



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 21st April 2021 at 7.30pm

Virtual Meeting via Zoom

Attendees:

Cllr P. Murphy (Chair)	Cllr R. Rees	Cllr R. Gardner (arr 8.15pm)
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

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).**

6858 A resident asked whether the PC had been informed in advance of the filming scheduled at Hankley Common. The PC had not been informed of the filming but it was noted that it filming lasted for less than 28 days permission was not needed. **(04/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6859 There were no apologies for absence. **(04/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6860 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. **(04/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 15th MARCH 2021

6861 The minutes of the Parish Council meeting held on 15th March 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(04/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 15th MARCH 2021

6862 The minutes of the planning meeting held on 15th February 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(04/21). 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).**

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).**

6794 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. **(03/21).**

6864 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. **(04/21)**.

- 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. There was no update for the April meeting. **(04/21)**.
- 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)**.
- 6867 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 contacted RC for an update prior to the April meeting but there was no response **(04/21)**.
- 6868 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. There has been no further information from Cllr Potts regarding a meeting date with Thakeham. **(04/21)**.

- 6869 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 start. Councillors agreed that the best course of action was for Sandford Brook to be cleared and then for the bridleway to be improved. **(04/21)**.
- 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 for (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 need 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)**.
- 6870 Defibrillators: The new postcode for Gala Lane has been confirmed and the signage will be sent to the printers. **(04/21)**.
- 6803 Springfield flooding: 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 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. **(03/21)**. **Minute to be merged with 6881**.
- 6871 Gala Lane: The postcode has been generated and one name plate will be put up in the road ensuring its location does not cause confusion with those properties with a Milford Road address. The clerk has advised EVC of the new postcode and JH has advised SECAMB who have updated their defibrillator location sheet. **(04/21)**. **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 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)**
- 6621 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. **(12/20)**.
- 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)**.
- 6874 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. WBC advised the clerk that grass seed would be sown on the land and wildflower seed at some later stage. The clerk asked whether WBC will allow the PC to sow wild flower seed but WBC have confirmed that they will do it when they sow the grass seed. **(04/21)**. **Minute to be removed next month.**
- 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)**
- 6814 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. The clerk to understand what the next steps are. **(04/21)**.
- 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)**
- 6876 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. **(04/21)**.
- 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. The clerk shared examples and costs of barriers prior to the February meeting - the approximate cost being £2,000 plus installation.

Councillors agreed that they would prefer a galvanised, green coloured barrier. The clerk advised that the council should seek advice from SECAMB 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 contacted SECAMB and they provided guidance. Neighbouring properties were consulted and there were no objections. The clerk presented two quotations (a third company was unable to quote) and councillors agreed to go with FlowPlates which was the cheapest option at £1998 incl. vat. 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) **(04/21)**.

6878 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. **(04/21)**.

6879 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. The current scheme is due to end 31st March 2021. Cllr Mathisen to discuss the funding with Cllr Harmer. An article to be written for the village news to encourage other houses to join up to the scheme. **(04/21)**.

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)**.

6.0 REPORT FOLLOWING THE MEETING WITH SCC, WBC RE FLOODING IN SPRINGFIELD HELD 16TH MARCH 2021

6881 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. **(04/21)**. **Minute to be merged with 6803**

7.0 REPORT FOLLOWING THE HUG MEETING HELD 30TH MARCH 2021

6882 A report was circulated by Cllr Mathisen prior to the meeting. Cllr Mathisen advised councillors that there are closure notices on some of the bridleways. Here was a discussion about the use of drones and MoD advised that filming would be taking place imminently. There was no news regarding the repairs to Truxford Road and there was no further update on the legal action although it has been recommended that MoD should establish a legal right of access. **(04/21)**. **Minute to be removed next month.**

8.0 WBC UPDATE

6883 There was no update **(04/21)**. **Minute to be removed next month.**

9.0 SCC UPDATE

6884 Following a query from the clerk as a result of smashed glass in the bus stop window Cllr Harmer advised that anything to do with posts, flags and timetables were the responsibility of SCC and furniture was the responsibility of WBC. **(04/21)**. **Minute to be removed next month.**

