



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 15th February 2021 at 7.30pm

Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6711 A resident asked whether WBC had consulted with the PC over the installation of bunds on land at the bottom of Westbrook Hill. The Clerk confirmed she had had one email stating that following the UE, WBC would look at this option. The resident questioned whether this should have been subject to planning application. Cllr Murphy noted that this was an agricultural operation and therefore planning permission was not needed. Cllr Snape asked whether wild flower seed could be sowed on the land. Bunds to be added to the March agenda. **(02/21).**

6712 A resident asked whether the NHP could take into consideration elderly residents being forced to relocate should Kingsmead and/or Springfield become developed. The resident noted that both of the above sites were against the spirit of the VDS in terms of density. Cllr Murphy advised that the NHP must conform to the NPPF which makes it clear that before land is taken out of the GB, planners must consider all available land within the settlement area first. Land near to WMP is remote to the village in that residents would have to travel by car to get to the centre of Elstead. The NHP had approached the owners of the Kingsmead site and asked them what plans they had to evict / relocate residents and the owners had stated that this was not their intention. The NHP noted that both of the latter sites are situated within the GB, and part of both sites lie within 400m of the SPA. The Kingsmead site is comprised of largely deciduous woodland which is protected and it is also listed in the Local Plan as a Site of Natural Conservation Importance. **(02/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6713 There were no apologies for absence. **(02/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6714 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. **(02/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th JANUARY 2021

6715 The minutes of the Parish Council meeting held on 18th January 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(02/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 18th JANUARY 2021

6716 The minutes of the planning meeting held on 18th January 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(02/21). Minute to be removed next month.**

5.0 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).**

6717 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 and has now been advised that the road will be closed on 17.02.2021 for chevron work. **(02/21). Minute to be removed next month.**

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

6047 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in its' 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)**.

- 6718 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 legal department forwarded a new lease for the PC to consider. The revised lease would impose obligations on the Parish Council and not on WBC and for that reason the PC agreed it was not prepared to agree to these terms. Councillors agreed that the best course of action would be for WBC to transfer the title of the land to the PC and this is in line with WBC's policy of transferring assets. The clerk responded to WBC on these points and the initial response from WBC to this proposal was favourable. The clerk followed this up before the February meeting but there is no update. **(02/21)**.
- 6719 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 wayleave 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 statements and other paperwork to prove that the PC has been maintaining the ground for a long period of time. The application has been drafted and approved and the clerk and Cllr Murphy both to sign Statements of Truth. **(02/21)**.
- 6720 FP61: 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 agreed. The clerk had circulated an update from HG (SCC Countryside) prior to the December meeting which stated that preparatory work on this route was being undertaken in January 2021 and it was hoped that surface work would commence in February 2021. At the western village meeting Hannah Gutteridge explained that SCC needed to agree a change to the definitive route owing to the failure of the developer to clear the current definitive route as SCC can only spend funds on works on statutory routes. Cllr Murphy stressed to HG the importance of upgrading FP 61 urgently, as it is the only pedestrian link between WMP and the village **(02/21)**.
- 6721 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackelford towards the triangle. The proposed location would

mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from RC. **(02/21)**.

- 6722 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 asked ZE if he has arranged a meeting with Clarion and Thakeham and ZE confirmed that this had not been able to do this yet. The clerk has followed this matter up on a number of occasions. ZE has just written to advise that he had been given a different contact and will try again to secure a site meeting with Thakeham/Clarion, WBC and Elstead PC **(02/21)**. **Minute to be merged with 6769**
- 6723 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. A detailed status report from SCC Countryside had been circulated prior to the December meeting. HG advised that SCC Countryside will use winter 2020/21 to plan the project. HG explained that an HRA is required in order to obtain SSSI consent and SCC were waiting for an officer to complete this. In addition to the update on BW69, SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway between Elstead and Milford and asked if the Parish Council would like to consider a name for this route. HG advised that this would be completed in the forthcoming fiscal. **(02/21)**.
- 6724 Following the Annual Playground Inspection report most remedial repairs were completed w/c 21.09.2020 by Kompan. The clerk has negotiated a credit note and has followed this up as c£800 in credit is still owed. 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 foc (actual cost £260). The clerk to determine whether this work is needed and will take advice from the next playground inspection. The clerk has been unable to arrange for Paintics to do the paintwork and this will probably needed to be deferred until the Spring. **(02/21)**.
- 6725 Defibrillators: The clerk has confirmed to the sign maker that signage can be printed and that the Burford Lodge Rec sign will be printed once the postcode for Gala Lane has been confirmed. There is still no update from WBC on this despite the clerk asking. **(02/21)**.
- 6726 Changing EVTC road sign: The clerk explained that the name 'Burford Lodge Recreation 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 despite the access road being named. Councillors confirmed that even with the road being named the sign should still be produced. The clerk has approved the artwork. The quote provide by the EVTC sign maker is £571 (incl vat). The clerk will seek cross quotes however councillors have approved this figure which councillors may do under their powers to provide certain traffic signs and other notices (Road Traffic regulation Act 1984 s.96). **(02/21)**.

