



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 18th October 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

7170 A member of the public asked why the telephone box had still not been repainted as this had been long standing action. The clerk explained that BT had agreed to provide the paint and that the PC had agreed to fund the painting however every time the clerk had contacted BT they were about to start a new consultation over the continuation of the telephone and therefore would not commit to sending paint until the future of the phone box had been determined. Councillors agreed with the resident that the appearance of the phone box was unsightly. The clerk to contact BT. **(10/21).**

1.0 APOLOGIES FOR ABSENCE

7171 Apologies for absence were received from Cllr Rees and Cllr Snape which members accepted. **(10/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7172 Cllr Murphy declared an interest in the borehole and agenda item 17 'The fencing of the Jubilee Playarea'. 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 20th SEPTEMBER 2021

7173 The minutes of the Parish Council meeting held on 20th September 2021 were agreed and were signed by the Chairman. **(10/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 20th SEPTEMBER 2021

7174 The minutes of the Parish Council meeting held on 20th September 2021 were agreed and were signed by the Chairman. **(10/21). Minute to be removed next month.**

5.0 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)**
- 7175 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. SCC have advised it is still on the list but no due date has been confirmed. **(10/21)**.
- 7176 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. Cllrs noted that an article was recently in the Farnham Herald announcing that WBC were to transfer the land to Elstead PC for £1. **(10/21)**.
- 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)**.
- 7177 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 and that the money for the scheme has been paid. **(10/21)**.

- 7178 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 October meeting and the clerk to follow up. **(10/21)**.
- 7179 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. Elstead PC notes that it is very regrettable that WBC approved a development of 69 dwellings with a lack of quality play area of play equipment and it is disappointing that Clarion will not compensate for the lack of play equipment by providing additional play equipment at Burford Lodge Rec despite the best efforts of the PC to try and secure this. **(10/21)**.
Minute to be removed next month.
- 7121 BW69 remedial repairs: After several years of promising the improvement, work finally started on this in September 2021 and is progressing well. Cllr Mathisen noted that further north of this area being improved is very wet and Cllr Murphy explained that until Sandford Brook was cleared out this would not improve. **(10/21)**.
- 7180 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. **(10/21). Minute to be removed as covered under agenda item 16.**
- 6800 The clerk advised that the quarterly playground report 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).**
- 7181 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. WBC are still waiting for one house holder to agree to the investigative work. Cllr Rees to follow up. **(10/21).**
- 7182 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. The clerk has contacted an alternative contractor on several occasions but has not heard back. The clerk to follow up. **(10/21).**
- 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)**
- 7183 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 has put some matting down and raised the ground levels around the table which had become eroded. **(10/21). Minute to be removed next month.**
- 7184 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 feet due to the congestion in 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. The site meeting arranged for 30.9.2021 was cancelled and Cllrs Mathisen and Murphy are waiting for a paper to be circulated by MoD with recommendations for action. NE felt that the blockage is further down and not on Elstead Common and that it doesn't matter if water

- levels rise at Pudmore Pond however councillors disagreed with this statement. Cllr Murphy to write to Natural England to urge them to agree to the urgent completion of the works. **(10/21)**.
- 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)**.
- 7185 A report following the Spring 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. No further action is required. **(10/21) Minute to be removed next month.**
- 7186 Elstead-Milford Cycle Route: Work has started and the entire route will be surfaced in Fittleworth stone 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. The section up to the track to Borough Farm is complete and is excellent. Cllr Gardner noted that there were significant muddy banks left either side of the work and he was concerned that these would slide into the newly create track in time. Cllr Gardner also noted that there is a 50m section that connects BW68 at Red House Lane which is always very muddy and asked whether this could be improved so as not to impact the connectivity of the cycle route. Cllr Murphy noted it was often muddy as a result of congestion in the culvert which RK regularly clears. **(10/21)**
- 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)**
- 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)**
- 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)**.

