



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 21st June 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 (left 9.15pm)
Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

6978 There were no questions from members of the public. **(06/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6979 Apologies for absence were received from Cllr Rees which members accepted. **(06/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6980 Cllr Murphy declared an interest in the borehole. 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. **(06/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 17th MAY 2021

6981 The minutes of the Parish Council meeting held on 17th May 2021 were agreed and were signed by the Chairman. **(06/21). Minute to be removed next month.**

4.0 MATTERS ARISING

6982 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 EA 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 (May 2021). The clerk received an update from SCC for the June meeting advising that SCC have been unable to make new orders during the first lockdown as libraries / council offices etc. were closed meaning that they were unable to advertise

- and display the orders correctly. SCC have found ways around that now, but we have been extremely busy as well as short staffed but SCC expect to start work on this within the next 2 weeks. The clerk has established that the overgrown vegetation along FP64 & FP65 is due to be cut by contractors by 25th June. Cllr Reynolds to check that the work has been undertaken. **(06/21)**.
- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**
- 6983 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 and/or the chevron sign to be replaced. **(06/21)**.
- 6984 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 has been no response from WBC. **(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)**.
- 6985 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. Further works are due but have been delayed as a result of staff shortage. SCC to negotiate the surface material with the landowner. **(06/21)**.
- 6986 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. There was no update for the June meeting and the clerk to find out where SCC deem the safe drop off/pick up point to be. **(06/21)**.

6987 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 and is reported under agenda item 5. **(06/21)**.

6988 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 can start. Councillors agreed that the best course of action was for Sandford Brook to be cleared and then for the bridleway to be improved. HG advised before the June meeting that they were waiting for NE permission. **(06/21)**.

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).**
- 6989 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. Following a Flood Action Group meeting held on 21.6.2021 a date of 29th June 2021 has been agreed to undertake inspection works. Cllrs Rees and AG are contacting residents to secure access to gardens. **(06/21).**
- 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).**
- 6990 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 shared interest rates for Lloyds and Shawbrook and it was agreed that an account with Shawbrook offered the best interest. The clerk to open an account and move the POR funds to it. **(06/21)**
- 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. **(06/21). Minute to be removed after July meeting when it forms an agenda item.**
- 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).**
- 6991 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 has tried to contact HUG representatives for a site meeting – and will push gain for a site meeting. **(06/21).**

- 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)**
- 6992 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. HG provided the following update for the June meeting: SCC ecologist has completed the Environmental Assessment so I will submit it for EA consent. Once consent is received the works will be tendered to ideally start at the end of summer to be completed before winter sets in. SCC to send a plan showing the route. The entire route will be surfaced in Fittleworth to 3m width where possible. SCC are still keen for the route to be named. **(06/21)**
- 6993 Flood forum – renamed Flood Action Group: 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 and met on 21st June. All agreed it was a very productive meeting. SCC to forward leaflets containing emergency contact details and what to do in a flood information. It was made clear that members of the public must contact SCC directly rather than asking their PC to for gdpr reasons as SCC will provide updates on the works progress. **(06/21)**.
- 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)**

- 6994 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. Cllr Mathisen advised that he had tried to contact MoD on a number of occasions to no avail and would try again after the June meeting. **(06/21)**
- 6995 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, the clerk has obtained written permission from Skanska and SCC and the sign has been ordered. **(06/21)**.
- 6996 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 has chased for an updated and was told delivery is expected early July. **(06/21)**.
- 6997 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. The clerk to shred any addresses and the main covid survey to be undertaken in September by Cllr Webster. **(05/21)**.
- 6998 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 which generated some interest. Open reach have supplied a quotation. **(06/21)**.
- 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)**.
- 6999 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 started on 26th June. **(06/21).**
- 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).**
- 7000 Phone line: EER phone line to be reviewed at the June meeting. The clerk to contact Cllr Rees for his views on the continuation of the phone line after the June meeting. **(06/21).**
- 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).**
- 7001 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. The offer has been formally accepted the offer. **(06/21). Minute to be removed next month.**
- 7002 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. **(06/21) Minute to be removed as covered under agenda item 12.**
- 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).**
- 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).**
- 7003 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 made 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 scheme has been given the "go ahead" and work is due to start during the first week of July. The application to surrey is still live but after three months there has been no response on it. The first stage of works can be completed without this funding. **(06/21)**.