- 6727 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. A meeting has been scheduled for March 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. **(02/21)**.
- 6728 Damaged fence to the rear of Hazelwood: the fence has finally been repaired, the neighbouring property's fence panel has been removed from the ditch and the padlock has been replaced. The ditch could still benefit from a clear out but the main safety concerns have now been resolved. The deer carcass that was left in the ditch for three weeks has finally been removed. **(02/21). Minute to be removed next month.**
- 6729 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 follow this up and WBC confirmed that the build was likely to start in January at which point payment by the resident would be made to fund the name and postcode generation. The clerk has contacted WBC to advise that building work has started at No 1 Burford Lea and to ask for the postcode. WBC have said that they would contact the landowner and ask for the administration fee to be paid but despite The Clerk chasing there is no news on this from WBC. **(02/21)**.
- 6730 White 'h' bars on the green: A cyclist was injured as a result of dangerous parking near the green. SCC have installed white 'h' bars at either end of the road in front of the spar and whilst this hasn't completely solved the problem of dangerous parking it is much improved. **(02/21). Minute to be removed next month.**
- 6731 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. 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. **(02/21)**.
- 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)**

- 6666 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. BT have now advised that they are sympathetic to the request but have ceased issuing licenses on their land as a result of covid. Cllr Murphy confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. **(01/21)**
- 6732 Woolford Lane Cemetery Building: 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. The clerk has asked one local builder to quote and will seek a further quote in time for the February meeting. **(02/21). Minute to be removed next month as covered under agenda item 22.**
- 6733 Website accessibility: The clerk advised that the work to ensure that the Parish Council's website was compliant with the new Accessibility Law would be completed before the March meeting. The PC has undertaken this work under its powers for councils to have their own website (Local Government Act 1972 s.142). **(02/21). Minute to be removed next month.**
- 6734 VAS: 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 (PH) at SCC who advised that the VAS were in a container in Norfolk awaiting collection post covid restrictions. Rachel Audsley (clerk for Frensham) will ask Manbat (battery supplier) if parishes can get a collective call-off deal. PH will write up the safety protocols in order to ensure we can go ahead with installation once the signs are available. **(02/21)**
- 6621 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 spoke to Came & Co who advised that it would be preferable to have a user agreement in place and the PC should at the very least have copies of formal users insurance and risk assessments. The clerk to obtain an exemplar user agreement. **(12/20).**
- 6735 CCTV at Burford Lodge Rec: A site meeting was held with the approved supplier, Absolute Security, and the order has been placed. Installation is due in 3-4 weeks. **(02/21).**
- 6736 Cllr Murphy declared an interest in this item. A document had been shared prior to the meeting illustrating the project. Councillors were advised that the bore hole would be a small installation measuring c. 2 x 2 x 1 feet and it would be sited near the play area. Councillors were pleased to hear that £5k had already been committed in funding from the

Billmeir Trust and expressed strong support in principle for the project agreeing that the borehole could be located on PC land. At present however the PC has no CIL receipts, so it cannot commit any funds as yet to the project. Councillors also indicated that a decision on funding would in part depend upon the success of the fundraising efforts among the sports clubs. At the meeting, Cllr Harmer pointed to the new Surrey CC community fund 'Your Fund Surrey' as it appears that the borehole project appears to meet several of the fund criteria and the Elstead Recreational Trust is clearly an eligible organisation. Cllr Murphy has advised the Bore Hole Fundraising Committee. **(02/21). Minute to be removed as it forms agenda item 12.**

