



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 21st February 2022 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr L. Davidsen Cllr R. Rees
Cllr J. Jacobs Cllr R. Gardner Cllr J. Mathisen
Cllr D. Snape

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

7424 There were no questions from members of the public. **(02/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7425 Apologies for absence were received from Cllr Webster and Cllr Reynolds which members accepted. **(02/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7426 Cllr Murphy declared an interest in agenda item 18. 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. **(02/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 17th JANUARY 2022

7427 The minutes of the Parish Council meeting held on 17th January 2022 were agreed and were signed by the Chairman. **(02/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 17th JANUARY 2022

7428 The minutes of the Parish Council meeting held on 17th January 2022 were agreed and were signed by the Chairman. **(02/22). Minute to be removed next month.**

5.0 MATTERS ARISING

7366 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 two weeks. The clerk has followed this matter up as there has been no progress. SCC have responded advising that they have been very short staffed and explained that they need to go out on site to see if the banks have deteriorated further over the last few months as this would affect their plans. Cllrs Murphy, Reynolds met SCC on site on 22.12.21. The visit confirmed that the bank had not eroded any further. SCC to issue the statutory documents for the proposed diversion and to prepare for a consultation. **(01/22)**.
- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**
- 7429 Chevrons by Elstead Bridge: the clerk noted that the has finally been replaced by SCC Highways. **(02/22)**. **Minute to be removed next month.**
- 7430 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. WBC have advised that the matter is still with their legal team and that there has been no further progress has happened due to work load capacity. Councillors agreed that the various projects linked to the village green should proceed as agreed. The clerk has chased WBC but there has still been no progress on drafting the legal documentation. **(02/22)**.
- 7369 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 – the estimated completion date is 6th May 2022. **(01/22)**.
- 7245 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. There had been no progress to report at the November meeting. **(11/21)**.

- 7431 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. RC from SCC had responded to the clerks email to advise that there had been no progress on this point and a site meeting with SCC has been scheduled for early February. **(02/22). Minute to be deleted and merged with agenda 8.**
- 7371 The clerk advised that the annual 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, some minor works to the opening mechanics of the gate, reinstatement of grass and refilling of bark. The clerk to liaise with RK on these points. The report also highlighted a lack of play equipment for children with disabilities and the clerk to investigate some ideas. **(01/22)**.
- 7432 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Work has stopped as one of the residents has withdrawn access. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC to submit a proposal to SCC to replace the pipework as there are a number of breaks. The clerk to notify WBC Housing to see if it has an impact on their development proposals. **(02/22)**.
- 7433 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. Biffa refused to empty The Burford Lodge Rec bins so another contractor has been employed to empty those bins. WBC contacted all Parish Councils in early January 2022 to understand which bins were PC and WBC owned and it seems highly likely WBC will want to retrospectively charge all PC's for the bin emptying service that has been carried since Autumn 2019. Cllr Jacobs would like to understand how many bins are Town Council v Borough Council in both Farnham and Godalming. It was noted that a lot of rubbish is being left after matches. The clerk to contact The Sharks and EVTC about this. **(01/22)**.
- 7374 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. Cllr Murphy reported that there had been no progress despite sending several letters on this matter. MoD are prepared to do the work however NE have yet to respond. If there is no response Cllr Murphy will write to JH on this matter. MoD have advised that they do not intend to take any action regarding Sandford Brook even though it is higher than it should be. MoD have stated that they believe it is SCC's responsibility. Cllr Murphy has written to HG (SCC) on this matter who has replied stating that it is the responsibility of Landmarc and not SCC Countryside. It was noted that the end of Hookley Lane the culvert is blocked and the clerk to ask SCC to jet it. It was agreed if there is no further action at the next HUG meeting Cllrs Murphy and Mathisen will ask Jeremy Hunt to intervene as the situation is currently making the village more vulnerable to flooding and the basin is currently very full. **(01/22).**

