



ELSTEAD PARISH COUNCIL
Minutes of the Annual Parish Meeting

Monday 17th May 2021 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

6915 A member of the public raised the issue that more recreational facilities were required for women and asked if the PC consider this. Cllr Murphy advised that a netball court typically cost £50k and that recreational facilities were generally more successful when there was a specific club involved who would manage the on-going maintenance of the facilities. The costs of such a scheme were discussed with suggestions that it could be funded via CIL however it was further noted that any schemes needed to demonstrate an element of match funding. It was agreed that this would be further discussed at the June meeting. **(05/21). Minute to be removed next month as will form an agenda item.**

1.0 ELECTION OF A CHAIR

6916 Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman. **(05/21). Minute to be removed next month.**

2.0 COMPLETION OF OFFICE FORMS

6917 The Declaration and Acceptance of office forms were completed and passed to The Clerk. **(05/21). Minute to be removed next month.**

3.0 COMPLETION OF REGISTER OF MEMBERS INTEREST FORMS

6918 The Members Interest Forms were completed and passed to The Clerk. **(05/21). Minute to be removed next month.**

4.0 ELECTION OF A VICE CHAIR

6919 Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice Chairman. **(05/21). Minute to be removed next month.**

5.0 ROLES & RESPONSIBILITIES

6920 The roles and responsibilities form had been shared with councillors prior to the meeting. A couple of amendments were made and the clerk to circulate an updated version after the meeting. **(05/21). Minute to be removed next month.**

6.0 APOLOGIES FOR ABSENCE

6921 Apologies for absence were received from Cllr Rees which members accepted. **(05/21). Minute to be removed next month.**

7.0 DECLARATIONS OF INTEREST

6922 Cllr Murphy declared an interest in the borehole agenda item. No other 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. **(05/21). Minute to be removed next month.**

8.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st APRIL 2021

6923 The minutes of the Parish Council meeting held on 21st April 2021 were agreed and were signed by the Chairman. **(05/21). Minute to be removed next month.**

9.0 APPROVAL OF MINUTES OF ANNUAL PARISH MEETING HELD 28th APRIL 2021

6924 The minutes of the Annual Parish Assembly meeting held via zoom on 28th April 2021 were agreed and were signed by the Chairman. **(05/21). Minute to be removed next month.**

10.0 MATTERS ARISING

6925 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. It was noted that there has been a further extension to the temporary closure notice and the clerk was asked to obtain an update from SCC countryside. **(05/21).**

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

6863 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk has advised SCC and asked for it to be removed. **(04/21).**

6926 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. The clerk to remind SCC that a response is outstanding. **(05/21). Minute to be removed next month.**

- 6927 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 has followed this up before the April meeting but there is no update. Councillors agreed that the PC would no longer seek to ask WBC to transfer to Elstead PC the title for the land at Westbrook Hill. The clerk has followed this up but there is no progress. **(06/21).**
- 6865 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. **(05/21).**
- 6866 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. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Head of Internal Audit at SCC. The clerk and Cllr Murphy followed up progress on this matter. They were advised that the WMP part will be completed imminently but the section beyond the wooden bridge cannot be done at the moment as the owner is not in agreement. This is very unfortunate as this was one of the planning conditions that was discharged. Cllr Harmer noted that the land owner is not allowed to stop this process and Cllr Harmer agreed to refer this matter to the legal officer for this area. **(04/21).**
- 6928 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 Shackleford 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. The clerk has contacted RC for an update prior to the May meeting and he has responded explaining that the SCC Passenger Transport team have looked into the feasibility of this but advised that as the roads in the development itself are unadopted and not built to facilitate passage of a conventional bus, it will not be feasible to locate the bus services within the site. SCC will therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. **(05/21).**
- 6929 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 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. The clerk has report this to Robin Taylor, Head of Governance. It was understood that there was a possibility of a meeting with senior directors at Thakeham and Clarion and Cllr Else was thanked for his efforts in pursuing this matter with elected colleagues. Prior to the April meeting the PC were contacted There was no further action in this matter other than the PC were contacted by an action group from E Grinstead opposed to a development that Thakeham are involved with. The action group asked for Cllr Murphy to send a letter to the press regarding our experiences of Thakeham. It was agreed that the letter would not be sent to the press yet but Cllr Murphy would make Thakeham aware subject to Cllr Else agreeing that this was the correct approach. A meeting with Thakeham has been arranged for 25.05.2021. **(05/21).**

