



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 20th September 2021 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

7110 There were no questions from members of the public. **(09/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7111 Apologies for absence were received from Cllr Jacobs, Cllr Rees, Cllr Snape and Cllr Webster which members accepted. **(09/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7112 Cllr Murphy declared an interest in the borehole and user agreement and in agenda item 18. Cllrs Reynolds, Murphy and Davidsen declared an interest in agenda item 17. 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. **(09/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 19th JULY 2021

7113 The minutes of the Parish Council meeting held on 19th July 2021 were agreed and were signed by the Chairman. **(09/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 19th JULY 2021

7114 The minutes of the Parish Council meeting held on 19th July 2021 were agreed and were signed by the Chairman. **(09/21). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st JUNE 2021

7115 The minutes of the Parish Council meeting held on 21st June 2021 were agreed and were signed by the Chairman. **(09/21). Minute to be removed next month.**

6.0 MATTERS ARISING

7116 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 wrote to SCC prior to the September meeting. **(09/21)**.
- 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)**.
- 7117 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. After a significant delay WBC Executives have confirmed that the land transfer may proceed and this is currently with WBC legal department. **(09/21)**.
- 7118 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. Wellers Hedleys have confirmed that the application has been registered and no adverse comments have been submitted so it is a question of waiting for it to go through. **(09/21)**.
- 7119 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. SCC to negotiate the surface material with the landowner. Cllr Murphy has requested a copy of the bill of quantities for the cost of the footpath. Due to staff shortage there has been no further progress which is disappointing given that WMP is almost fully occupied. **(09/21)**.

- 7052 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 July meeting and the clerk to find out where SCC deem the safe drop off/pick up point to be. **(07/21)**.
- 7120 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. Following the meeting with Thakeham held on 25th May 2021 the following has been completed: footpath past the LAP has been upgraded, the fence in front of the LAP has been replaced although an old concrete post has been left, part of the perimeter fence has been replaced, the turf has been relaid by the pumping station and the boardwalk seemed satisfactory. Cllr Murphy and the clerk visited WMP prior to the September meeting. The mown paths had been recently cut on the SANG but there is still no fence between the LAP and the residential property. **(09/21)**.
- 7121 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. SCC have confirmed that work will start w/c 20th September. **(09/21)**.
- 7122 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 this has been returned. 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 has contacted Paintics to do the paintwork to no avail. **(09/21)**.
- 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)**.
- 7123 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. The inspection work has identified some blockages in the pipe and residents have been written to asking for permission for SCC to dig up their garden to carry out further investigative work. Cllr Rees to follow up with two residents who have not responded. **(09/21)**.
- 7124 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. Since the installation of the new height restrictor barrier Biffa have refused to empty the bins at Burford Lodge Rec. the clerk met with the team on site but it was a very unsatisfactory meeting and Biffa were aggressive and not willing to compromise. It was agreed that the clerk would seek a quote for the Burford Lodge Rec bins to be emptied by a separate contractor and the other 4 bins would be kept under Biffa as it was likely that they would still empty them even if they were not on their rota. **(09/21)**.
- 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 has confirmed that this will be done this month. **(09/21)**
- 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)**.
- 7125 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. A site meetings has been arranged for 30.9.2021 to look at what needs to be done. **(09/21)**.
- 7126 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. Cllr Jacobs that she had encountered another vehicle on the footpath. Cllr Davidsen to report this on google maps. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. **(09/21).**
- 7057 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 on several occasions. **(07/21).**
- 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). 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)**
- 7127 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 which was received and circulated after the July meeting. Work has started and the entire route will be surfaced in Fittleworth to 3m width where possible. SCC are still keen for the route to be named. The clerk to ask SCC Countryside if the section that the PC had paid to be improved can be joined to the new section as there is currently a boggy section in the middle. The clerk to ask HG for the Red House Lane access point to be marked on the cycle route plan. **(09/21)**
- 7128 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 forwarded 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. Following on from this SCC tried to arrange a community engagement session however it was felt that there was no benefit talking through theoretical problems and so the meeting was cancelled. **(09/21). Minute to be removed next month.**

