



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 16th November 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

6520 There were no questions from any members of the public. **(11/20). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6521 There were no apologies. **(11/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6522 Cllr Rees declared an interest in agenda item 21. Cllr P Murphy declared in an interest in agenda item 22. 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. **(11/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 19th OCTOBER 2020

6523 The minutes of the Parish Council meeting held on 19th October 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(11/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 19th OCTOBER 2020

6524 The minutes of the planning meeting held on 19th October 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(11/20). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF THE FINANCE MEETING HELD 4th NOVEMBER 2020

6525 The minutes of the finance meeting held on 4th November 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(11/20). Minute to be removed next month.**

6.0 MATTERS ARISING

6526 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. There was no further update on FP64. **(11/20).**

6527 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 the trees around the chevrons marked with paint have been removed. SCC Highways had added more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way. The clerk has also reported the damaged chevron on the bend by Withybridge House. The clerk has chased and there is no further update as to when they will be reinstated. **(11/20).**

6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**

6528 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. Cllr D Else stated that there was no further update. **(11/20). Minute to be removed next month.**

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)**.

- 6529 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 who have confirmed that the paperwork is due by 20th November. **(11/20)**.
- 6530 RK attended and passed a Highways Accreditation course on 27th October which will now allow him to undertake vegetation clearance alongside the highway on behalf of the PC. **(11/20). Minute to be removed next month.**
- 6531 The Thursley Road Rec does not appear to be registered. The Clerk has contacted Hedleys, 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 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. Hedleys, have advised that they require further paperwork to prove that the PC has been maintaining the ground for a long period of time. **(11/20)**.
- 6532 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. The clerk to write to SCC for a progress update and copy Cllr Harmer. **(11/20)**.
- 6533 LAP at Water Meadow Place (WMP): 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. There has been considered correspondence over this matter with Clarion, WBC and Planning Enforcement for the past year. 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 unsuitable. 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. The clerk to chase ZE to see if Clarion and Thakeham have agreed to meet to discuss this matter. **(11/20)**.

- 6534 BW69 remedial repairs: The clerk has followed this up on a number of occasions but there has been no response and SCC's target completion date of March 2020 has now slipped. SCC Countryside had been waiting on SSI consent and had asked 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 to email SCC again copying Cllr Harmer. **(11/20)**.
- 6535 EER plan: need to identify the intent and refresh the plan. This will be looked at by Cllrs Rees and Snape who are meeting in November to kick start this process. **(11/20)**.
- 6536 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. **(11/20) Minute to be removed next month as covered under agenda item 9.**
- 6537 Following the Annual Playground Inspection report 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 correct chains have now been fitted). The clerk met with the Account Manager on 23rd October to highlight the PC's dismay at Kompan's high maintenance charges and the fact that items need to be fully replaced at great cost rather than being fixed. There has been no formal response from the Account Manager although a credit note has been issued for the returned swing chains. Still to be resolved is 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 for (actual cost £260). The clerk has been unable to arrange for Paintics to do the paintwork and this will probably need to be deferred until the Spring. **(11/20)**.
- 6538 Village road sign poll: The new signpost has been installed following the completion of the village green tree works. **(11/20). Minute to be removed next month.**
- 6539 Defibrillators: The new 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. The clerk to produce laminated signage in the meantime. **(11/20)**.
- 6540 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 as the PC would like to proceed in spite the new road being named. **(11/20)**.

- 6541 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 sent a list of houses who have confirmed that SCC may inspect the pipework on their land to IF who has advised that he requires confirmation that if necessary SCC can dig up the garden to enable SCC to investigate further as and when required. This resulted in a lengthy discussion - the clerk to arrange a meeting with IF to resolve this point. **(11/20)**.
- 6542 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 after the October meeting. WBC advised that the fencing would be done before the November meeting. The clerk to check. **(11/20)**.
- 6543 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. **(11/20)**
Minute to be removed next month.
- 6544 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. There has been no progress on this matter from WBC. The clerk to follow this up. **(11/20)**.
- 6545 A cyclist was injured as a result of dangerous parking near the green. 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. **(11/20)**
- 6546 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 but Biffa will not engage with the clerk over this matter. 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. The clerk will contact Biffa again. **(11/20)**.