- 6737 Zebra crossing repainting: Following Cllr Mathisen highlighting the need for it to be repainted the clerk has notified SCC who have confirmed that it has been scheduled on their works list. SCC were unable to give a completion date. **(02/201).**
- 6738 Cllr Mathisen advised that the table tennis table was damaged. The clerk advised that **she** had contacted RK who would try and repair the table with resin. RK is waiting for the weather to improve and will also endeavour to build up the ground level at either end of the table tennis table. **(02/21).**
- 6739 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. **(02/21).**
- 6740 WBC have announced the start of the LPP2 consultation which will run from 27th November 2020 until 29th January 2021. A draft response was circulated prior to the meeting which councillors discussed. Cllr Jacobs said that she was concerned with the volume of development in Milford and Haslemere and the impact this would have on the roundabout at the junction of B3001 and A287 as cars coming from Milford would have right of way thus hampering access to the A3 for vehicles coming from Elstead. There were no further comments. The clerk confirmed that the PC's response was submitted before the deadline of 29th January 2021. **(02/21). Minute to be removed next month.**
- 6741 Woolfords Lane Cemetery Finger post Sign: Cllr Snape had advised that two separate visitors had been unable to locate the cemetery which had caused further distress to them at a difficult time. The clerk had circulated photos of the junction prior to the meeting and suggested that the only suitable option would be to attach a sign to the street lamp opposite the junction. The sign would state how many meters down Woolfords Lane the cemetery was. The clerk has contacted SCC Highways who have approved this in principle subject to having sight of the final design and sign measurements/material. **(02/21).**
- 6742 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) to prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. **(02/21).**

- 6743 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav contact at SCC. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the end of the footpath. The clerk questioned whether wooden posts could be installed as there are three instances of fly tipping down the footpath which the clerk has reported. It was questioned whether anyone had vehicular rights along this footpath. **(02/21).**
- 6708 Cllr Gardner advised that there was much mud along the gutter in parts of Hookley Lane. The clerk advised that there was a lengthy document that had been shared previously with the PC as to how WBC determined when a road should be cleaned. The clerk to contact WBC and ask for a schedule. The clerk to contact Cllrs Elses if there is no action from WBC. **(02/21).**
- 6744 Cllr Gardner noted that a wooden post had been dislodged to the right of the entrance to Pond Cottages and unauthorised vehicles were blatantly ignoring the sign and parking in the layby. The clerk noted that this matter had been referred to the MOD already. **(01/21). Minute to be removed next month.**
- 6745 Cllr Gardner noted that BW113 which had been improved recently was almost impassable beyond the repaired section. It was noted that much of the common was boggy due to the rainfall and this section would be monitored. Cllr Murphy, the clerk and Sandra Smith to meet on site and assess whether more posts can be added which would prevent quad bikes entering the common at this point. **(02/21).**
- 6746 The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. Clerk discussed this with Sam Adcock, the new Borough Inspector. She agreed that Kat Farmer, the PC covering Elstead, could be invited to a future PC meeting subject to her shift patterns. Sam Adcock also suggested that the Milford Road could be nominated for a police speed enforcement session. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. **(02/21)**
- 6747 A resident had written asking whether she could site a memorial bench on the small green opposite the main village green (chandlers side). Councillors advised that there was a bench in situ already and it would not be possible to move it owing to the sad circumstances of the passing of the individuals. The clerk to determine if another spot could be found. **(01/21). Minute to be removed as covered under agenda item 18.**
- 6748 Foliage outside Church View Close: The clerk had requested foliage to be cut back. It was unclear whether the land in question was managed by WBC or SCC however WBC had trimmed some of the foliage back slightly. The clerk to ask SCC for a more rigorous trim. **(02/21). Minute to be removed next month.**
- 6.0 REPORT FOLLOWING THE WESTERN VILLAGE MEETING WITH LANDMARC HELD 11th FEBRUARY 2020**

6749 A report following the Western Village meeting was circulated in advance of the PC meeting and updates have been added to current minutes. Other key points covered were: Cllr Murphy reported the blocked culvert on Westbrook Hill outside Milton (the 4 inch pipe is far too small). Adrian Selby asked that any issues should be notified individually to the SCC Highways reporting link by e-mail. In this way they get recorded properly and a response has to be sent. **(02/21)**

6750 Hannah Gutteridge (HG) advised that the Elstead-Milford cycle route project would be implemented in the coming year. Cllr Murphy suggested that a site visit for the cycle route should be arranged when Covid restrictions permit. HG confirmed that she would send the PC a plan of the route first, and then arrange a site visit. **(02/21)**