- 7434 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. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath and will send the clerk some photos of the damage in order for it to be reported. **(02/22).**
- 7435 Street Cleaning schedule: 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. **(02/22). Minute to be removed next month as covered under agenda item 7.**
- 7436 Elstead-Milford Cycle Route: Work has been completed on this project. HG (SCC) advised that she was still in favour of finding a name for the route. The clerk has contacted the Witley Clerk who noted that they were interested in this and requested one of her cllrs to contact the clerk. There has been no contact and the clerk to follow this matter up. **(02/22)**
- 7378 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. Survey questions were circulated prior to the November meeting which cllrs approved. It was agreed that the survey would be run in January. Cllr Webster to put an article in The Elstead Village News for December and January issues. A Survey Monkey to be run in February and this will provide more information than the face to face survey. It was agreed this should be put on hold until after the current covid spike. **(01/22).**
- 7256 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk asked councillors what colour they would like the doors to be and it was agreed that they would be white. Doors to be painted in the Spring now. **(11/21).**

- 7437 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. Cllr Rees and Cllr Snape to discuss the proposed simplification and have it ready for the March meeting. It was noted that there had been an improvement in communication between WBC and the Elstead as following the 2 days power cut in February TE from WBC had contacted Cllr Murphy to understand the status. Residents at Kingsmead were also given access to a generator. **(02/22).**
- 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).**
- 7438 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 featured an article in the February issue of the EVN regarding recreational facilities. **(02/22). Minute to be removed next month.**
- 7439 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 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £13k and a grant of £12k has been applied for. There has been no further update from SCC whether the bid has been successful. Cllr Murphy noted that only four applications had been approved in one year. **(02/22).**
- 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).**
- 7440 Clock on the green: a replacement clock has arrived however it needs to be mains run. DJK have installed the electrics and The clerk to remind RK that the clock can be installed. Works have been carried out by the Power to provide public clocks (Parish Councils Act 1957 s2). **(02/22).**
- 7326 Preserve Our Reserve: 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. Not all of the boardwalk will be replaced like for like – some areas be constructed as raised banks. Work is expected to now start in January 2022. The planning application is still progressing through the system. The estimated cost of the project has increased to £500,000. **(12/21).**
- 7384 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 Westbrook Hill looked in a dreadful condition. It was advised that Cllr Mirylees has replaced Cllr Townsend as being responsible for parks and green spaces – the clerk to contact Cllr Mirylees to arrange a visit. **(01/22)**.
- 7385 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Signage has been ordered. **(01/22)**.
- 7441 A notification has been received from SE Water advising of water mains work that will last 22 weeks. Work beyond the village green started later than anticipated in January 2022. **(02/22)**.
- 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)**.
- 7442 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. **(02/22)**.
- 7386 Boundary markers: councillors agreed that the clerk could install boundary markers on land at the Backland and cemetery to clarify ownership – artwork has been sent to the sign makers. **(01/22)**.
- 7387 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. The clerk to instruct RK that he can carry out the work during the Easter holidays when there will be no football matches / training. **(01/22)**.
- 7332 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 was informed by BT that there was to be a further consultation and as such no paint work could be carried out on the phone box until the consultation was determined. BT explained that they were minded to remove the phone box at Broomfield. Councillors stated that there should be one public phone box in the village. **(12/21)**. **Minute to be removed next month.**
- 7443 Costs for the repairs to the spire net and spika podium were approved and the spika podium was confirmed as being free of charge. Kompan have advised that the repairs will happen on 23rd November 2021 however this was delayed due to parts going missing. Kompan did arrive to do the works at the beginning of December but an incorrect piece was delivered. The clerk followed this up with Kompan who advised that it would be fitted by the beginning of February 2022. There have subsequently been further delays and the clerk called a site meeting with the account manager (16th February). The clerk is waiting for an action plan from this meeting. **(02/22)**.
- 7444 Tree canopy initiative: The clerk advised that the three trees had been delivered but they were not maples or ones that had been specified. It was agreed that 2 would be planted by the green and one on the Thursley Rec. The clerk to contact the school to see if they would like to be involved. **(02/22)**.
- 7390 Cllr Rees reported that a wooden post had been knocked down by Orchard Close. Cllr Rees to ask if it is part of the former Honeypot development. **(01/22)**.
- 7294 A claim had been received for damage to a vehicle on PC land that the clerk strongly refuted. The insurance company are liaising with the claimant's insurance company on the PC's behalf. **(11/21)**.