- 6547 Village Green tree works: tree works have been completed. **(11/20). Minute to be removed next month.**
- 6548 Woolfords Lane cemetery revamp: Much of the cemetery revamp work has been completed and the cemetery looks much improved. The spring bulbs have now all been planted. And it is just the benches that need to be varnished and repaired. The PC is delighted to have received some very positive feedback from residents. **(11/20).**
- 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 councillors. The light pollution is greatly reduced so the main concern for residents would be the noise. **(11/20). Minute to be removed next month as covered under agenda item 21.**
- 6549 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 December meeting. **(11/20)**
- 6550 Cllr 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 has contacted BT via their property management department several times since and councillors agreed that if there was no progress Cllr Murphy would write to Jeremy Hunt to see if he can support this request. **(11/20)**
- 6551 Woolford Lane Cemetery Building: A roofer was contacted to check the building and advised that there are two remedial projects: a) reattach some of the hip tiles £350 and b) replace soffits and fascias (£1200). The clerk to seek comparable quotes for the soffit work. In addition to these projects the door frames are rotten and need replacing / repairing, the clerk to instruct RK to quote. **(11/20).**
- 6552 The wooden fence posts at the Jubilee playpark have rotted underneath. Small concrete posts have been added to support the fence and this is now secure. **(11/20). Minute to be removed next month.**
- 6553 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 confirmed that this did include checking the website as well as making it accessible. The clerk to instruct Function 28 to undertake the work. **(11/20).**

- 6554 The clerk advised that the VAS project was being reactivated. The clerk advised that the batteries were £60 each and a charger 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. The clerk contacted Peter Harris at SCC who advised that the VS were in a container in Norfolk awaiting collection. **(11/20).**
- 6555 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 shared the details of this group with the resident and offered the support of the PC. **(11/20). Minute to be removed next month.**
- 6556 Help in Elstead have written to the PC requesting financial help. The PC has agreed and a sum of £500 was given via the Smiths Charity following Trustees approval. A letter has been received from HiE sincerely thanking the PC. **(11/20). Minute to be removed next month.**
- 6557 Village Design Statement (VDS): Cllr Jacobs to arrange an initial meeting with the VDS sub committee. All to read the Churt and Thursley VDS's in advance. **(11/20).**
- 6558 BW504: 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 contacted Dane Brewer who advised that having walked the length of Sandford Brook there was nothing blocking it. Cllr Mathisen advised that there would be a virtual HUG meeting on 1st December which Cllr Murphy would also attend. **(11/20).**
- 6495 Cllr Davidsen advised that potholes are starting to reappear on the road leading to Hankley Common. **(10/20). Minute to be removed next month.**
- 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). Minute to be removed next month.**
- 6559 Cllr Mathisen asked for the clerk to obtain a contact for the Environmental Agency from Ian Fowler, SCC. Cllr Mathisen has drafted an email for the EA which he will forward to the clerk who will send to the EA. **(1Q/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).**

7.0 REPORT FOLLOWING SSALC CLERK NETWORKING MEETING HELD 2nd NOVEMBER 2020

- 6560 Topics included: Remembrance 2020 guidelines in view of COVID, continuation of zoom rather than face-to-face meetings for the time being, playgrounds regulations as a result of lockdown 2.0, rules of community buildings during lockdown 2.0, devolution, Surrey Fund,

PC's to create business plans for the next three years. **(11/20). Minute to be removed next month.**

8.0 REPORT FOLLOWING BURFORD LODGE USER GROUP (BLUG) MEETING HELD 2nd NOVEMBER 2020

6561 The meetings was attended by Cllrs Snape and Rees and the clerk on behalf of the PC. An improvement in the parking situation was reported and the sharks were thanked for their proactive approach to informing home and away teams as to where and where not to park. EVAA were pleased to receive a weekly schedule of fixtures. Users were pleased to note that the abandoned vehicle had been removed and vegetation had been severely cut back which improved access and parking. The PC had advised the BLUG committee of progress with the CCTV project and also advised that remedial works were planned to both the car park surface and to scrape back some of the vegetation to the side on the approach road. The sharks advised that neighbouring properties had been consulted on a one evening extension to training / floodlight use and all discussed the direction the floodlights should be set. A follow up meeting to be held in February 2021. **(11/20). Minute to be removed net month.**