7004 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 works have been completed and both recs are looking in good condition. **(06/21)**. **Minute to be removed next month.**

7005 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. The work has started however there was debris in the crushed concrete. A further layer of plainings to be added to cover the road surface this week. **(06/21)**. **Minute to be removed next month.**

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)**.

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

5.0 REPORT FOLLOWING THE MEETING WITH THAKEHAM HELD 25TH MAY 2021

7006 Thakeham Meeting: a detailed report was circulated prior to the meeting. Cllrs Murphy, Jacobs, Else, the clerk and DD met with Chris Brake and Tristan Robinson of Thakeham to discuss a document that the PC had prepared which listed all the short comings associated with the WMP build. As a result of the meeting the following actions have taken place: the footpath has been reinstated through the development, the old perimeter fence has been removed, a new 1.8m fence has been installed in front of the deep culvert, debris will be removed from the grazing land, the sandpipe has been capped (this wasn't their responsibility), proper signage will be installed on the route to the SANG and they have committed to discuss the play area with Clarion. Cllr Murphy explained that there should be a 5m barrier between the house and the LAP (NPPF planning). LD asked whether the "no mans land" could be an options for a LEAP. **(06/21)**.

6.0 REPORT FOLLOWING THE MEETING WITH SCC HIGHWAYS HELD 27TH MAY 2021

7007 SCC Meeting: a report was circulated prior to the meeting. Cllrs Murphy, Jacobs and Hamer met with Mr Peplow plus another representative from SCC Highways on site at The Croft. The discussion was over the decision of SCC to agree access arrangements (ref Croft 2 planning application) which went against SCC guidelines. Neither representative could explain why they had ignored the advice of their technical advisor or provide evidence to explain why they had discounted SCC guidelines. **(06/21)**. **Minute to be removed next month.**

7.0 WBC UPDATE

7008 There was no update at the meeting. **(06/21). Minute to be removed next month.**

8.0 SCC UPDATE

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)**

7009 There was not much to report as SCC has been running a number of induction meetings following the recent election. Schools have received some SEND funding. **(06/21). Minute to be removed next month.**

9.0 NEIGHBOURHOOD PLAN UPDATE

7010 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. Final proof read of the NHP has been completed and just waiting on the last draft to submit to WBC for Regulation 15. **(06/21).**

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).**

10.0 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).**

7011 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).**

7012 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. The clerk and Cllr Mathisen have been following up with WBC and the electricians for quotes. **(06/21)**.

7013 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 and after discussion at the June meeting it was resolved that the clerk should seek a quote from Grasstex to undertake the work and this would be presented at the July meeting for approval. **(06/21)**.

11.0 ELSTEAD VILLAGE ROAD SAFETY

7014 EVRS working party held a preliminary meeting where four key areas were identified; Thursley Road, Milford Road, Hookley Lane and the Village Green. Issues such as parking, speeding, maintenance have been looked at with each graded red, amber and green. The working party held a good brain storming session and a number of ideas came from this. Following the meeting Cllr Snape and the clerk met with AS (SCC Highways) and will update the working party at the next meeting scheduled for 28th June. **(06/21)**. **Minute to be removed next month.**

7015 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) prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. Following the preliminary EVRS meeting the clerk spoke to Mrs Elliott who said she would be pleased for the school to be involved in any schemes. **(06/21)**.

7016 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 despite the clerk requesting an update for the June meeting. **(06/2021)**.

7017 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 – Cllr Harmer explained in the June meeting that there was no date advised as of yet. **(06/21)**.