- 6930 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 (21/22). HG advised that SSSI permission is required before works an start. Councillors agreed that the best course of action was for Sandford Brook to be cleared and then for the bridleway to be improved. There was no update on this but councillor did note their appreciation of the new wooden BW signage that has been installed. **(05/21).**
- 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).**
- 6800 The clerk advised that the quarterly playground was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21).**

- 6931 Defibrillators: The new postcode for Gala Lane has been confirmed and the signage has been printed. **(05/21). Minute to be removed next month.**
- 6932 Springfield flooding: Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident in June 2020 to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC wrote 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 was held on March 16th 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. WBC agreed to undertake some investigative work to see if there is an obstruction. Whilst at the meeting GR (WBC) asked whether we had obtained landowner permission for SCC/WBC to access residents' gardens. Cllr Rees responded to GR. **(05/21).**
- 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).**
- 6933 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 Cllr Reynolds suggested Shawbrook Bank as an option. **(05/21)**
- 6666 BT land: 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)**
- 6934 User Agreements: 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. **(05/21). Minute to be removed as covered under agenda 20**
- 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 rise the ground behind where the players stand. **(02/21).**
- 6806 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. Cllr Murphy noted that the water level on the common had

risen by two foot due to the need to clear Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. Cllr Mathisen to ask HUG representatives when will it be possible to arrange a site meeting. **(03/21)**.

- 6872 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 but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk advised that the fly tipping has been removed. The clerk contacted HG to ask if barriers could be installed and Cllr Jacobs advised that she did not believe that anyone had vehicular rights along this footpath. HG advised that SCC were short staffed but would contact the landowner at some stage in the future. **(04/21)**.
- 6873 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared. The clerk has contacted the Head of Environment to ask why this is the case and has followed this up with Richard Homewood. **(04/21)**.
- 6810 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 met on site and agreed that more posts can be added which would prevent quad bikes entering the common at this point. Since this meeting the PC has been informed that SCC are planning to get contractors to work on sections of the Elstead to Milford cycleway and that this might be an access point for contractors. It was agreed to put the extra bollards on hold. **(04/21)**.
- 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)**
- 6875 Elstead-Milford Cycle Route: Hannah Gutteridge (HG) advised that this 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. In a previous meeting councillors were advised that The PC could suggest names for the cycle route. The clerk has contacted the Witley clerk. The clerk and Cllr Murphy noted that the cycle way had been awarded £150,000 in CIL funding. The clerk to ask HG again for the proposed definitive route. **(04/21)**
- 6935 Flood forum: 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. Flooding issues were discussed at the meeting held on 16th March and Cllr Mathisen circulated a report following the meeting. SCC have responded and a Flood Action group to be formed. **(05/21)**.
- 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)**

- 6936 Woolfords Lane Cemetery Sign post. Prior to the meeting the clerk had obtained two costs: £135 from Woolmer Fitzpatrick (who produced the village green signpost) and c £130 from AJ Signs (who produce the defibrillator signs). Councillors agreed the costs and Cllr Murphy and The clerk to measure the distance from Thursley road to the cemetery so that this can be included on the sign. The clerk contacted SCC for approval. SCC have advised that the clerk must seek permissions from Skanska who own the streetlight and in addition distance cannot be included on the sign. The clerk to understand why this is the case. **(05/21)**.
- 6877 Height restrictor barriers: Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers and a price comparison process was undertaken and the clerk has also sought advice from SEACAMB. The restrictive barrier is purchased under the PC's power to spend money on crime detection and prevention measures (Local Government and Rating Act 1997, s 31). The barriers have been ordered and the clerk is waiting on a completion date. **(05/21)**.
- 6937 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Webster circulated a sample survey prior to the April meeting and feedback was given. It was agreed that the village would be divided into sections from which individuals could be chosen. An updated survey to be circulated to the PC and questions to be asked either via online or face to face. Following technical issue the survey is expected to be ready for the June meeting. **(05/21)**.
- 6938 Cllr Mathisen advised that residents at BVR were investigating fibre optic cable and had extended the group to include residents in Red House Lane and Thursley Road with an aim of reaching the Elstead South group. 150 homes and 13 businesses have signed up to date and a Community Infrastructure Company to be formed imminently. An article was written for the May issue of the Elstead village news to encourage other houses to join up to the scheme. **(05/21)**.
- 6855 Cllr Gardner advised that residents from Hookley Lane were collating evidence on inconsiderate parking and liaising with SCC on this matter. **(03/21)**.
- 6880 Guinea Common parking issues: residents have been liaising with MoD as vehicles are being parked in the lay-by to the left. The clerk advised that 1st Call are able to place logs to deter parking if needed. **(04/21)**.
- 6856 A resident asked for help regarding a blocked lateral drain along the Seale Road. The drain has been blocked for some time. It is not certain whether the drain has been jetted. The resident was asked to email the details to the clerk who would follow this up. **(04/21)**.
- 6857 Two residents asked whether a small section of the Backland Field could be given over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). The residents noted that mountain bikes appeal to all ages and ability and was a sustainable form of exercise. At Rodborough Common all ages of people visit the track – people tend to do the runs several times and don't just "hang around." The bike track would need a relatively small section of land allowing for the majority of the field to still be rented out from which the Parish Council could still earn an annual income. Councillors were largely supportive of the idea in principal and asked that the residents do further research. It was noted that there would need to be a public consultation for those residents living locally. An access route could be created through the bottom of Burford Lodge Rec. **(04/21)**.
- 6939 Woolfords Lane cemetery building: To relay roof tiles and hip tiles. The clerk has sought three quotes to date, one contractor is unable to provide a quote, a second company quoted £2,500 based on using the existing tiles or £4,477 for new tiles and a third company quoted £1,960 which councillors