9.0 REPORT FOLLOWING MEETING WITH THE LAND TRUST AT WMP ON HELD 4th NOVEMBER 2020

6562 The site meeting was attended by Cllrs Murphy, D Else and the clerk and was convened as a result of the numerous complaints the PC has written to both Clarion and WBC over the state of the SANG. The Land Trust (LT) advised the PC that when they had taken over the management of the SANG all the planning conditions had been discharged. Clarion should have completed some of the outstanding work but they have not and will not engage with LT. LT have advised that they will finish the work and Cllr Murphy advised them to seek to reclaim these charges from Clarion. The Site Manager advised that the mown paths that had been approved by planning were not necessarily the natural walking route. In addition the LT had undertaken an ecological report that had found that the area was rich in wildlife therefore it was agreed that alternative paths might need to be created and the LT suggested sharing a revised plan with the PC. The LT confirmed that the WMP SANG was for sole use by WMP properties and that it would not be available for other developers to use. The LT to ensure there is ramp access to the boardwalk, will replace the info board with something more robust and seek to have the rubbish bin relocated to the car park area. **(11/20). Minute to be removed net month.**

10.0 REPORT FOLLOWING WINTER PREPAREDNESS BY WBC HELD 11th NOVEMBER 2020

6563 WBC gave a training session on winter preparedness which was attended by the clerk and Cllr J Else. The session explained how the change of command within an emergency and the role of Surrey Local Resilience Forum (SLRF) to which WBC pay £3k per annum. Attendees completed two online 'tests' which were examples of how to manage emergencies. The clerk advised that she raised the issue that by virtue of there being so many people deployed in an emergency situation communications were hampered and that following the fire earlier this year it was unclear whether the communication channels within an emergency situation had been improved. WBC advised that they were still looking into this. **(11/20). Minute to be removed net month.**

11.0 REPORT FOLLOWING CLERKS MEETING WITH TOM HORWOOD HELD 11th NOVEMBER 2020

6564 The clerk attended an update with Tom Horwood., Subjects that were discussed included; the boundary commissions imminent review of electoral boundaries, covid update, finance, staff benefits and CIL workshop. The clerk advised that Elstead and Thursley were disappointed that the CIL deadline had been extended and had questioned whether it was because WBC were waiting on a specific project as it was noted that applications submitted on time exceed the CIL funds that are available. **(11/20). Minute to be removed net month.**

12.0 WBC UPDATE

6565 WBC Full Council met on 20.10.2020 and voted that its contractors should not use pesticides. Cllr Murphy provided some information to Cllr J Else regarding the use of pesticides prior to the meeting. **(11/20). Minute to be removed next month.**

6566 Covid levels are still fluctuation in Waverley and residents are urged to be careful. **(11/20). Minute to be removed next month.**

6567 UA is still very much on the agenda but there is nothing specific to report on this at this time. **(11/20). Minute to be removed next month.**

6568 Cllr Murphy asked of Cllr J Else could chase up Cllr Follows for a response to his letter. Cllr J Else was thanked for helping to push WBC on the village green lease. **(11/20). Minute to be removed next month.**

13.0 SCC UPDATE

6569 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. The clerk to write to HG asking for a progress update and to copy Cllr Harmer. **(11/20)**

6003 There have been further discussions regarding 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)**

6570 UA from SCC perspective has been put on hold for the time being. However SCC are looking to hold some open forums where questions can be posed to the panel. **(11/20). Minute to be removed next month.**

6571 Flooding on the Milford Road; Cllr harmer to take this matter up with Ian Fowler. **(11/20). Minute to be removed next month.**

6572 Local committee met 13.11.2020 with the main discussion around providing charging points. Towns will be prioritised however if any of the western villages would be interested in forming part of the second tranche of installations in Easter 2021 they should advise Cllr Harmer so that a bid can be put together. **(11/20). Minute to be removed next month.**