7.0 WBC UPDATE

6751 Cllr Else advised that she was leading an overview and scrutiny review looking at SLA's and how WBC pay grants to their voluntary organisations and whether there is an alternative way that they can be funded. **(02/21). Minute to be removed next month.**

8.0 SCC UPDATE

6752 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 investigated it on 22nd January 2020 however no further action appears to have been taken. This issue was raised again in February 2021 and it was agreed that the clerk would contact SL-C and SC of SCC asking for a site meeting. **(02/21)**

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

6753 Thursley Road improvements: Cllr Harmer advised that a large section of road was due to be resurfaced from the pride of the Valley to Elstead. **(02/21)**

6754 Council Tax: government set a ceiling of 2% increased but local authorities can add +3%. SCC have agreed to only add 0.5%. **(02/21). Minute to be removed next month.**

6755 Cllr Harmer advised that there as an extra £2,500 for SCC countryside to spend on new signage and to fix broken styles. **(02/21). Minute to be removed next month.**

9.0 NEIGHBOURHOOD PLAN UPDATE

6756 The clerk contacted Waverley Planning Policy team requesting an update as the number of new houses that are required. WBC advised that this would take a month but in the end able to provide the figures quicker than anticipated however the SG believe that the numbers are incorrect as they show a reduction of 30 in the total number of houses still required. The clerk has contacted WBC over this point and WBC have advised that the carehome carries an allocation of 33 houses – a point which WBC have known since June 2018 but not shared with the NHP SG. Cllr Murphy has written to Thakeham seeking clarification on the viability of the carehome. **(02/21).**

6757 Mini consultation on revised housing policies: 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 15 dwellings (NB this was originally 18), the NHP SG has agreed that the housing allocation section of the draft NHP will need to be consulted on again. 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. Cllr Mathisen asked whether the plan would be ready to go to referendum in May 2021 and Cllr Murphy stated that the SG were moving as quickly as they could. **(02/21)**.

6758 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward (VAM, Kingsmead and Springfield). Members of the NHP SG have assessed the draft report from Aecom and DV, the SG's planning consultant has fed back to Aecom comments on the draft. A copy of the draft has been circulated to the SG and PC and anyone with comments should send these to the clerk by 23.2.2021. The revised HRA and SEA is also in progress. **(02/21)**.

6759 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs to be taken and the revised copy to be proof read. **(02/21)**.

10.0 ELSTEAD EMERGENCY RESPONSE (EER)

6760 EER Update: The EER committee is continuing to meet fortnightly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). Following the meeting held on 13.01.2021 it was agreed that there would be more frequent communication across different media platforms. The group would also publicise regular signposting and in addition publicly thank people in the village who have really helped the community during this time. It was agreed that the phone number should remain in place for the foreseeable future. The EER contains to remain active. **(02/21)**

6761 EER plan: Cllrs Rees and Snape to meet with WBC regarding the EER plan on 19th February 2021. Cllr J Else asked to attend the meeting too. **(01/21)**.

6762 EER rota: The clerk noted that the updated EER rota would be circulated to councillors after the meeting. **(02/21)**.

11.0 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)**.

6763 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. The CIL advisory body have now advised that a decision on which applications have been successful will now be reached in May 2021, eleven months after the bid process opened and 7 months after the original decision date. Cllr J Else noted that she was very concerned by the process and was uncomfortable that WBC could be an applicant as well as the deciding body. **(02/21)**.

6764 NE boardwalk plan: NE shared a document with their proposals for replacing the boardwalk and this was shared with councillors prior to the meeting. Councillors to share comments before the next meeting due to be held on 24th February. **(02/21)**

12.0 OUR ELSTEAD UPDATE (OE)

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)**.

6765 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. Progress has been slow due to the forger's availability and a letter to be written to The Billmeir Trust explaining the delay. Cllr Mathisen shared the revised design prior to the meeting which was approved by councillors. Cllr Mathisen to instruct the forger to make the sign. Thanks were given to JM, SR and PW for their work on this project. Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the marathon was scheduled for Friday 25th June covid restrictions permitting so this might need to be taken into consideration. **(02/21)**.

6686 Summer planters: Cllr Mathisen advised that DM was happy to manage this for a third and final year for which the PC expressed its gratitude. 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. **(01/21)**.