- approved. 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 has instructed L Audsley Roofing Ltd who has advised that the work will be done in c 8 weeks. **(05/21)**.
- 6899 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk to instruct RK to quote. **(04/21)**.
- 6887 EER Update: The EER committee is continuing to meet monthly 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). The ECR contains to remain active although in the past month there has been only one request for help. **(04/21)**
- 6888 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is "under review". Cllr Snape has put forward an EER plan to simplify what is already there. **(04/21)**.
- 6940 EER rota: The clerk noted that the EER rota has been circulated to councillors **(05/21) Minute to be removed next month.**
- 6889 Phone line: EER phone line to be reviewed at the June meeting. **(04/21)**.
- 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)**.
- 6941 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. The CIL Advisory Board have finally met and assessed all of the applications and the Executive have approved an allocation of £98,000 to the POR fund and the clerk has received formal notification of the offer of £98,000. Taking into consideration public donations as well as NE financial support it seems highly possible that the whole boardwalk can be. The CIL acceptance letter to be considered fully before being signed off. **(05/21)**.
- 6942 NE boardwalk plan: NE shared a document with their proposals for replacing the boardwalk and Cllr Murphy and the clerk fed back comments at the POR committee meeting which was held on 24th February 2021. The main area of concern from Elstead Cllrs was that there was a proposal not to reinstate the access to the boardwalk from BW 504. Cllr Murphy felt that NE had taken this point on board. NE re looking at other options including creating bunds as well as boardwalks for pedestrian access. **(05/21)**
- 6891** Car parking at The Moat: a voluntary car parking system at The Moat costing £25/year. Councillors to monitor if parking along the Thursley Road increases as a result. **(04/21)**.
- 6943 POR meeting: the next meeting of the POR committee is scheduled for 16.06.2021. **(05/21)**.
- 11.0 REPORT ON THE BLUG MEETING HELD 26TH APRIL 2021**
- 6944 A BLUG meeting that was held on 26th April although unfortunately only four people were available including the clerk, a representative from the sharks and two committee members from the EVAA. The clerk advised that a resident had asked to attend these meetings and the clerk had advised that this was only for committee members and that MOP's should raise any concerns directly with the clerk. Councillors agreed with this point. The clerk shared updates with sub committee members on litter, completion of CCTV project, postcode for Gala Lane and EVTC having been generated, barrier update and carpark / scraping back work scheduled for May half term. The sharks provided an update on football season timings. A resident who had wanted to attend asked if a fence could be

erected around the rec o that dogs could be walked. The clerk had advised that this would not be possible as this was a dog protection zone as determined by WBC. **(05/21). Minute to be removed next month.**

6906 Pitch treatments for the recreation fields. It was noted that treatment was needed for both pitches. The clerk to obtain costings. Cllr Murphy noted that the FA were providing funding for football pitches of £1k per pitch – Elstead has 6 pitches. **(05/21). Minute to e removed as covered under agenda item 17.**