6573 Community Infrastructure funds – the fund is now open and ready to accept bids for projects over £20k. **(11/20). Minute to be removed next month.**

6574 Tree overhanging the road at the Milford Road / Spring Hill junction. The clerk to write to SL-C copying Cllr Harmer. **(11/20). Minute to be removed next month.**

14.0 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).**

6575 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. Aecom plan to assess these sites in December 2020 **(11/20).**

6576 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. The free technical support has been granted and an initial meeting with Aecom has been held to discuss the project scope. **(11/20) Minute to be removed next month.**

6577 The Clerk advised that she had submitted an application to Locality for funding to cover the additional consultancy work and an award has been granted for £3200 which will cover consultancy work and printed flyers to advertise the final reg 14 consultation. **(11/20) Minute to be removed next month.**

6578 Bonfire Hill Planning Application: As a result of Springfield planning proposal the PC to submit further comments in opposition to the Bonfire Hill application. **(11/20) Minute to be removed next month.**

6579 Councillors expressed concern that Clarion might be chosen as the developer for Springfield given as they were chosen for the Ockford Ridge development. The PC to draft a letter to Andrew Smith advising him of the PC's concerns if Clarion are to be chosen. **(11/20) Minute to be removed next month.**

15.0 ELSTEAD EMERGENCY RESPONSE (EER)

6580 EER Update: The EER committee is now meeting fortnightly to understand the needs of the client and volunteer community. Councillors agreed that the telephone should stay live until the end of December at a cost of £53.94 per month. As a result of lockdown 2.0 a few more volunteers have registered. **(11/20)**

16.0 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: The CIL application for the boardwalk repairs was submitted on time however WBC subsequently announced that the deadline 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. The CIL Advisory Board convened to discuss this point but despite the bids exceeding the funding available the committee would not split the funding and as a result all bids will be evaluated in February with monies being released in March 2021. **(11/20)**.

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)**.

6581 Work on the reserve: NE re undertaking work to clear the old boardwalk and in addition to this work had been commissioned on improving the fire breaks. **(11/20) Minute to be removed next month.**

6582 Donations: the committee is immensely grateful for all the funding it has received. Following the news that CIL funding will not be released until March 2021 the committee to discuss whether it should spend some of the donations immediately so that donors can see some progress. However by spending monies it would lessen the amount we have to match fund which is the basis for most funding awards. **(11/20) Minute to be removed next month.**

17.0 OUR ELSTEAD UPDATE (OE)

6583 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. **(11/20) Minute to be removed next month.**

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)**.

6584 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 forger has sent through a first draft of the design and the working party has fed back some comments. Progress has been slow due to the forger's availability and a letter to be written to The Billmeir Trust explaining the delay. **(11/20)**.

6585 Planters: frost proof winter planters have been planted and are in situ on the main village green. The expenditure was made under the PC's powers to plant trees and shrubs (Highways Act 1980 s .96) Cllr Mathisen will contact companies to see if anyone would like to sponsor the planters. **(11/20)**.

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)**.

6586 Christmas Tree: Cllr Mathisen advised that tree would be installed on 3rd December. The Parish Council is very appreciative to Oxenford Farm for providing a tree. The clerk to

complete the tree risk assessment. Members from across the community will be invited to make decorations to hang on the tree. **(11/20)**

18.0 APPROVE SCHEME OF DELEGATION

6587 Scheme of delegation: as a result of covid it is advisable for all council's to have this in place. The draft scheme was circulated prior to the meeting. Two small amends were made and the scheme was ratified with those amends and will be signed after the meeting. **(11/20)**
Minute to be removed next month.