- 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)**
- 7129 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. Cllr Mathisen advised that this had been discussed at the HUG meeting held in August but that no solution had been proposed. **(09/21)**
- 7130 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. The sign has been installed. **(09/21). Minute to be removed next month.**
- 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).**
- 7061 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. Hookley Lane are working to obtain the enough interest so that they can be included. **(09/21). Minute to be removed as forms agenda item 12.**
- 6855 Cllr Gardner advised that residents from Hookley Lane were collating evidence on inconsiderate parking and liaising with SCC on this matter. **(09/21). Minute to be removed next month.**
- 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. **(09/21). Minute to be removed next month.**
- 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 will 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).**

- 7131 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk to follow up progress with RK. **(09/21)**.
- 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)**.
- 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)**.
- 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. **(09/21)**. **Minute to be removed next month.**
- 7064 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. Cllrs discussed this at the July meeting and concluded that they were very receptive to providing more sporting facilities but that they required a proposal from a club or group. Cllr Snape noted that there was further space at The Quillets for something to be included there. The PC to include sporting facilities in an EVN article. **(07/21)**.
- 7132 Borehole project: The borehole has been drilled to a depth of 50m with water being found at 5m. The next stage is to install an irrigation system. An application to the SCC Big Fund was submitted in March but there has been no feedback from SCC on this - Cllr Murphy to send an email to Cllr Harmer about this. **(09/21)**.
- 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)**.
- 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)**.
- 7133 Clock on the green: the clerk shared example of clocks with councillors before the meeting. Councillors agreed that a white face with black numbers was preferable and it was agreed to order a master system which would automatically change the hours backwards or forwards. **(09/21)**.

- 7134 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. NE have made progress and a planning application has been submitted to enable restoration work to commence. It is hoped that work can start later in the Autumn. Not all of the boardwalk will be replaced like for like – some areas be constructed as raised banks. Cllr Else to see if he can push WBC to approve this speedily. **(09/21)**.
- 7135 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 unkept as well as causing a threat of tics and injury through hidden sight lines. The clerk wrote 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. Cllr Townsend has twice cancelled meetings in Elstead – the clerk to contact Cllr Townsend again as the central areas in Broomfield for example look very messy. **(07/21)**.
- 7080 Village green improvement works: it was agreed that the surface of the village and church greens needed remedial work. RK was approached but was unable to tender. Grasstex have been engaged to undertake the works as they are our current contractor. The cost of £2k was approved and the work will be scheduled for September 2021. **(07/21)**.
- 7084 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Councillors approved the cost of £264. **(07/21)**.
- 7136 A notification has been received from SE Water advising of water mains work that will last 22 weeks. Cllrs Murphy, Snape, Mathisen, Harmer and the clerk attended a meeting with SE Water via zoom on 20th July where details of the works were shared. The clerk has included an update and advert from SE Water in the EVN. A meeting with SE Water, the PC and St James School has been arranged for 28th September 2021 to show SE Water the affect of drop off / pick up plus residential parking. **(09/21)**.
- 7088 The asset register has been updated to include the new height restrictor barrier and the borehole. Councillors approved these additions and the chairman to sign the updated register. **(09/21)**. **Minute to be removed next month.**
- 7107 Cllr Snape noted that some car parking was unacceptable around the village green. The clerk advised that Witley and Tilford have bye laws. The clerk to investigate. **(07/21)**.
- 7089 An RTC at Gala Lane resulted in damage to the EVTC/PC sign. Significant debris was left over the road which the clerk arranged for RK to clear up. The clerk is seeking to recover the cost of the sign through the responsible vehicle's insurance. **(07/21)**.
- 7090 Boundary markers: councillors agreed that the clerk could install boundary markers on land at the Backland and cemetery to clarify ownership. **(07/21)**.
- 7095 Milk and Moore have reported significant ASB. The clerk spoke to the police who asked Milk and Moore to report the issues directly via 101. **(07/21)**.

7.0 WBC UPDATE

- 7137 Cllr D. Else advised that LPP2 would be presented to the full council for approval on 22.09.21 Amends have been made to Haslemere / Hindhead as better sites have come forward. **(09/21)**. **Minute to be removed next month.**
- 7138 Cllr D. Else advised that work was progressing to understand the level of collaboration that would be feasible with Guildford Borough. **(09/21)**. **Minute to be removed next month.**