12.0 WBC UPDATE

6945 The clerk advised that Cllr J Else and the clerk had reported The Quillets to WBC. There was a lot of waste and general mess and untidiness with broken fence posts etc that could cause a hazard. WBC have advised that the area has been made safe. **(05/21). Minute to be removed next month.**

6946 Planning – there have been huge problem with planning leading to delays in getting applications registered on the website and assessed. This has been caused by the introduction of Horizon a new programme as well as a shortage of staff. **(05/21). Minute to be removed next month.**

6947 Dunsfold is set to deliver less hosing however Cllr Murphy did not feel that this would impact housing figures in the E&W NHP Area as the land is protected by Green Belt. **(05/21). Minute to be removed next month.**

13.0 SCC UPDATE

6948 Road resurfacing long Thursley Road from outside Sandford Villas to the Bel and Dragon starts on Sunday 23rd May and will last for 4 days. **(05/21). Minute to be removed next month.**

6949 BW101; Cllr Harmer spoke to SCC legal to try and understand what can be done to protect this. A resident is badly impacted by the use of this track by film companies. It was noted that not all film companies need planning permission as some filming lasts less than 28 days. Cllr Murphy noted that he and Cllr Mathisen had provided a schedule of times for the film company to access the route which precluded late at night and early morning. Mod has accepted this document and Cllr Murphy to forward it to Cllr Harmer. **(05/21).**

6820 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. The clerk contacted SL-C (SCC) who advised that as soon as works on Whitmead Road had been completed SCC would be able to focus on this issue. **(03/21)**

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

14.0 NEIGHBOURHOOD PLAN UPDATE

6950 Mini consultation on revised housing policies: The focused consultation ran from 26th March 2021 for six weeks until 7th May 2021 and there have been 156 responses. The NHP team are happy with the number of responses as this was a reconsultation. Nexus have forwarded a list of all the comments and responses and these will be analysed in detail by the NHP team. Any responses will be incorporate and there will be a final proof read to the NHP before it is submitted to WBC for Regulation 15. **(04/21).**

6823 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward (VAM, Kingsmead and Springfield). The draft SEA was received on 15th March and needs to be read. The revised HRA is in progress. **(03/21).**

6886 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 are in the process of being taken and the revised copy to be proof read. Work on the VDS will be picked up again once the focused mini NHP consultation has been analysed. **(04/21)**.

15.0 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)**.

6951 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 blacksmith's availability. 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 contract had been signed and the deposit sent to the blacksmith. A full size dummy of the sign due on 24th May. It was agreed that a plaque would be made accrediting the sign to the Billmeir Trust. **(05/21)**.

6952 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. Summer planters have been moved to position. **(05/21)**. **Minute to be removed next month.**

6953 Electrical supply to the green: Cllr Mathisen has liaised with SSEN and advised that there is an electricity supply to 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. The clerk is seeking approval from WBC to site the termination point. Cllr Mathisen noted that the termination site will need to be a cabinet 3 feet high. Councillors felt that this would be too much of an obstruction and asked if Cllr Mathisen could try and ascertain if it was possible to have an underground point instead. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. Cllr Mathisen met with DJK who have proposed a solution – an underground power box in the middle of the green. **(05/21)**.

6954 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. Cllr Webster asked whether the winter planters could be planted up earlier with which Cllr Snape was in agreement. The winter planters have been planted with summer flowers and relocated to the Church Green and a watering schedule has been agreed. **(05/21)**. **Minute to be removed next month.**

6895 Village Green: Cllr Mathisen noted that the village green would benefit from some remedial work. It was agreed that grass seed and top soil would be spread over the village green in September 2021. **(04/21)**.

16.0 ROAD SAFETY THROUGHOUT ELSTEAD

6955 The ToR for EVRS sub committee was circulated in advance of the meeting. A few tweaks were made. The ToR was approved and adopted by the Parish Council. **(05/21)**. **Minute to be removed next month.**

6835 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)**.

