilford Est Bridge is expected to reopen 5.11.2020. SCC will still be on site clearing up and returning it as it was. **(10/20) Minute to be removed next month.**

**11.0 NEIGHBOURHOOD PLAN UPDATE**

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. **(09/20).**

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

6484 Some members of the SG attended a useful zoom meeting with the NHP SG planning consultant in October. He has advised that if any changes are made to the housing policy (as a result of the three sites needing to be assessed via Aecom) the housing policy section can be consulted on as a stand alone item because the rest of the NHP will remain unchanged. It will still require a six week consultation however as referendums cannot legally take place until May 2021 this additional work should not impact on completion timings. **(10/20). Minute to be removed next month.**

6485 The Clerk advised that cost of additional consultancy work on the NHP would amount to £2,200. Councillors approved this expenditure. **(10/20) Minute to be removed next month.**

6486 The Clerk advised that she has applied to Aecom for free technical support to complete the new site assessments – this will also include an SEA and HRA report for all three sites. **(10/20)**

6487 The Clerk advised that she had submitted an application to Locality for funding to cover the additional consultancy work. **(10/20)**

**12.0 ELSTEAD EMERGENCY RESPONSE (EER)**

6488 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. The Committee has continued to meet during October. **(10/20)**

**13.0 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).**

6489 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 and as such no CIL application was made. The CIL application for the boardwalk repairs has been submitted however the PC was advised after the deadline date that the date for CIL applications receipts has been extended without consultation to the end of January 2021. This is very disappointing as it has a huge impact on Natural England’s ability to complete the repairs before the ground nesting birds arrive. The clerk has written several letters to WBC regarding this and has requested that the fairest solution would be to split the funding between applications received by the deadline and those applications received by January 2021. **(10/20).**

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. **(09/20).**

**14.0 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. **(07/20)**

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).**

6490 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 sent through a first draft of the design and the working party has fed back some comments – a revised draft is expected imminently. **(10/20).**

6491 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. It was agreed that planters should be retained but new frost proof planters would be required. Councillors agreed that up to £800 could be spent on planters and flowers which it does under its powers of maintaining land for public recreation Public Health Act 1875 s. 164. Cllr Snape has agreed to organise the planters and Cllr Mathisen will contact companies to see if anyone would like to sponsor the planters. **(10/20).**

6492 Cllr Rees asked whether the planters could be added to the PC’s insurance schedule. The clerk to liaise with Came & Co, the PC’s insurers. **(10/20)**.

6493 Christmas Tree: Cllr Mathisen advised that there would still be a Christmas tree although the light switch on event would be low key this year in view of social distancing. Oxenford Farm have agreed to provide a 20ft tree for which the Parish Council is very appreciative **(10/20)**

**15.0 HUG UPDATE**

6494 Cllr Mathisen advised that the last formal HUG meeting had been held in November 2019. Cllr Mathisen advised that it was a little frustrating as there have been no minutes and no replies to subsequent emails. Cllr Mathisen advised that BW504 is flooding and it is believed that congestion in Sandford Brook is the cause (probably caused by a blockage west of the scraped back area near Pudmore Pond). Cllr Mathisen to continue to push for remedial work to resolve the flooding. **(10/20).**

6495 Cllr Davidsen advised that potholes are starting to reappear on the road leading to Hankley Common. **(10/20).**

**16.0 UPDATING THE VILLAGE DESIGN STATEMENT (VDS)**

6496 At the meeting with WBC Head of Planning one of the Western Villages raised the question of Village Design Statements (VDS). Churt and Thursley were cited as good examples of a VDS. It was agreed that Cllr Jacobs would take chair of a small sub-committee to update the VDS and Cllrs Reynolds and Webster also agreed to be involved. Volunteers from the public would also be encouraged to join the working party of c. five members. Cllr Else reminded the PC that a NHP carries more weight than a VDS however it was right to update the VDS **(10/20).**

**17.0 CCTV – AGREE A PROVIDER**

6497 The clerk had circulated three quotes prior to the meeting. The clerk had liaised with the company with the more expensive quote to understand the difference in camera/spec. The clerk advised that having met the companies the company with the highest quote had provided a more detailed assessment of the project and as a result its proposals inspired greater confidence. Cllrs Jacobs, Webster and Gardener agreed that there was no point in installing an inferior quality camera. Cllr Murphy reminded councilors that as this was public money the PC needed to be convinced that it would be getting value for money with the more expensive option. After a lengthy discussion it was agreed that the PC would go with the more expensive option. One cllr abstained and one cllr voted because this was a company also being used by Godalming TC. **(10/20).**

**18.0 BROADBAND WORKING PARTY**

6498 Following the presentation on CFP broadband by a resident at the September meeting cllrs were advised that a group has already been set up to examine the scope for improved broadband coverage in the area from Truxford Corner to Woolfords Lane. The clerk was asked to share the details of this group with the resident and offer the support of the PC. Cllrs were also advised that there is another group in Highfield/Thursley who might be able to help. **(10/20)**.