- 7299 The clerk noted that the drain near Staceys farm Road as blocked and this had perhaps added to the road flooding across the Thursley Road a few weeks earlier. The clerk to report. **(11/21)**.
- 7300 It was noted that water was still leaking down Seale Road. The clerk to report to SCC. **(11/21)**.
- 7338 It was advised that the lengthsman scheme would continue. Cllr Murphy had raised the issue of verges not being cut which then reduced the carriageway and in some instances a mother with a pushchair had cut the verge in order that she could pass along the pavement. There was no solution for this as SCC lack finances to undertake this work. There was no further update on wen the Thursley Road would be resurfaced. Cllr Harmer to forward the clerk a copy of the letter that was written to SE Water head office. **(12/21)**.
- 7347 In April 2021 two residents asked whether a small section of the Backland Field could be made over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment they felt that there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). A further two residents presented an idea for a bicycle track at the rear of the Backland Field at the December 2021 meeting. The proposal would see different jumps so that all abilities could be accommodated. The residents advised that the surface would be mud/sand/woodchip or in line with S4P and had possible contractors who would be able to do the work. Councillors were largely supportive of the idea in principal and asked that the residents do further research. Firstly an organisations would need to be set up to manage the facility – this would ensure that ongoing maintenance would happen as well as be able to cover insurance. It was noted that an organisation would also be able to apply for funding. Cllrs were also keen to understand how access could be managed. The residents were advised to come back with a further proposal. 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. The residents were thanked for an excellent presentation. **(12/21)**.
- 7351 A resident on Thursley Road had reported an issue with parking following a game of football. The clerk has contacted the sharks on this matter. Cllrs noted that a parent marshal should be used for each match. **(12/21)**.
- 7392 The Smiths Charity had forwarded a letter asking for feedback. The clerk noted that she had received many heartfelt and grateful thanks for the Michaelmas gifts and following councillors agreement the clerk requested an increase in monetary awards now that the extra £2,000 had ceased. **(01/22)**.
- 7445 A letter had been received from CAW requesting financial support. The clerk had responded asking for the number of people that are helped in Elstead. As there has been no response it was agreed that this would be discussed once all the facts were available. The clerk advised that the PC had last made a donation to CAW in November 2019. A letter was received from WBC regarding funding for CAW. No further information has come from CAW as to the number of residents that are being helped. **(02/22). Minute to be removed next month.**
- 7411 Cllr Murphy advised that he had responded to a mini survey from WBC on their tree policy. Cllr Murphy had received a response which he not found very satisfactory. **(12/21). Minute to be removed next month.**
- 7412 A resident had raised concern about increased noise and traffic coming from Farnborough airport and its effect on the local community. The clerk to share some more information with councillors. **(01/22)**.
- 7413 A relative of a resident had contacted the PC regarding a couple of ideas to do with enhancing the connectivity within the village. Cllr Murphy to discuss these ideas on 18th January. **(01/22) Minute to be removed next month.**

7420 Cllr Daviden noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**

7421 Cllr Jacobs noted that two signs advertising voluntary car parking charges had been damaged at the Moat – one had been thrown in the mud. The clerk to feed back to James Giles. **(01/22).**

6.0 REPORT FOLLOWING THE MEETING WITH WBC PLANNING HELD JANUARY 2022

7446 Cllrs Murphy, Jacobs and the clerk attended a meeting with WBC Planning (Business Manager and Head of Planning) that was arranged as a Western Village initiative. Issues were raised which WBC sought to address. Regular meetings were agreed as a forum to discuss on-going problems with the planning service. **(02/22). Minute to be removed next month.**