- 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)**.
- 7187 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk to follow up progress with RK. **(10/21)**.
- 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)**
- 7188 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. EER plan to be completed for the November meeting. **(10/21)**.
- 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)**.
- 7189 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. Due to space the PC had not as of yet been able to include sporting facilities in an EVN article. **(10/21)**.
- 7190 Borehole project: The borehole has been drilled to a depth of 50m with water being found at 5m. Flow has been tested and runs at a rate of 100 litres per minute. An application to the SCC Big Fund was submitted in March and there has now been response from SCC who are amenable to the project. The tile link has been circulated and councillors were encouraged to support the project. A specialist has assessed the irrigation requirements. **(10/21)**.
- 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)**.
- 7191 Clock on the green: a replacement clock has been ordered. The leadtime is 3-4 weeks. **(10/21)**.
- 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 to 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)**.
- 7192 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 has contacted Cllr Townsend however she declined to respond to the clerk's email. Cllr Mathisen noted that the newly created bund at Wetbrook Hill looked in a dreadful condition. **(10/21)**.
- 7193 Village green improvement works: scarifying and seeding works were completed on both village and church greens in September and the grass cover is much improved. The weeds have grown back quite vigorously and it was agreed that the greens would be resprayed in the spring. **(10/21)**. **Minute to be removed next month.**
- 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)**.
- 7194 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 was held on 28th September 2021 and demonstrated to SE Water the affect of drop off / pick up plus residential parking in Thurdley Road. SE Water noted that there would be three way traffic lights at Red House Lane and offered to provide leaflets for the school for residents as well as educational visits for pupils. The compound will remain at the Lex Farm end of the village until all th works are complete. The clerk shared photo of the SPAR delivery lorry at the green so that SE Water could take this into account with their planning. **(10/21)**.
- 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)**.
- 7195 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 tried to recover the cost of the sign through the responsible vehicle's insurance however was told that the PC would not be eligible. Cllr Murphy noted that this was inaccurate and the clerk to follow up again. **(10/21)**.
- 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)**.

7196 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 forwarded the costs and Elstead FC have agreed that they will pay. **(10/21)**.

7197 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. It was noted that the bike rack must incorporate mountain bike style tyres. **(10/21)**.

7198 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. **(10/21)**. **Minute to be removed as covered under agenda item 17.**

6.0 REPORT FROM THE WESTERN VILLAGE MEETING HELD 5TH OCTOBER 2021

7199 Parishes agreed ROW and SCC funded capital projects for 22/23. The funding involved is small and there was nothing significant for Elstead aside from on-going general maintenance. **(10/21)**. **Minute to be removed next month.**

7.0 WBC UPDATE

7200 There was no WBC update for the October meeting. **(10/21)**. **Minute to be removed next month.**

8.0 SCC UPDATE

7201 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 shared the document to Cllr Harmer. **(10/21)**. **Minute to be removed next month.**

7202 There have been further discussions regarding the blocked drain opposite Hunters Farm on Seale Lane. SCC advised that remedial work had been undertaken and that the landowner had also been educated on riparian responsibility. **(10/21)** **Minute to be removed next month.**

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 Regulation 15: 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. Since submitting the NHP WBC have asked for formatting changes. These are now largely complete and the regulation 16 process can start. **(10/21)**.

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)**.

7203 Co-working space: Cllr Murphy advised that preliminary work should be done on what councillors would like from a co-working space. Does the PC want an office? Does the PC want to take ownership for the building etc? It was agreed that a small working party be formed to develop this into something that can be consulted on. Cllrs Murphy, Webster, Gardner agreed to join a working group. **(10/21)**.

7204 Possible developers for one of the sites in Elstead have requested to meet with the Parish Council. It was agreed from past experience that it would be better to meet with them at the initial stages of the plan. Cllrs Murphy, Jacobs, Reynolds and the clerk to meet. **(10/21)**.

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)**.

7205 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 wrote to Billmeir Trustees but had not heard back. The clerk has been seeking advice as to which category the planning permission should be applied under. **(10/21)**.

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)**.

7206 Christmas Tree: It was agreed that there would be 3 x smaller Christmas trees this year on the green. The clerk to forward a template risk assessment to Cllr Mathisen for both setting up the trees and the lighting event. The clerk noted that there needed to be clarity on where donations would be given before the lighting event and that this should be clearly advertised. **(10/21)**.