- 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)**.
- 6956 Thursley Road improvements: The section from The Bel and Dragon to the Sandford Villas has been scheduled for road improvement but that it is the section from Sandford Villas to the centre of the village green that required the most work. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk found a copy of the notice which she shared with Cllr Harmer. Cllr Harmer discussed this with SCC colleagues and investigative work to be undertaken when machinery is available. **(05/21)**.
- 6837 Speeding: 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. The Clerk discussed this with Sam Adcock, the new Borough Inspector. Sam 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. **(03/21)**
- 6838 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 and there has been no change to this situation. 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. The clerk contact SCC prior to the April meeting and they advised that the VAS have been collected from Norfolk and that **(03/21)**

17.0 RECREATION GROUND AREA WORK

- 6957 Grounds treatment: The Clerk sought three quotes for lime and fertiliser grounds treatment work to both recs. One contractor was unable to quote. Grasstex quoted £1,760 for 1000kg each of fertiliser and lime whereas Continental quoted £1,653 for half the amount of fertiliser and lime. Councillors agreed that Grasstex should be awarded the work which it does under its powers to acquire and maintain land for public recreation (Local Government Act 1972, s 226). The clerk to instruct Grasstex. **(05/21)**.
- 6958 Car park improvement (Burford Lodge): remedial work will be carried out by the council's maintenance person during half term and the side of the access road will also be scrapped back to maximise access when cars are parked. The works are undertaken under the PC's powers to provide parking places for vehicles, bicycles and motor-cycles (Road Traffic Regulation Act 1984, s. 57, 63s). The clerk has instructed rec user groups. **(05/21)**.

18.0 BACKLAND FIELD

- 6959 The current tenant has notified the land agent that she does not intend to renew the lease. Pelhams have advised that the rent on the field can be increased and will charge £450 for work to secure a tenant which councillors approved. Cllr Murphy and the clerk met with Pelhams and explained that there is interest for part of the land to be used for a bike track subject to costs, a public consultation and PC approval. In the event that this went ahead the tenant would be charged pro rata for the reduced area on the field. They also shared information regarding the creation of a hard standing

area for turning and the location of a second gate. Expressions of interest will be sent to Pelhams is expected that a short list of applicants will be available before the June meeting. **(05/21).**

6950 Backland Field: The sharks and Elstead FC noted that there were also interested in adding two pitches onto the Backland Field and were working on a business case and looking at different options. Cllr Murphy noted that Burford Lodge rec would accommodate a further football pitch so questioned whether this space was required. Cllr Snape noted concern for residents and Cllr Davidsen highlighted that the surrounding woodland was full of wildlife which needed preserving and other comments included the need to preserve the green gap in line with the emerging NHP. Councillors were minded that the storage facilities on Burford Lodge rec should be resolved as a priority and asked that both groups come forward with a business plan and proposal. **(05/21).**

19.0 BOREHOLE AGREEMENT

6897 Borehole project: Cllr Murphy advised that to date the project had received £16,000 of funding of which £3,000 will come from gift aid and elsewhere. The PC supported by TRRT submitted a joint application for £10k funding to the SCC Big Fund Scheme. The PC also noted its support of the project with a £1k donation which it makes under its power to utilise wells, springs or streams for obtaining water, (Public Health Act 1936 s. 125). Three quotations for the installation of the borehole have been received and were circulated before the April meeting; Nichols Boreholes £14,195, Onesen Energy £15,484 and Borehole Service Utilities £13,583. All prices excluded VAT and are just for the borehole installation (ie do not include the irrigation works). The Onesen quote includes the cost of the electrical connection and a brick built enclosure for the control system, the other two don't (this is estimated to be between £1,500 and £2,000). Onesen also include a variable speed pump, which is better than the standard constant speed pump offered by the others. It was agreed that the quote from Onesen energy represented the best value in terms of work included within the scope of the project. The clerk has contacted Came & Co for insurance costs. The borehole project has now received committed donations of £17,000 plus £1,500 in gift aid and a likely £2k marketing monies from Burns & Webber. An application to the SCC Big Fund was submitted in March but there has been no feedback from SCC on this. The borehole committee note that there is sufficient funds to purchase the borehole and a basic irrigation scheme. Councillors discussed this and agreed with the recommendation to proceed and the clerk and to progress this. **(05/21).**

20.0 DRAFT REC USERS AGREEMENTS

6961 The clerk circulated a draft user agreement with councillors prior to the meeting. On the whole the draft was accepted by councillors and the clerk and Cllr Murphy to further amend and recirculate for the June meeting. Cllr Murphy noted that the car park and the Rainbows play area at Thursley Road were part of the leased area to the TRRT. **(05/21).**