19.0 CCTV – AGREE A PROVIDER

6588 CCTV: in order to better determine which CCTV provider would be the most appropriate Cllr Murphy and the clerk had met with Stephen Cake (Designing Out Crime Officer). He agreed that the proposal as a sensible proposal and was able to suggest an alternative for the EVAA to consider. Following the meeting he evaluated the three quotes and his report was circulated to councillors prior to the November meeting. The clerk to ask KBO to quote for one more camera in order that the specifications are comparable. Decision to be made on which CCTV provider to select in the December meeting. **(11/20)**. **Minute to be removed next month as will be an agenda item.**

20.0 BURFORD LODGE PAVILION - INSURANCE

6589 The Clerk advised that the Burford Lodge Pavilion is still being used for storage and as such should be covered by insurance. Came & Co (the PC's insurance brokers) advised after much research that the building may be covered under the PC's existing public liability cover however the building must be checked regularly. **(11/20)**. **Minute to be removed next month.**

6590 Following the discussion about the public liability cover for Burford Lodge Pavilion there was a lengthy discussion about the need for user agreements with the clerk advocating the need for all commercial users of parish recreational facilities to supply a copy of their insurances and risks assessments. The clerk to seek advice on whether any form of agreement is necessary. **(11/20)**.

21.0 FLOODLIGHT POLICY

6591 Following their request to increase training from three to four nights a week at Burford Lodge rec, The sharks had undertaken a public consultation with neighbouring properties surrounding Burford Lodge Rec. There were no formal objections to the consultation although one neighbour responded that they felt that the floodlights should be directed away from another neighbouring property. Following the consultation the sharks have agreed to look at the floodlight orientation. The revised draft floodlight policy was circulated prior to the meeting and was ratified by councillors. Cllr Murphy and Mr Judge to sign the policy after the meeting. **(11/20)**. **Minute to be removed next month.**

22.0 BORE HOLE THURSLEY ROAD REC

6592 As a result of a loss of technology coverage this part of the meeting was not covered and will be covered at the December meeting which is being held two weeks earlier than usual. **(11/20)**. **Minute to be removed next month.**

23.0 PURCHASE OF A WARNING BEACON FOR PC CONTRACTOR

6593 RK the contractor for the PC had recently attended a Highways Accreditation Course. As part of the course attendees were advised that their vehicles must carry an appropriate warning signal for their vehicles. Councillors discussed this matter and as RK only undertakes highways work for the PC it was agreed that the PC should fund this cost of £150 which it does under its' powers to plant trees and shrubs and to maintain roadside verges (Highways Act 1989 s.96) . **(11/20). Minute to be removed next month.**

24.0 FINANCE

6594 As a result of a loss of technology coverage this part of the meeting was not covered and will be covered at the December meeting which is being held two weeks earlier than usual. There was nothing of concern to note otherwise the Clerk would have ensured councillors were advised of any issues. **(11/20). Minute to be removed next month.**

25.0 REPORTS AND CORRESPONDENCE

6595 As a result of a loss of technology coverage this part of the meeting was not covered and will be covered at the December meeting which is being held two weeks earlier than usual. There was nothing of concern to note otherwise the Clerk would have ensured councillors were advised of any issues. **(11/20). Minute to be removed next month.**

26.0 ACCOUNTS FOR PAYMENT – NOVEMBER 2020

6596 The following cheques were presented for payment:

Payee	Cheque no	Purpose	Amount
1st Call Trees	4157	village green tree works	£768.00
Richard Knight	4158	cemetery improvements	£161.00
VOID	4159	VOID	
Richard Knight	4160	maintenance and training	£1,158.46
John Mathisen	4161	christmas tree lights	£19.99
SSE	4162	Burford Lodge Pavilion	£66.12
Juliet Williams	4163	salary 1 of 2	£999.00
Juliet Williams	4164	salary 2 of 2	£514.30
Juliet Williams	4165	expenses	£59.23
Diane Snape	4166	our elstead & cemetery planting	£22.45
Patrick Murpy	4167	chairmans allowance	£225.00
Ereception	DD	EER telephone	£53.90
PWLB	DD	loan repayment	£942.17
			£4,989.62

28.0 MATTERS RAISED BY MEMBERS

6597 As a result of a loss of technology coverage this part of the meeting was not covered and will be covered at the December meeting which is being held two weeks earlier than usual. There was nothing of concern to note otherwise the Clerk would have ensured that councillors had had the chance to raise any issues brought to them by residents. **(11/20).**
Minute to be removed next month.

Meeting closed at 10.05 pm