7207 OE recruitment drive: Cllr Mathisen advised that OE have a created a poster calling for volunteers. The clerk to copy and laminate 12 x's posters. **(10/21)**. **Minute to be removed next month.**

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)**.

7208 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 have advised this is due to be complete on 30.11.2021. **(10/2021)**.

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)**.

7209 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. It was thought that ANPR style signs would be more likely to deter speeding. Speedwatch to be deferred until spring as a result of the SE Water works. **(10/21)**

7210 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 Poulam who have quoted £1k for a corner warning sign, post and installation. The clerk to ask Cllr 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. The VAS is not working – the clerk to advise PH at SCC. **(10/21)**

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

7211 Residents organising this met on 12.10.2021. Openreach has proposed a scheme which would cover 70% of the village and the group need to get half of 70% to sign up in order for it to be viable. Councillors agreed that as this was a group run by volunteers and the project was of major benefit to the village the PC would cover its room hiring charges and a small amount of advertising up to £500 which it does under its power to provide and encourage the use of conference facilities (Local government act 1972, s.144). **(10/21)**.

13.0 BOUNDARY REVIEW COMMISSION

7212 The boundary review consultation document was shared with cllrs prior to the meeting. Elstead will lose one Borough Councillor. In addition Elstead will be joined with Peper Harow but no longer with Brook and Thursley. Thursley will be joined with Churt, Frensham and Tilford under the working title 'Churt Frensham'. It was felt that Elstead would have reduced representation and that the proposals were too heavily weighted in favour of the urban areas of the borough. Councillors agreed to strongly object. An article to be placed in the village news advising people that this is a public consultation. **(10/21)**.

14.0 LPP2 CONSULTATION RESPONSE

7213 The amended LPP2 document was circulated to councillors in advance of the meeting. It was noted that the only changes were in site allocations in Haslemere / Hindhead and therefore councillors did not feel that it was necessary to respond. **(10/21). Minute to be removed next month.**

15.0 CEMETERY POLICY

7214 The draft policy was updated with comments from Cllr Davidsen and circulated and approved. The clerk to share with funeral directors and to place on the PC website. **(10/21). Minute to be removed next month.**

16.0 APPROVAL OF COST OF REPAIRS TO SPIRE NET AND SPIKA

7215 Costs for the repairs to the spire net and spika podium were circulated before the meeting. The clerk noted that the spika podium was to be free following issues with a previous order. Councillors approved the costs which it does under its power to provide a range of recreational facilities (Local Government (miscellaneous provisions) Act 1976, s, 19) and the clerk to advise Kompan. **(10/21).**

17.0 APPROVAL OF COST OF FENCING TO PROTECT VISITORS TO JUBILEE REC

7216 Installation of a 3m high x 35m long fence to protect Jubilee rec against stray balls: The clerk had tried to secure three quotes prior to the meeting. One contractor was unobtainable. Two quotes are outstanding. The clerk to follow up. It was agreed that the clerk should apply for Cllr Harmer's Councillor Allocation Allowance for this project. The ETRRT had already offered to contribute £1,000 to the project. **(10/21).**

18.0 QUEENS JUBILEE 2022

7217 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 marque has been booked and the first meeting of a working party was held on 18.9.21 at which a number of people from across the village discussed ideas. A summary of the meeting notes were circulated to councillors. A follow up meeting is being held on 1.11.2021. It was agreed that people should be recruited and paid to clear up the site daily. **(10/21).**

19.0 REPORTS AND CORRESPONDENCE

7218 The clerk reported that the sharks had advised that when the floodlight base had been buried under the ground adjacent to the tennis courts the cable had been cut causing the electricity to the container to short circuit. The electricity has since been reinstated however this has led to a number of questions being raised about responsibility for the works on the recreational grounds. The clerk to finalise the user agreement for the sharks as a priority. **(10/21).**

7219 A resident noted that the fence at the Thursley Road Rec on the Thursley Road boundary did not have a lower fencing pole and said that that would not stop children running into the road. Councillors discussed this matter. The lower pole was thinner than the upper pole and was frequently broken by people standing on it. It was noted that this route was used by people bending underneath the upper pole to access the rec which would not be feasible if the lower pole was reinstated. Whilst the PC takes safeguarding matters very seriously it was noted that this was the first time this concern had been raised and that young children are supervised by parents so should not run into the road. The clerk to respond to the resident. **(10/21). Minute to be removed.**