**19.0 SMITHS CHARITY HELP IN ELSTEAD REQUEST**

6499 Help in Elstead have written to the PC requesting financial help. The PC has agreed that a sum of £500 be given via the Smiths Charity subject to Trustees approval. **(10/20).**

**20.0 BURFORD LODGE PAVILION - INSURANCE**

6500 The Clerk advised that the Burford Lodge Pavilion is still be used for storage and as such should be covered by insurance. The clerk has been working with Came & Co but needs to submit photos of the inside of the building. Cllrs agreed that the building did need to be insured against public liability. **(10.20).**

**21.0 WOOLFORDS LANE CEMETERY ROOF**

6501 RK had advised Cllr Murphy that he thought the roof of the cemetery building needed to be repaired. Cllrs Murphy, Davidsen and the clerk to assess. A roofer has been contacted to quote for the work. **(10/20).**

**22.0 FENCE REPAIRS TO JUBILEE PLAY PARK**

6502 The wooden fence posts at the Jubilee playpark have rotted underneath. A similar project has been undertaken surrounding the former Peter Pan fence where small concrete posts were added to support the fence RK has quoted £212 plus £250 labour which the PC has agreed under its powers to provide a wide range of recreational facilities Local Government Act 1976 s.19. **(10/20).**

**23.0 WEBSITE**

6503 The clerk advised that the website needed to have work done on it to ensure that it complied with the new Accessibility Law. The clerk had obtained a quote for £200. Councillors were surprised as this seemed to be very good value for money. The clerk to confirm that this did include undertaking the work. If this was the cost the PC approved this under its powers for councils to have their own websites Local Government Act 1972 s.142. **(10/20)**.

**24.0 VAS**

6504 The clerk advised that the VAS project was being reactivated. The clerk advised that the batteries were £60 each and a charge was £100. Cllrs approved the costs under its powers to contribute to traffic calming schemes, Local Government and rating Act 1997 s.26-29. Cllrs have agreed that the batteries could be charged at Thursley Rec Pavilion. **(10/20).**

6505 The clerk advised that a further VAS was available. Cllrs agreed that only 1 x VAS was required as it worked best when moved every five weeks**. (10/20). Minute to be removed next month.**

**25.0 REPORTS AND CORRESPONDENCE**

6506 Cllr P Murphy has contacted Edward Knowles of The Lane Trust, (WMP SANG management company) and has arranged a meeting on site on 4th November 2020. JB will also attend. **(10/20). Minute to be removed next month.**

6507 A letter was received from ECC asking if the PC would consider the installation of a borehole at Thursley Road Rec as a future CIL project. It was thought that the football and cricket clubs would fund 50% of this project. The clerk to circulate the letter to cllrs and to add this to the November agenda**. (10/20). Minute to be removed next month.**

6508 The PC had received notice from St James Primary School that the early years team in Surrey had advised that there was currently insufficient demand in the village for a second pre school. The school had therefore put its plans for a pre school on hold and would be withdrawing its CIL application. The school has also sent a copy of the its’ revised travel plan **(10/20). Minute to be removed next month.**

6509 The clerk advised that an email had been received regarding a plan for 2000+ houses on an area of the Hogs Back owned by Surrey University. **(10/20). Minute to be removed next month.**

6510 The SCC ROW annual report has been received and has been circulated to cllrs. **(10/20). Minute to be removed next month.**

6511 A significant amount of vegetation was encroaching on the footpath in front of the school - this has now been cut back. **(10/20). Minute to be removed next month.**

6512 Information has been received about this years Remembrance events. Limited numbers will be allowed to attend the church service. The RBL Elstead have advised that there will not be a service at the war memorial this year. The clerk has organised a wreath for the PC. **(10/20). Minute to be removed next month.**

6513 The clerk has received notification of Recognising you Awards and has publicised this and circulated to youth organisations. **(10/20). Minute to be removed next month.**

**26.0 ACCOUNTS FOR PAYMENT – OCTOBER 2020**

6514 The following cheques were presented for payment:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee** | **Cheque no** | **Purpose** | **Amount** |
| The Clockhouse | 4140 | Donation | £1,500.00 |
| Maxwell & Co | 4141 | Salary preparation | £72.00 |
| Elstead Food Bank | 4142 | Donation (Smiths Charity) | £1,000.00 |
| Diane Snape | 4143 | Cemtery plants | £17.49 |
| Pelhams | 4144 | Negotiating the Backland | £150.00 |
| John Mathisen | 4145 | OE flower expenses | £174.98 |
| Richard Knight | 4146 | Woolfords Lane | £99.00 |
| Richard Knight | 4147 | Maintenance | £46.00 |
| Juliet Williams | 4148 | Working from home allowance | £15.00 |
| Juliet Williams | 4149 | Salary 1 of 2 | £999.00 |
| Juliet Williams | 4150 | salary 2 of 2 | £708.88 |
| Grasstex Ltd | 4151 | Grass cutting services | £3,027.12 |
| Help in Elstead | 4152 | Donation (Smiths Charity) | £500.00 |
| The RBL  | 4153 | Poppy Appeal | £25.00 |
| The Play Inspection Company | 4154 | Quarterly play inspection | £270.00 |
| Wilbar Associates | 4155 | Highways Accreditation Course  | £156.00 |
|   |   |   |   |
|  |  |  | **£8,760.47** |

**28.0 MATTERS RAISED BY MEMBERS**

6517 Cllr Davidsen advised that there were a lot of white paint markers on Thursley Road and questioned whether some remedial work was going to be undertaken. **(10/20).**

6518 Cllr Mathisen asked for the clerk to obtain a contact for the Environmental Agency from Ian Fowler, SCC. **(10/20).**

6519 Cllr Gardner questioned the reliability of planning applications and cited an application that had resulted in the removal of a yew tree which had not been noted on the planning application. Cllr Gardner noted that had this been detailed in the original plans there might have been more objections to the plans. Cllr Gardner to ask the tree officer to investigate. **(10/20).**

 **Meeting closed at 10.05 pm**