6766 Electrical supply to the green: Cllr Mathisen has liaised with SEN and advised that there is an electricity supply to the green. Cllr Reynolds and the clerk measured where the supply could be fed to on the green. The clerk applied for Members Allocation Grant and was successful in receiving £1,200 towards the project – thanks were given to Cllr Harmer. Cllr Mathisen to obtain 3 x electrician quotes for the installation of a useable power source. The clerk advised that approval to site the termination point will be needed from WBC who may charge. **(02/21)**.

6767 Winter Planters. There have been no issues with the winter planters and there has been minimal damage despite the cold conditions. Cllr Snape noted that she had received many positive comments about the planters and was thanked again by councillors. **(02/21)**.

13.0 BOREHOLE UPDATE

6768 Borehole project: Cllr Murphy advised that to date the project had received £9,000 of funding. A leaflet drop to residents had generated some donations. To date two quotes for the installation of the borehole have been received c £14,500 net of VAT. Councillors were happy to commission the work given that this is on PC land but will provide much benefit to the wider community. **(02/21)**.

14.0 WMP Play Area – REPORT FROM THE HEAD OF PLANNING

6769 The clerk and Cllr Murphy have written several times to asked ZE asking if he has arranged a meeting with Clarion, Thakeham, EPC and WBC. A meeting was finally held on 5th February 2021 at which the developer expressly asked that the PC should not be invited and WBC agreed to this request. Following the meeting Cllr Murphy and the clerk have asked several times for a copy of the meeting notes but they have been advised that no meeting notes were taken. Cllr Macleod, the portfolio holder, contacted Cllr Murphy by telephone on 14th February to advise that the developer would not be prepared to contribute to a play area as all the planning conditions had been discharged. Cllr Murphy advised that it was very regrettable that The Head of Planning was not prepared to provide a written report on the meeting. Cllr J. Else advised that the Parish Council should contact the monitoring officer regarding the lack of transparency. Councillors noted that this was not the first time that WBC planning have missed conditions and sited 1 Anderson Place and Honeypot Antique development as other examples. It was agreed that the clerk should report this to Robin Taylor. **(02/21). Minute to be removed next month.**

15.0 THURSLEY ROAD – ROAD SURFACE

6770 Thursley Road, surface concerns: 21 potholes have been filled in and the road surface is severely breaking up which is a safety issues especially for cyclists, mobility scooters. Last year the PC received a notification that the road was to be resurfaced however covid halted this work. Cllr Harmer advised that the PC should encourage residents to report any road surface problems and it was agreed that the clerk would highlight this in the next issue of the village news. **(02/21). Minute to be removed next month.**

16.0 ELSTEAD PARISH COUNCIL OBJECTIVES 2021/22

6771 Cllrs discussed what the PC's key objectives would be for FY21/22 and the following objectives were agreed: Completion of the NHP and VDS, installation of the village sign and electricity to the village green, completion of the improvement work to the cemetery (building and redirection of the footpath), Burford Lodge security work, installation of the borehole at The Thursley Road Rec, to measure the impact of covid on the village, redraft the EER plan, improvement to Hookley Lane access, completion of the Elstead to Milford cycle way and public consultation and associated assessment of the need for a village business hub. **(02/21). Minute to be removed next month.**

17.0 ELSTEAD FOOD BANK

6772 An email was circulated prior the meeting which detailed the number of people who have been helped both by the Elstead Food Bank and Help in Elstead during covid restrictions. It was agreed that the clerk would write a letter of thanks to both volunteer groups for providing such a fantastic support. Councillor Snape was surprised at the level of support The Food Bank had had to provide and it was agreed that Cllr J Else would liaise with The Food Bank to ensure they had all the signposting information that they needed. **(02/21). Minute to be removed next month.**

18.0 APPROVAL OF THE LOCATION OF A MEMORIAL BENCH

6773 Memorial bench: Councillors agreed that a memorial bench could be located either on or near the village green however it was agreed that it would be preferable if it was on the smaller green. Cllr Murphy and the clerk to meet the resident to agree a location. **(02/21)**.

19.0 APPROVAL OF HEIGHT RESTRICTIVE BARRIERS AT BURFORD LODGE REC

6774 Height restrictor barriers: Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers. Cllr Murphy said that from initial research such barriers cost c £1100 each. LD explained that the PC would need to have a warning sign as well and Cllr Murphy responded that the gate would come with one. The clerk shared examples and costs of barriers prior to the meeting. The approximate cost of the barrier is £2,000 plus installation. Councillors agreed that they would prefer a green coloured barrier. The clerk advised that the council should seek advice from SEACAMBS as to whether there was a preferred barrier for emergency crew to have to access as the PC would not want the barrier to delay an emergency response. The clerk to liaise with SEACAMB. A consultation with neighbours would need to take place to confirm that the location (shared with councillors as photos prior to the meeting) was acceptable for the barrier. **(02/21)**.

