



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

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

Attendees: Cllr P. Murphy (Chair) Cllr L. Davidsen Cllr J. Webster
Cllr S. Reynolds Cllr D. Snape Cllr J. Mathisen

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

7475 A resident reported that a car had driven across the Burford Lodge rec making a delivery to the EVAA. The clerk advise that occasional access was granted and that in this instance the clerk was aware of a goat mulch delivery being attempted. **(03/22). Minute to be removed next month.**

7476 A resident asked whether vegetation could be cut back thus allowing parking for a few more vehicles. Cllr Murphy explained that he had looked at the vegetation but that even if they were to be removed it would only allow for one more car to park. **(03/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7477 Apologies for absence were received from Cllr Jacobs, Cllr Gardner and Cllr Rees which members accepted. **(03/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7478 No Councillors declared an interest in any 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. **(03/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st FEBRUARY 2022

7479 The minutes of the Parish Council meeting held on 21st February 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 21st FEBRUARY 2022

7480 The minutes of the Parish Council meeting held on 21st February 2022 were agreed and were signed by the Chairman. **(03/22). 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)**

7481 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 who have advised that a resource has finally been allocated to draft the papers. **(03/22)**.

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)**.

7482 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. The clerk has spoken to JB the new SCC Countryside representative. He has tried to contact the landowner to no avail and has asked for the clerk's help in this matter. **(03/22)**.

- 7483 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. SCC Passenger Transport team had 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 would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. 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 agreed. **(03/22)**.
- 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 addition 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)**.
- 7484 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 have submitted a proposal to SCC to replace the pipework with larger pipework as there are a number of breaks. It is anticipated that the work will be carried out in June 2022. The clerk wrote to WBC Housing to advise them of the proposed remedial work in case it impacted their plans. **(03/22)**.
- 7485 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 has contacted The Sharks and EVTC asking them to remind their users to leave the rec clean and tidy. **(03/22)**. **Minute to be removed next month as there has been no further action on this from WBC.**
- 7486 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. Cllr Murphy drafted a letter to MoD stating that if there was no action to improvement the matter the PC would have no choice but to write to SCC asking them to take enforcement action for not cleaning the blocked culvert. Colonel Bishop visited the site and was clearly frustrated that Landmarc had failed to take remedial action and as a result of this visit some clearance work has been completed. Following this work the water level has notably decreased by 2metres. Colonel Bishop indicated that he would submit a proposal for the clearance of Sandford Brook. **(03/22) Minute to be removed next month.**

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).**

7487 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. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen's Platinum jubilee. The clerk to forward the suggestion to Witley PC. **(03/22)**

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)**.
- 7488 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. Cllr Snape forwarded a copy of the most recent update to Cllr Rees in advance of the March 2022 PC meeting. **(03/22)**.
- 7489 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 and the clerk has submitted an application. **(03/22)**.
- 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)**.
- 7490 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. **(03/22)**. **There has been no further update on this matter, minute to be removed next month.**
- 7491 Clock on the green: the replacement clock has now been installed. **(03/22)**. **Minute to be removed next month.**
- 7492 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 estimated cost of the project has increased to £500,000. The planning application is still outstanding and the officer has advised that case loads are very heavy so progress has been affected. The Clerk advised that she had been contacted by the CIL officer asking for an update. The clerk was advised to refer the CIL officer to the Planning Officer. **(03/22)**.
- 7493 WBC Grass cutting: complaints have been received by members of the public about the No Mow May grass cutting policy which has left many residential areas looking unkempt as well as causing a threat of tics and injury through hidden sight lines. The clerk 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 contacted Cllr Mirylees who has agreed to visit Elstead with the officer for parks and green spaces and a meeting date to be arranged for as soon as possible. **(03/22)**.
- 7494 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Signage has been printed. **(03/22). Minute to be removed next month.**
- 7495 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 but it has been advised that work should be completed within the next day or so. **(03/22). Minute to be removed next month.**
- 7107 Cllr Snape noted that some car parking was unacceptable around the village green. The clerk advised that Witley and Tilford have bye laws. The clerk to investigate. **(07/21)**.
- 7496 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. The clerk was advised that the driver was uninsured at the time of the RTC. The clerk has contacted PC Farmer for further advice. **(03/22)**.
- 7497 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 and pricing confirmed at £20 each. It was agreed that 15 markers would be printed which the PC does under its powers acquire and maintain land for open spaces (open Spaces Act 1906 ss.9 and 10). **(03/22)**.
- 7498 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. The clerk to contact the sharks and RK and confirm that this will take place in the Easter holidays. **(03/22)**.
- 7499 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 which hampered progress. The spika podium was replaced. 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 chased several times for an update. Initially the clerk was told that the cost of repair was going to be increased to £5k which Kompan would cover 50% of the cost. The clerk advised that this was plus £2,200 versus the original quote and was simply unacceptable. Kompan have now confirmed that they will fix the spire net and re-tension at no charge. There is a 21 day lead time on the work. **(03/22)**.
- 7500 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 contacted that school but due to covid and staff shortages did not have the capacity to be involved but thanked the PC for including them in the project. The clerk to plants the trees by 25th March. It was agreed that The Garden Club could replaced one of the fallen trees in front of Springfield Farm with a tree in memory of a well respected club member. **(03/22). Minute to be removed next month.**
- 7501 Cllr Rees reported that a wooden post had been knocked down by Orchard Close which has now been replaced. **(03/22). Minute to be removed next month.**
- 7502 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. The