8.0 SCC UPDATE

- 7139 Cllr Harmer noted that the next Western Village meeting would be held on 5th October 2021. **(09/21) Minute to be removed next month.**
- 7140 Cllr Harmer advised that the Highways restructure was almost agreed and would be done on a geographical split which Cllr harmer had argued against. **(09/21) Minute to be removed next month.**
- 7141 Cllr Harmer noted that Members Allocation applications needed to be received as soon as possible. **(09/21) Minute to be removed next month.**
- 7142 Cllr Harmer explained that the grassy triangle at the junction of Attleford Lane and Shackleford Road, known as the God Cake Junction, was due to be repaired. A public meeting is due to be held in mid October to determine whether the surface will be grass or concrete. **(09/21) Minute to be removed next month.**
- 7143 Cllr Harmer asked the clerk to forward him details of the SE Water work. Cllr Harmer to share this with Highways colleagues to ensure that the planned Thursley Road resurface happens once this project has been completed. **(09/21) Minute to be removed next month.**
- 6949 BW101; Cllr Harmer spoke to SCC legal to try and understand what can be done to protect this. A resident is badly impacted by the use of this track by film companies. It was noted that not all film companies need planning permission as some filming lasts less than 28 days. Cllr Murphy noted that he and Cllr Mathisen had provided a schedule of times for the film company to access the route which precluded late at night and early morning. Mod has accepted this document and Cllr Murphy to forward it to Cllr Harmer. **(05/21).**
- 6820 There have been further discussions regarding the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC investigated it on 22nd January 2020 however no further action appears to have been taken. This issue was raised again in February 2021. The clerk contacted SL-C (SCC) who advised that as soon as works on Whitmead Road had been completed SCC would be able to focus on this issue. **(03/21)**
- 6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

9.0 NEIGHBOURHOOD PLAN UPDATE

- 7144 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. NHP Regulation 15 has finally been submitted - the delay was due to Aecom needing to finalise and write up the SEA report. The SEA is largely supportive of the draft NHP. **(09/21).**
- 7145 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. Both are complete. **(03/21). Minute to be removed next month.**
- 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).**

- 7146 Village sign: 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. Cllr Mathisen has followed up with the contractor for an estimated conclusion date for the sign. It was agreed that a plaque should be placed on the village sign thanking the Billmeir Trust. The clerk to seek permission from the Billmeir Trustees. **(09/21)**.
- 7147 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 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. Cllr Mathisen advised that the cost was £4.3k. It was agreed that this would be considered during the budget meeting for 2022/23. **(09/21)**.
- 7148 Summer planters: someone has stepped forward to take over the summer planters. **(09/21)**. **Minute to be removed next month.**
- 7149 Christmas Tree: OE to decide whether there will be one large tree or smaller trees on the village green. **(09/21)**.

11.0 ELSTEAD VILLAGE ROAD SAFETY

- 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)**.
- 7150 Thursley Road improvements: The section from The Bel and Dragon to the Sandford Villas has been completed. It was noted that the section from Sandford Villas to the centre of the village green requires 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 that there was no date advised as of yet. **(09/21)**.
- 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)**
- 7151 VAS: The VAS on the directional finger post on church green is very sensitive and triggers too early – the clerk to notify PH. 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. AS advised it must be Katy Poulsum 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. Councillors agreed that a pole could be installed on PC land to enable the VAS to be relocated to the Thursley Road Rec. **(09/21)**

7152 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. Cllr Else has been progressing this with Mr Hunt. **(09/21)**

12.0 SUPER FAST BROADBAND

7153 The PC received an enquiry from a member of the public as to whether the PC can act as the legal entity however it was noted that a CIC was only required if the scheme isn't viable. **(09/21). Minute to be removed next month.**

13.0 CEMETERY POLICY

7154 A draft pooct was circulated before the meeting. The objective is to be slightly stricter with the appearance of graves etc given that this is a very natural setting. Additional wording was suggested and the clerk to amend and recirculate. **(09/21).**

14.0 PLANNING COMMENTARY

7155 Cllr Jacobs had asked whether councillors should comment on other councillors planning applications. It was agreed that councillors should continue to comment on them and that (as happens now) the councillor should leave the meeting. **(09/21). Minute to be removed next month.**

15.0 ROADSIDE VEGETATION

7156 This item was covered under a general discussion about vegetation and the clerk to raise at the western village meeting. **(09/21). Minute to be removed next month.**

16.0 BURFORD LODGE REC

7157 Concrete bases: RK has provide a quote of £500 to remove/bury the remaining concrete bases at Burford Lodge Rec. This will enable to the pitches to be reconfigured and will means that a further pitch can be added at the rec. The clerk to forward the costs to the sharks. **(09/21).**