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)**

10.0 NEIGHBOURHOOD PLAN UPDATE

6885 Mini consultation on revised housing policies: The focused consultation started on 26th March 2021 and runs for six weeks until 7th May 2021. A letter was sent to every householder, the website has been updated with all the information, a detailed article was placed in the village news and there have been regular reminders on the village facebook page. At the time of the April PC meeting 2 x drop in zoom sessions had been held. Feedback had been positive with some interesting suggestions and questions. A further drop in session plus one covid secure face to face session have been arranged towards the end of the consultation. Cllr Jacobs emphasised that all councillors must respond and encourage their neighbours and friends to respond too. The proposal is for Springfield (16 houses), Sunray Farm (40 houses with a slightly bigger business hub) and Four Trees (11 houses) giving a total of 67 (versus a required total of 62). The overall aim is for the SG to be able to send the final plan (Regulation 15) to WBC on 1st June 2021. As there are inconsistencies with the WBC figures on planning permissions already obtained it was felt that it is better to go slightly over the number of required dwellings and this provides flexibility in case any of the sites under deliver in quantum. Cllr Snape asked how traffic issues would be addressed. Cllr Jacobs noted that traffic had been assessed throughout the process and this was why the SG have selected Four Trees rather than both Four Trees and Croft 2. It was also noted that the SG's preferred sites are those that are located close to the village centre and its services and amenities. Cllr Jacobs also advised that a traffic management plan would have to be submitted when a planning application is presented. **(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).**

11.0 ELSTEAD EMERGENCY RESPONSE (EER)

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).**

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

6889 Phone line: EER phone line to be reviewed at the June meeting. **(04/21).**

12.0 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)**.
- 6890 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. There is a 6 week call off process after which it is hoped that this funding will be approved. Taking into consideration public donations as well as NE financial support it looks as if this means that potentially the entire boardwalk will be able to be rebuilt subject to final costs. **(04/21)**.
- 6827 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. **(03/21)**
- 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)**.

13.0 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)**.
- 6892 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 26th April. It was agreed that a plaque would be made accrediting the sign to the Billmeir Trust. **(04/21)**.
- 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)**.
- 6893 Electrical supply to the green: Cllr Mathisen has liaised with SSEN 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 is progressing the installation of a useable power source. 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. **(04/21)**.
- 6894 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. Winter planters to be planted with summer flowers and then relocated to the Church Green. **(04/21)**.

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)**.

14.0 ROAD SAFETY THROUGHOUT ELSTEAD

6896 Cllr Snape shared a proposal about how the road safety project could be managed. It was agreed that a working party would be formed to take this forward. Cllr Snape agreed to be chair and Cllrs Reynolds, Webster and Gardner agreed to be part of the sub committee. The clerk to draft a ToR for approval at the May PC meeting. An article to be posted in the EVN inviting members of the public to join. **(04/21)**. **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)**.

6836 Thursley Road improvements: Cllr Harmer advised that a large section of road was due to be resurfaced from The Bel & Dragon to just beyond Woolfords Lane junction, Elstead following the approval of 21/22 Highways budgets however dates for the work are due to be finalised. Work was delayed following the longer than anticipated closure of Tilford East Bridge. Cllr Murphy noted that the section from the village green out towards Woolfords Lane was far worse and Cllr Snape asked why this section couldn't be escalated. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk advised that she would look to see if she had a copy of the notice which she would forward to Cllr Harmer. **(03/21)**

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)**

15.0 BOREHOLE UPDATE

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 is makes under its power to utilise wells, springs o streams for obtaining wate,(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 Oneson 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. **(04/21)**.

16.0 WOOLFORDS LANE CEMETERY BUILDING

6898 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 to instruct L Audsley Roofing Ltd. **(04/21)**.

6899 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk to instruct RK to quote. **(04/21)**.