7406 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 and despite contacting the companies on several occasions they never provided a quote. The clerk approached 2 further companies who were both known to the PC, one quoted £6k and the other quoted £5.8k. Cllr Murphy had obtained another quote for significantly less but this was a contractor who had not been used by the PC. It was agreed that the contractor who had quoted the middle price should be asked if there was any flexibility in his pricing. The contractor has advised that it is not possible to move on the price and it was agreed that the PC would still use this contractor. The clerk to apply for SCC Councillor Allowance (assuming it is still available) in April before the works are scheduled and started. **(01/22).**

7.0 REPORT FOLLOWING THE MEETING WITH WBC ENVIRONMENTAL HELD 1ST FEBRUARY 2022

7447 The clerk met with a representative from WBC Environmental Team. The clerk was trained on the grading given to the severity of the detritus in the road. The representative was shocked at the amount of leaves and detritus and confirmed that everything was raised as jobs. He was unable to advise when the work would be completed as Elstead was 97th in the queue. However the work has been completed to a reasonable standard. Covid absences mean that road cleaners are pulled onto the dustbin rounds as a priority hence why there is a backlog. **(02/22). Minute to be removed next month.**

8.0 REPORT FOLLOWING THE MEETING WITH SCC HELD 1ST FEBRUARY 2022

7448 Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been greed. **(02/22). Minute to be merged with 7431.**

9.0 REPORT FOLLOWING THE MEETING WITH A DEVELOPER HELD 21ST FEBRUARY 2022

7449 Cllrs Murphy, Jacobs, Mathisen and the clerk met with possible developers from Sunray Farm. It was a positive meeting and ideas for a business hub were discussed. Elstead Parish Council to consider different income stream for the business hub. **(02/22). Minute to be removed next month.**

10.0 WBC UPDATE

7269 WBC had a presentation from SWT on their biodiversity policy. Cllr Murphy forwarded comments but in response SWT advised that the policy had been written. Cllr Murphy took this up with DO who explained that the policy had not been completed. It was noted that there are a huge number of landowners Mod and NE for example who have not been included in the policy. JE noted that she would try and raise this matter at an O&S meeting. **(11/21).**

11.0 SCC UPDATE

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

- 7341 SCC are seeking ideas of routes that can be made into cycle ways to connect towns and villages within Waverley to minimise the need for cyclist to use the roads which are narrow and dangerous. SCC would like to connect Haslemere with Farnham and Milford to Farnham. Cllr Jacobs to ask a contact and will report back. Another idea was Westbrook to Stockbridge via BW73a. The clerk to ask NL (SCC) if he would wish to meet with cllrs. It was questioned whether NL could speak to MoD and ask them to clear their ditches as it is the localised flooding and mud accumulation which is detrimental to cycling over the common. **(12/21)**.
- 7450 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. **(02/22)**.
- 7451 Cllr Harmer had met with leaders of Surrey and Waverley as it has been proposed that local committees will no longer exist and that each member will receive a small budget for each town / village. **(02/22)**. **Minute to be removed next month.**

12.0 NEIGHBOURHOOD PLAN UPDATE

- 7452 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. The legal matter has been dealt with and the Steering Group are awaiting WBC's confirmation that this is acceptable. The other two matters require the planning consultant to forward more detailed information. **(02/22)**.
- 7274 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 and a meeting is scheduled for 22.11.2021. **(11/21)**.
- 7453 Co-working space: a meeting was held to discuss what councillors thought should be included in a co-working space. Cllr Murphy drafted a document based on these attributes and circulated it before this meeting. Councillors supported the document and it was discussed at the meeting with developers on 23rd November 2021. The developers questioned the size and whether the PC would consider having dwellings above / below the hub. **(02/22)**. **Minute to be removed next month.**