7158 Cycle Racks: the clerk had asked whether cllrs would agree to bicycle racks at Burford Lodge as a means of encouraging more people to cycle to the rec rather than driving. The PC has agreed to an 8 bike rack and the TRRT has agreed to a 4 bike rack. The clerk to circulate a preferred style, and then order. **(09/21).**

7159 Biffa collections – discussed under minute 7124. **(09/21). Minute to be removed next month.**

17.0 THE CLOCKHOUSE REQUEST FOR DONATION

7160 The Clochouse has requested funding towards a Magic table which will benefit dementia sufferers and their carers at the new Butterfly cafe that it will open in mid October. The Clokchouse must fund a significant amount towards this item in order to secure funding from WBC. It was agreed that the PC would donate £1,500 this was proposed by Cllr Jacobs who had sent her support in advance

of the meeting and seconded by Cllrs Mathisen and Gardner. Cllrs Murphy, Davidsen and Reynolds did not participate in the discussion. **(09/21). Minute to be removed next month.**

18.0 PRE SCHOOL IMPROVEMENTS AT ELSTEAD PAVILION

7161 SCC have come forward with £46k to improve the Pre school facilities at Thursley Road Rec. The £46k was monies received from the WMP development. The monies will be used for the installation of a fixed awning over the play area, all weather surface in the garden, durable fence around the play area and improvements to the loos. The TRRT are investigating whether planning permission will be required. The terms of the lease state that permission for these improvements must be given by the PC. Councillors agreed. It was noted that the TRRT would be responsible for the on-going maintenance of these items. **(09/21). Minute to be removed next month.**

19.0 QUEENS JUBILEE 2022

7162 The Queen's Jubilee: The clerk advised that in June 2022 it would be the Queen's Jubilee and councillors agreed to facilitate a 4 day event over this period. A number of volunteers have stepped forward and costs for a marque have been sourced. The PC has agreed to put aside £1k for the event and the TRRT Sports Bar will also put forward £1k. Councillors discussed that there should be no parking on the rec. The clerk to organise an initial meeting with those who have shown interest. **(09/21).**

19.0 REPORTS AND CORRESPONDENCE

7163 Surrey ALC AGM to be held on 12th October, Cranleigh. **(09/21). Minute to be removed next month.**

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

7164 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the July and August reconciliations. **(09/21) Minute to be removed next month.**

7165 Bank balance as per statements: Current account £128,538.39 and includes £15k easement and £3k for the village sign - £2k has been used as the deposit. Deposit account £55,281.77 (31st August 2021). **(09/21) Minute to be removed next month.**

7166 At 50% time gone c 56% of the budget has been spent. An overview of expenditure by cost centre by month was shared before the meeting. **(09/21). Minute to be removed next month.**

7167 Accounts for payment for September 2021 were circulated in advance of the meeting. 16 cheques have been raised totalling £7,644.98 **(09/21) Minute to be removed next month.**

7168 To note that the AGAR was submitted to PKF Littlejohn before the deadline. **(09/21) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4313	1st Call Trees Ltd	tree works by the EVTC	£792.00
4314	Juliet Williams	salary 1 of 2 August	£999.00
4315	Juliet Williams	salary 2 of 2 August	£516.10
4316	Juliet Williams	working from home August	£15.00
4317	Juliet Williams	Manbat VAS battery's x 2 and charger	£211.20
4318	SSE	Burford Lodge Pavilion	£51.15

4319	Imperative Training	defib pads	£112.80
4320	Diane Snape	planting OE	£37.93
4321	HMRC	tax months 4-6	£1,329.71
4322	Juliet Williams	salary 1 of 2 September	£999.00
4323	Juliet Williams	salary 2 of 2 September	£516.10
4324	Elstead Village Hall	September hall hire	£17.50
4325	Richard Knight recreation grounds	mowing, fence repairs, sign up, taped off play area	£282.11
4326	Richard Knight cemetery	strimming and path edging	£502.50
4327	Nexus Consulting	NHP final fees	£1,140.00
4328	Juliet Williams, expenses	working from home September	£29.70
DD	ereceptionist	eer phone line	£107.88
			£7,659.68

21.0 MATTERS RAISED BY MEMBERS

- 7169 Cllr Murphy noted that the TRRT felt that the Jubilee play area was vulnerable to stray balls. The TRRT have agreed to contribute towards the fencing and it is anticipated that it will be 35m in length and 3m high. Cllrs agreed that this should be further investigated. **(09/21)**.

Meeting closed at 9.25pm