7220 Antler Homes have advised the PC that they will resubmit their planning application for the Croft 2 by the end of October 2021. The PC to deal with the application as and when it appears on the planning portal. **(10/21). Minute to be removed.**

7221 A letter was received from The Clockhouse thanking the PC for its kind donations towards the dementia café Magic table. **(10/21). Minute to be removed.**

- 7222 The clerk had advised that a letter had been received about Japanese Knotweed. The clerk has reported it. **(10/21). Minute to be removed next month.**
- 7223 The clerk was asked if the PC can trim the hedge at Burford Lodge rec. The clerk has instructed RK. (10/21). **Minute to be removed.**
- 7224 The clerk noted that there is a welcome back fund for street cleaning. The fund allows for 4 x signs in villages and 8 x signs in towns. The clerk to nominate signs in Elstead. **(10/21). Minute to be removed.**
- 7225 The clerk advised of a Thriving Community Fund. It was agreed that the clerk would forward the information to Elstead Food Bank and to Help in Elstead. **(10/21). Minute to be removed.**
- 7226 The clerk had received a letter from a group concerned about the increased air traffic coming out of Farnborough airport. Councillors were not aware of any complaints from residents and were not aware of it being an issue for Elstead. **(10/21). Minute to be removed.**
- 7227 The clerk reminded councillors of the tree canopy initiative whereby every parish was being given 11 trees to celebrate the Queen's Platinum anniversary. The clerk advised of another initiative where each parish had 100 or so trees. The clerk to place a notice in the village news asking for any residents who can accommodate a tree to come forward. **(10/21).**

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

- 7228 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the September reconciliation. **(10/21) Minute to be removed next month.**
- 7229 Bank balance as per statements: Current account £123,943.65 and includes £15k easement and £3k for the village sign - £2k has been used as the deposit. Deposit account £55,282.24 (30th September 2021). **(10/21) Minute to be removed next month.**
- 7230 At 56% time gone c 70% of the budget has been spent. An overview of expenditure by cost centre by month was shared before the meeting. It was noted that a lot of expenditure was front of year weighted eg grass cutting which accounts for a significant amount. **(10/21). Minute to be removed next month.**
- 7231 Accounts for payment for October 2021 were circulated in advance of the meeting. 11 cheques have been raised totalling £17,240.02 **(10/21) Minute to be removed next month.**
- 7232 The external auditor advised that the AGAR had been successfully completed and no issues were raised. The clerk posted the notice of the conclusion of the audit as required by 30th September 2021. **(10/21) Minute to be removed next month.**
- 7233 Finance meeting: date for the finance meeting is to be rearranged due to councillor availability. All councillors were reminded to forward costs for possible projects for 2022/23 as the budget meeting was due to be held before the November PC meeting. **(10/21) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4333	Grasstex Ltd	March - October grass cutting	£4,250.64
4334	One Six Events Ltd	marque hire for Jubilee	£756.00
4335	As Times Goes By	Replacement clock for the spar	£915.60
4336	Onsen Energy	Borehole	£9,157.86

4337	Elsted Village Hall	Hall hire for 4 meetings	£80.00
4338	ICO	Data Protection Regulation	£40.00
4339	Juliet Williams	October salary 1 of 2	£999.00
4340	Juliet Williams	October salary 2 of 2	£516.10
4341	Juliet Williams	expenses / working from home	£21.75
4342	Castle Water	Water Burford Lodge rec	£362.13
4343	Hilary Hamlyn	Our Elstead plants	£140.94
			£17,240.02

21.0 MATTERS RAISED BY MEMBERS

7234 Cllr Reynolds noted an overhanging tree on Red house Lane blocking the pavement. The clerk to write to the landowner. **(10/21). Minute to be removed next month.**

22.0 EXEMPT BUSINESS – TO THE EXCLUSION OF THE PUBLIC AND PRESS

Meeting closed at 10.15pm