13.0 OUR ELSTEAD UPDATE (OE)

- 7454 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. **(02/22)**. **Minute to be removed next month.**
- 7398 Village sign: WBC have confirmed that planning permission for the village sign is not needed. Billmeir Trustees have confirmed that they are in agreement that a plaque can be attached to the sign accrediting the sign to the Billmeir Trust. Cllr Mathisen and the clerk met with AS (SCC) to agree an acceptable location for the sign. It was agreed that there would be a grand unveiling on May Day weekend and it was hoped that the school would like to be involved. **(01/22)**.
- 7455 Electrical supply to the green: Cllr Mathisen has liaised with SEN 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. Cllr Rees noted that the electrical supply must be secured to prevent unlawful electricity usage. The cost from DJK to complete the electrical works was quoted as being £4.3k which the council approved under its powers of entertainment and support of the arts (Local Government Act 1972, s.145). **(02/22)**.

7456 Staceys Farm Road Trees: Cllr Mathisen advised that the area needed a tidy up with trees having fallen during the storms. The clerk has reported the trees to SCC in the first instance as it is SCC who manage the land. **02/22**.

14.0 ELSTEAD VILLAGE ROAD SAFETY

7279 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. The clerk to contact WBC/SCC to get clarity on how the school can be involved with speed watch etc. **(11/21)**.

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)**.

7281 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. The clerk to contact WBC/SCC to get clarity on how the school can be involved with speed watch etc. **(11/21)**.

7345 VAS: The VAS on the directional finger post on church green has been changed by PH (SCC) and now triggers at the correct speed. 2 x speed monitoring to be undertaken at Fir Mead and Church Green VAS locations – PH to arrange. The cost of £1000 to install a metal pole and sign via Katy Poulsum was considered too costly and so it was agreed that the PC would just install the metal post adjacent to the Jubilee rec and forgo the site in front of Fir Mead. RK has advised that there is a problem with the battery. The clerk to ask Manbat for a replacement battery. **(12/21)**

7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**

7401 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(01/22)**.

7358 Cllr Jacobs raised the issue of parking along the Thursley Road outside of St James School. She noted that a horsebox scrapped a car that was parked which then blocked the road. It would have been impossible for an emergency vehicle to have passed. The clerk also noted that cars coming for the pavilion no longer wait behind the parked vehicle and allow oncoming traffic to pass instead there is

an expectation that on coming vehicles will swerve to the lay-by which was equally dangerous. **(12/21).**

15.0 THURSLEY ROAD / BURFORD LODGE USER AGREEMENTS

7458 The clerk circulated a revised user agreement which was approved. The user agreement does not include the container sited on Burford Lodge Rec. The clerk will negotiate an acceptable fee for pitch usage by non-village organisations. **(02/22). Minute to be removed next month.**

16.0 QUEENS JUBILEE 2022

7405 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 was being held on 1.11.2021. It was agreed that people should be recruited and paid to clear up the site daily. Four days worth of events have been mapped out to include day time and evening events as well as a church service on the Sunday. The floor for the marque will cost a further £1260 plus vat. Councillors have confirmed that they commit to cover the cost basic marquee hire as well as the floor hire which it does under its powers of the Provision of Entertainment and support of the Arts (Local Government Act 1972 s.145). Plans are coming on well and it is anticipated that tickets will go on sale from March. **(02/22).**

17.0 APPROVAL OF PARISH COUNCIL INSURANCE

7459 The clerk shared the quote for the coming financial year. The cost has increased by 50% and this was due to the outstanding claim against the parish Council. The clerk had sought other quotes. The quotes will be circulated via email for approval and noted at the march meeting. **(02/22).**

18.0 ELSTEAD PAVILION – PLANNING APPLICATION FOR FIXED AWNING

7460 SCC have committed funding for the nursery at Elstead Pavilion from the S106 agreement at Water Meadow Place. Funds will cover the awning for the nursery, new fencing around the playground, an all weather play area and new wash basins. As freeholder of the land, councillors were asked to note their approval which they duly did. Planning for the awning has been submitted. **02/22). Minute to be removed next month.**