7018 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 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. PH (SCC) has contacted SCC to forward speedwatch information to the clerk following a meeting on 15.6.2021. **(06/21)**

7019 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 met with PH (SCC) and

AS (SCC) to agree locations. A VAS was set up on the directional finger post on church green. PH supplied some batteries and the clerk to purchase the PC's own batteries. 2 x speed monitoring to be undertaken at Fir Mead and Church Green VAS locations – PH to arrange. 2 posts to be installed at Fir Mead and by TR Rec. S advised it must be Katy Poulsam who have quoted £1k for a corner warning sign, post and installation. The clerk to ask Clr Harmer to ascertain why it must be installed by KP as RK has attended a Highways accreditation course. **(06/21)**

7020 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. The clerk to ask Clr Else if there has been any progress with subsequent correspondence to BT from Mr Hunt. **(06/21)**

12.0 PRESERVE OUR RESERVE

7021 A working party meeting was held on 16th June. NE are minded to agree with the PC's suggestion that the link from BW504 to the reserve should be retained. Funding of £98k (WBC CIL), £55k (donations) and £150k NE are confirmed. The working party are anxious to get the project started and JM to liaise with WBC as to whether planning permission is required. **(06/21)**.

7022 The ToR for FOTC was circulated in advance of the meeting and was ratified by councillors. **(06/21)**.
Minute to be removed next month.

7023 Councillors agreed that £500 should be transferred to The Friends of Thursley Common (FOTC) to cover wardens clothing and websites fees. Councillors agreed that the website should be created and as the fees were c £250 / annum would support it jointly with Thursley PC if required in the future. **(06/21)**. **Minute to be removed next month.**

13.0 BACKLAND FIELD

7024 Following the decision of the current tenant not to renew her lease, expressions of interest from new potential tenants were sent to Pelhams. A list of tenders was shared with the clerk prior to the June meeting. The clerk shared the value of all of the tenders with councillors but ensured that when sharing this information all tenders remained anonymous for transparency and fairness. Councillors unanimously choose the second highest tender as the value was more in line with what had been originally anticipated. The clerk to advise Pelhams who will inform all who applied and who will draw up the necessary paperwork. **(06/21)**. **Minute to be removed next month.**

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)**.

14.0 DRAFT REC USERS AGREEMENTS (Item deferred to July 2021)

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)**.

15.0 BURFORD LODGE REC PAVILION

7025 Burford Lodge Pavilion: Following the May meeting the felt came off the pavilion roof leading to significant water ingress which results in the semi collapse of both ceilings in either changing room. Elstead FC have engaged someone to undertake the roof repairs and will fund this. The clerk has advised the insurance company and they have confirmed that the ceiling must be surveyed. The clerk has engaged a surveyor who will undertake the survey on 29th June. The cost of £450 will be paid by The Sharks / Elstead FC. **(06/21)**.

16.0 VILLAGE GREEN CLOCK

7026 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 showed some examples at the June meeting and councillors agreed that they liked one with digits as opposed to roman numerals and were interested in the clocks that were branded. The clerk to run a poll on facebook for votes. **(06/21)**.

17.0 UPDATED ASSET REGISTER: (item not required for discussion)

18.0 REPORTS AND CORRESPONDENCE

7027 Members allocation: Cllr Harmer suggested that the borehole could consider applying for some members allocation. **(06/21)**.

7028 WBC Grass cutting: complaints have been received by members of the public about the No Mow May grass cutting policy which has left many residential areas looking unkempt as well as causing a threat of tics and injury through hidden sight lines. The clerk to write to Cllr Townsend, copying Cllrs Elses about this policy enclosing photos and asking if the Portfolio Holder would like to visit the village and see for herself the mess of many of the village's residential areas. **(06/21)**.

7029 The Queen's Jubilee: The clerk advised that in June 2022 it would be the Queen's Jubilee. Following the suggestion last month that an event be arranged for volunteers the clerk wondered whether the PC would wish to celebrate this. It was agreed that this would be discussed at the July meeting. **(06/21)**.