20.0 LOCAL FLOOD FORUM

6775 The clerk advised that Will Bravery (WBC) had invited the Parish Council and residents to join to form a flood forum. The forum would comprise representatives from SCC, WBC, The EA. It was agreed that the best solutions would be for councillors to meet first as the flood forum to understand the scope and what the catalyst for getting results were before opening it up to the community. The clerk to contact Will Bravery. **(02/21)**.

21.0 APPROVAL OF ASSETS REGISTER

6776 The assets register was circulated prior to the meeting. Councillors approved the assets register and this will be signed when it is possible based on covid restrictions. **(02/21)**.
Minute to be removed next month.

22.0 WOOLFORDS LANE CEMETERY BUILDING

6777 Woolfords 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. The clerk has asked three builders for quotes of which two submitted quotes and one has not. Councillors selected the quote from WPR which was significantly cheaper than the competitive quotation. The work is undertaken under the parish council's powers to contribute towards the expenses of cemeteries (Local Government Act 1972, s.214 (6)). The clerk to instruct WPR. In addition to these projects the door frames are rotten and need replacing / repairing, the clerk to instruct RK to quote. **(02/21)**.

23.0 QUARTERLY PLAYGROUND INSPECTION REPORT

6778 The clerk advised that the quarterly playground was circulated prior to the meeting. There is nothing to report of high risk. The clerk to seek clarification on whether it is sufficient to wash the grass matting. **(02/21)**.

24.0 FINANCE

6779 The clerk had circulated an updated review of the financial accounts prior to the meeting which showed income and expenditure to date versus budget.

The clerk advised that the account had been reconciled correctly. Cllr Jacobs had noted this and confirmed that she will sign this off when social distancing allows.

Income still to receive this fiscal: VAT rebate £9071 (submitted November and followed up again with a second submission in January) and £5000 for Smiths Charity (submitted February) plus £800 credit from Kompan (due December the clerk has followed this up).

Current bank balance as at end of January 2020 is £89,329.07 and the deposit bank balance (which is just holding POR donations) is £42,478.77.

21.0 REPORTS AND CORRESPONDENCE

6780 Cllr Murphy advised that the telephone box at Beacon View Road had been removed and the clerk has contacted WBC to ask whether it was removed or stolen as there was no advance notification that it was about to be removed. The sight lines have improved marginally but vegetation is still obscuring some of the view – RK to be asked to remove it. **(02/21). Minute to be removed next month.**

6781 The clerk advised that a resident had notified of overgrowing trees on the PC side of the Croft play area. A cost of £180 was approved by councillors to reduce the vegetation which it does under its powers of . **(02/21). Minute to be removed next month.**

6782 The clerk advised that notification had been received from SCC Highways that the pavement outside the spar is due to be resurfaced w/c 15th March. The clerk has notified businesses and residents along the road. **(02/21). Minute to be removed next month.**

25.0 ACCOUNTS FOR PAYMENT – FEBRUARY 2021

6783 The following cheques were presented for payment:

Payee	Cheque no	Purpose	Amount
Smiths Charity	4219	Reissued Cheque	£150.00
Richard Knight	4220	Inv 0398 maintenance	£368.00
Richard Knight	4221	Inv 0399 woolfords lane	£30.00
Absolute Security	4222	25% deposit for CCTV	£1,621.44
Juliet Williams	4223	salary 1 of 2	£999.00
Juliet Williams	4224	salary 2 of 2	£514.50
Juliet Williams	4225	expenses and working from home	£22.20
Patrick Murphy	4226	chairmans allowance	£225.00
The Playground Inspection Co	4227	quarterly playground inspection (3 sites)	£297.00
Mrs A Butler	4228	double charged by greenwood for headstone	£65.00
			£4,292.14

24.0 MATTERS RAISED BY MEMBERS

- 6786 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(02/21)**
- 6787 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. **(02/21)**
- 6788 Cllr Gardner noted that there were a huge number of cars parking in front of Ockley Common on either side of the road. It was noted that this is MoD land. It was felt that car parking issues were as a result of covid restrictions. **(02/21). Minute to be removed next month.**

Meeting closed at 9.45pm