19.0 FLOOD ACTION GROUP

7461 Cllr Mathisen had raised this issue in relation to the refusal of MoD to resolved the blockage at Sandford Brook. Cllr Murphy advised that it was the landowners responsibility to clear culverts etc. It was agreed that Cllr Murphy would draft a letter t Surrey CC as lead local flood authority asking them to take statutory action and to ask the landowner to clear the culvert. The letter to be copied to Cllr Harmer. **(02/22).**

20.0 ANNUAL PARISH ASSEMBLY

7462 The PC confirmed that it would hold an in person parish assembly with representatives of village organisations - a light beverage selection would be served afterwards. The meeting will be on 27th April. Councillors agreed the following topics; NHP, fibre broadband, Jubilee Celebrations. Any other organisations would be very welcome to attend and present. An article to go in the March EVN and on facebook. **(02/22).**

21.0 PC OBJECTIVES FOR 2022/23

7463 Councillors proposed the following objectives for 2022-2022: NHP completion, consultation on a co-working space, power on the green, village sign, tidy up Stacey Farm Meadow, finalise Emergency

Plan, Reorganise Burford Lodge (pitches and general tidy), finish cemetery building overhaul. Councillors noted that SCC should commit to fix Thursley Road, road surface by the end of the financial year! **(02/22). Minute to be removed next month.**

22.0 APPROVAL OF ANNUAL FIANCIAL RISK ASSESSMENT 2022/23

7464 The previously circulated draft annual financial risk assessment was approved with one amendment. The shorter risk assessment was also approved. **(02/22). Minute to be removed next month.**

23.0 APPROVAL OF ANNUAL ASSET REGISTER 2022/23

7465 The previously circulated draft asset register was approved. **(02/22). Minute to be removed next month.**

24.0 REPORTS AND CORRESPONDENCE

7466 A resident had asked whether a relative could be buried at Woolfords Lane which councillors agreed to. **(02/22) Minute to be removed next month.**

7467 A meeting to be arranged with WBC Housing with regards the Springfield community support scheme **(02/22). Minute to be removed next month.**

25.0 FINANCE (all financial papers were circulated prior to the meeting)

7468 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the January reconciliation. **(02/22) Minute to be removed next month.**

7469 Bank balance as per statements to 31st January 2022: Current account £76,476.73 and includes £3k for the village sign - £2k has been used as the deposit. Deposit account £ 15,024.40 which includes £24.02 from Just Giving to be transferred to PoR in the 32 day notice account plus 30p interest also to be transferred. 32 day notice account: £ 55,286.15. **(02/22) Minute to be removed next month.**

7470 Accounts for payment for February 2022 were circulated in advance of the meeting. 21 x cheques have been raised totalling £8,549.26 of which 5 x cheque are greater than £500 as listed below. An up to date business review per month was shared and commentary provided in advance of the meeting. **(02/22) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - February 2022

Cheque no	Payee	Purpose	Amount
4411	Onsen Energy	Borehole final payment	£3,849.18
4412	Maxwell and Co	3 months payroll	£72.00
4413	Juliet Williams	salary 1 of 2	£999.00
4414	Juliet Williams	salary 2 of 2	£516.30
4415	Juliet Williams	expenses and working from home	£23.00
4416	Elstead Village Hall	hall hire EPC monthly meeting and fibre b/band community event	£82.50
4417	John Mathisen	plaque for the village sign	£129.98
4418	Patrick Murphy	Chairman's allowance	£225.00
4419-4426	Councillors	Councillors allowance 8 @ £30 each	£240.00
4427	SE Power Distribution	VG electrical connection	£522.38

4428	Castle Water	Woolfords Lane	£139.92
4429	Elstead Village Hall	Broadband meeting - hall hire	£14.50
4430	BHIB	Annual Insurance	£1,548.46
4431	DJK Electrical	clock mains connection	£187.04
			£8,549.26

26.0 MATTERS RAISED BY MEMBERS

- 7471 Cllr Daviden noted that there were some reportedly concerning incidents in the Lower carpark at Hankley. It was highlighted that anything of concern should be reported to 101. **(01/22). Minute to be removed next month.**

Meeting closed at 9.55pm