7030 Burford Lodge rec carpark has been resurfaced but there were complaints following the fact that plastic, glass and metal items were included within the crushed concrete. Plainings have been ordered as a top surface and works will be completed by 24th June. **(06/21)**. **Minute to be removed next month.**

7031 Complaints have been received about the bollards however the bollards were spaced and the PC cannot take responsibility for drivers driving over them. **(06/21)**. **Minute to be removed next month.**

7032 James Giles has invited councillors to attend an evening talk about the Night jar and visit to the TNNR. Councillors to advise the clerk if they can attend. **(06/21)**. **Minute to be removed next month.**

19.0 FINANCE (all financial papers including audit documents/reports were circulated prior to the meeting)

7033 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the reconciliation. **(06/21)** **Minute to be removed next month.**

7034 Bank balance as per statements: Current account £150,210.83 (31st May 2021) and Deposit account £55,163.91 (31st May 2021). **(06/21) Minute to be removed next month.**

7035 At 25% time gone c 22% of the budget has been spent. An overview of expenditure by cost centre by month was shared before the meeting. Expenditure includes the majority of the carparking / hard standing (Backland Field) and cemetery paving. **(06/21). Minute to be removed next month.**

7036 Accounts for payment for June 2021 **(06/21) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4278	Axtell Ltd	crushed concrete B/L carpark	£384.00
4279	Axtel Ltd	crushed concrete B/L carpark	£384.00
4280	Fitpatrick Woolmer	Woolfords Lane cemetery sign	£216.00
4281	Grasstex	lime and fertiliser treatment	£2,112.00
4282	Juliet Williams	salary 1 of 2	£999.00
4283	Juliet Williams	salary 2 of 2	£516.10
4284	Juliet Williams	expenses	£78.07
4285	HMRC	HMRC	£1,329.71
4286	Shorts Plant Hire	machinery hire for car park remedial work	£785.85
4287	Richard Knight	maintenance, Carprk and OE	£2,708.55
4288	Richard Knight	Woolfords Lane Cemetery	£885.78
4289	Elstead Village Halls	Hall Hire 17.5 and 7.6	£35.00
4290	Diane Snape	plants OE	£15.98
			£10,450.04

Internal Audit:

7037 Internal Audit Report 2020-21: The following actions were discussed and agreed:

- One cheque was incorrectly drawn up – action agreed: clerk and signatories to double check payments
- Ensure that all VAT receipts are marked with the name Elstead Parish Council – action agreed all to ensure this is done
- The precept amount was recorded in the detailed finance meeting minutes but was not highlighted on the December PC minutes – the clerk to ensure this is recorded moving forwards.
- The except for matter referred to in the external audit (2019-2020) was not recorded in the minutes and it should have been even if this point was disagreed – the clerk to ensure that his is considered in the future.
- One PAYE payment was missed but has since been paid – clerk to ensure timely payment of all PAYE payments.
- Pensions contributions have not been paid – the clerk did try and contact the pension provider on a number of occasions. The pension issue to be resolved.
- CCTV was added to the asset register but at the full amount less the deposit. This has been rectified on the fixed asset register sheet. The clerk to ensure that the asset register includes the full cost of the item and to ensure that during the review of the asset register the supporting documents for any additional items are reviewed to ensure the correct amount is recognised on the asset register. **(06/21). Minute to be removed next month.**

7038 Statement of Internal Control: this was approved and adopted by councillors. **(06/21). Minute to be removed next month.**

- 7039 Review of Effectiveness of Internal Audit document: this was reviewed and discussed by Councillors. The document was approved by Councillors and signed by the Clerk and Chairman. **(06/21). Minute to be removed next month.**
- 7040 Agree re-appointment of internal auditors for 2021-22: it was agreed that the internal auditors, Maxwell & Co Ltd, be re-appointed for 2021-22 reporting period. **(06/21). Minute to be removed next month.**
- 7041 Annual Governance Statement 2020-21: this was considered by Members and it was resolved that the Annual Governance Statement 2020-21 be approved. **(06/21). Minute to be removed next month.**
- 7042 Accounting Statement 2020-21: this was considered by Members and it was resolved that the Accounting Statement 2020-21 be approved. **(06/21). Minute to be removed next month.**
- 7043 It was noted that the exercise of the public rights (unaudited accounts) will start on 28th June 2021. The notice will be placed on noticeboard and on the village website one working day in advance of this on 25th June 2021. **(06/21). Minute to be removed next month.**

20.0 MATTERS RAISED BY MEMBERS

- 7044 Cllr Davisen questioned what surface material would be added to the footpaths. Cllr Murphy noted that if there was any spare plainings they could be used. **(06/21). 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