17.0 BACKLAND FIELD

6900 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. Cllr Murphy and the clerk to meet with Pelhams and explain 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 th event that this went ahead the tenant would be charged pro rata for the reduced area on the field. It was agreed that the access would be improved with the additional of some hardstanding and the creation of a turning area. Expressions of interest to be sent to Pelhams. **(04/21)**.

18.0 APPROVAL OF THE ANNUAL FINANCIAL REPORT

6901 Cllr Murphy drafted the annual report ahead of the April meeting with contribution from Cllrs Davidsen, Rees and Mathisen and the clerk provided the financial data. Councillors approved the report and the clerk to add to the website. **(04/21). Minute to be removed next month.**

19.0 REVIEW OF RENTS 2020-2021

6902 Councillors approved the rents for 2020-2021 as agreed after the annual financial meeting held in November 2020. . **(04/21). Minute to be removed next month.**

20.0 REVIEW OF CEMETERY CHARGES 2020-2021

6903 Councillors approved the revised cemetery charges for 2020-2021 as agreed after the annual financial meeting held in November 2020. **(04/21). Minute to be removed next month.**

21.0 CLERKS HOURS

6904 Councillors approved a formal change to the clerks hours which were initially extended in April 2020 as a result of an increase in work load. **(04/21). Minute to be removed next month.**

21.0 FINANCE

6905 The clerk advised that the accounts had been reconciled correctly. Cllr Jacobs had noted this and confirmed that she will formally sign this off when social distancing allows.

Bank balance as per statements:

Current account £89,768.24 (1st April 2021)

Deposit account £55,158.89 (1st April 2021)

April cheques

15 totalling £5,252.03 of which 3 cheques are over £500 including clerks salary, Flowplates £1998 incl VAT (height restrictive barrier).

22.0 REPORTS AND CORRESPONDENCE

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. **(04/21).**

6907 The clerk advised that a burial contractor had caused a mess at Woolfords Lane Cemetery. The clerk had sent evidence to the gravedigger and it was agreed that RK would repair the mess and that his time would be recharged to the gravedigger. **(04/21). Minute to be removed next month.**

6908 Following the recent re-incursion at Westbrook Hill the PC has installed temporary collapsible barriers across the road at Burford Lodge Rec. The cost was under £200 and were purchased under the PC's power to spend money on crime detection and prevention measures (Local Government and Rating Act 1997, s 31). Barriers to be relocated to Thursley Road Rec when the height restrictive barrier is installed. **(04/21). Minute to be removed next month.**

6909 The clerk confirmed that PC Farmer and a representative could attend the Annual Assembly being held via zoom on 28th April 2021. **Minute to be removed next month.**

25.0 MATTERS RAISED BY MEMBERS

6910 Cllr Snape asked for clarification on how the EVAA should approach the PC in order for a borehole to be added to a CIL project list. The EVAA were advised to write a letter to the PC. If the committee were interested in seeing what the borehole looked like Cllr Murphy advised that they could visit his (subject to and following covid restrictions). Cllr Snape to liaise with the EVAA. **(04/21). Minute to be removed next month.**

6911 Cllr Snape advised that a DOCO had advised the hall on additional security measures following the break in. The village hall committee were going to investigate the recommendations which included cutting back some of the trees which border the village hall and Thursley Road Cemetery as well as other mitigating options inside the hall. **(04/21). Minute to be removed next month.**

6912 Cllr Mathisen asked if the meetings could be speeded up. It was noted that the majority of people circulated reports in advance and on the whole meetings finished before 10pm. **(04/21). Minute to be removed next month.**

6913 Cllr Webster advised that she had attended The Clockhouse AGM. The Clockhouse have on-going repairs and improvements and may need future funding. The PC asked that in the event there was a further request they would be minded to support the Clockhouse but that the PC would like to know which other PC's were supporting The Clockhouse and by how much. **(04/21). Minute to be removed next month.**

6914 Cllr Gardner advised that drones had been sited at around 10pm over Ockley Common. **(04/21). Minute to be removed next month.**

Meeting closed at 10pm