21.0 VILLAGE GREEN CLOCK

6962 Clock on the green: an MoP raised the time keeping (or lack of) of the village green clock. Two residents have kindly donated £200 towards the purchase of a new clock and the PC would like to express its sincere thanks for their generosity. The clerk to provide sample at the June meeting. **(05/21).**

22.0 ANNUAL REVIEW OF PC DOCUMENTS:

6963 The clerk circulated the following documents prior to the meeting: Standing orders, Financial Regulations, ToR's, Website Policy and EER policy. All documents were noted as needing no further changes or amendments except for the EER policy which is noted as being "under review". **(05/21). Minute to be removed next month.**

23.0 ISSUES AROUND REMOTE DEVELOPMENT SITES

6964 Cllr Jacobs noted that in a recent NHP feedback session it was noted that there were possible issues for people living with the NHP area trying to work who have no transport of their own. The clerk to obtain a statement to this affect as this would support the NHP's promotion of certain development sites. **(05/21)**.

24.0 REPORTS AND CORRESPONDENCE

6965 Cllr Murphy noted that he was in the process of arranging a meeting with SCC Highways at The Croft for either 26/27. Cllr Jacobs and Cllr Harmer to attend. **(05/21). Minute to be removed next month.**

6966 Boundary Review: the proposal is for the number of ward councillors to reduce from 57 to 50. There is no further detail and it is not clear how this will affect Elstead. **(05/21) Minute to be removed next month.**

6967 Hoppa: an email was received asking for support for their Big Surrey fund application to purchase 2 x electrical and accessible buses. The clerk to write a letter of support as well as "like" their application on the SCC Big Fund portal. **(05/21) Minute to be removed next month.**

6968 Burford Lodge Pavilion: the clerk advised that Elstead FC were keen to reinstate the showers, loos etc. The PC considered that it was not in favour of this. The building was unsafe for anything other than storage and felt that the FA should be working on plans for a replacement building and did think it was a good use of money. **(05/21) Minute to be removed next month.**

6969 A resident had contact Cllr Murphy, concerned about some trees. The clerk to contact the resident. **(05/21).**

25.0 FINANCE

6970 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the reconciliation. **(05/21) Minute to be removed next month.**

6971 Bank balance as per statements: Current account £150,210.83 (31st May 2021) and Deposit account £55,163.91 (31st May 2021). **(05/21) Minute to be removed next month.**

6972 Accounts for payment for May 2021 **(05/21) Minute to be removed next month.**

Payee	Cheque no	Purpose	Amount
Castle Water	4263	Burfod Lodge Rec	£645.21
Maxwell Ltd	4264	Payroll	£72.00
Diane Snape	4265	OE Flowers	£74.83
Surrey Alc Limited	4266	Annual Membership	£838.54
Juliet Williams	4267	Salary 1 of 2	£999.00
Juliet Williams	4268	Salary 2 of 2	£516.30
Wellers Law Group LLP	4269	Registering Thursley Road Rec	£900.00
Juliet Williams	4270	Expenses May	£21.30
Elstead Village Halls	4271	PC Meeting Hall Hire	£17.50
SSE	4273	Burfod Lodge	£44.00
Axtell Ltd	4274	Crushed concrete for car park	£768.00
AJ Signs Ltd	4275	Defib (Gala Lane) and Water usgae sign	£148.00
Maxwell and co	4276	Year end submission payroll	£96.00
HMRC	4277	Tax / NIC	£1,382.33

£6,523.01

6973 Internal audit: the clerk advised that she had visited Maxwells who were investigating how the Preserve our Reserve funds should be accounted. The auditor noted that he needed to discuss this with the external auditor and as soon as there was guidance the clerk would be able to submit all the paperwork for review. **(05/21) Minute to be removed next month.**

26.0 MATTERS RAISED BY MEMBERS

6974 Cllr Davidsen noted that a sign had been smashed into near the Shackleford Road on the Elstead arm and it has been reported to SCC. **(05/21) Minute to be removed next month.**

6975 Cllr Davidsen noted that pea shingle had been added to a path on Hankley Common near the Lions Mouth and questioned shouldn't this be Fittleworth. **(05/21) Minute to be removed next month.**

6976 Cllr Mathisen proposed that there should be an event to celebrate EER, HIE and EFB volunteers **(05/21)**

Meeting closed at 9.30pm