- insurance company have advised that they have photographic evidence and the clerk has asked to see it. The clerk is waiting for the insurance company to forward this. **(03/22)**.
- 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)**.
- 7503 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 when 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. **(03/22)**. **Minute to be removed next month.**
- 7504 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. **(03/22)**. **Minute to be merged with agenda item 15.**
- 7505 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. **(03/22)** **Minute to be removed next month.**
- 7506 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. **(03/22)**. **Minute to be removed next month.**
- 7507 A resident had raised concern about increased noise and traffic coming from Farnborough airport and its effect on the local community. The clerk shared further information with councillors. **(03/22)**.
- 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)**.
- 7508 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. As Cllr Harmer was unable to confirm whether or not the SCC councillor allocation would continue in the new financial year it was agreed that the works should proceed without funding. The clerk to advise the contractor to schedule a date for as soon as possible. **(03/22)**.

- 7509 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 to 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)**. **Minute to be removed as covered under minute 7486**

6.0 REPORT FOLLOWING THE MEETING WITH WBC PLANNING POLICY HELD 17th MARCH 2022

- 7510 A meeting was held with ME and SM from WBC planning policy department to sort out the next steps following the issues raised by the NHP Examiner. Cllr Murphy, Jacobs and The Clerk were in attendance. The clerk to ask Nexus for an urgent response to the outstanding amends to the engagement report and conditions statement. WBC followed up with further suggestions of elements to include in the conditions statement. At every step of the way the NHP has been presented and discussed with councillors who have given it its full support. A final statement of support from Elstead PC for the E&W NHP to be added to the NHP section. **(02/22)**. **Minute to be removed next month.**

7.0 REPORT FOLLOWING THE MEETING WITH WBC HOUSING HELD 17th MARCH 2022

- 7511 Cllrs Murphy, Jacobs and The Clerk met with LB and KD from WBC Housing to discuss the community benefits program linked to the Springfield redevelopment. The development is still at the planning point and WBC expect to go to a second pre app stage. WBC Housing advised that developers must contribute monies towards a community benefit programme. Monies can be put in a pot from other developments across the borough but the clerk advised WBC that Elstead would not want its contribution to be diluted. WBC Housing must demonstrate a 10% biodiversity new gain even although the area was not rich in wildlife to begin with and was essential a grassy/muddy verge. WBC Housing had proposed that one idea for The Quillets would be to transform it into a wild flower meadow which Cllr Jacobs rebutted given the location of Elstead in the middle of AONB and GB. **(03/22)**. **Minute to be removed next month.**

8.0 REPORT FOLLOWING THE HUG MEETING HELD 15th MARCH 2022

- 7512 Cllrs Murphy and Mathisen attended the March HUG meeting. Tentative progress has been made about the ensuring there is advance notice for when tracks are going to be closed. A colour coded red-amber-green system has been proposed, marshalls are more reticent to apply this as it will fall to them. **(03/22)**. **Minute to be removed next month.**

9.0 WBC UPDATE

- 7513 Ward councillors were not present to give an update for March 2022. **(03/22)**. **Minute to be removed next month.**

- 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)**.

10.0 SCC UPDATE

- 7514 Cllr Harmer noted that clerks currently cannot have direct access to officers and must report online. **(03/22)**. **Minute to be removed next month.**

- 7515 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. **(03/22)**.
- 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. A meeting has been scheduled for 24.3.2022 to discuss cycling however major landowners such as MoD and NE have not been included and much of the routes fall I **(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).

11.0 NEIGHBOURHOOD PLAN UPDATE

- 7516 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. The clerk to ask Nexus to follow this up as a matter of urgency. **(03/22)**.
- 7517 Following the meeting with WBC planning Policy Elstead Parish Council would like to make the following statement; *"For the avoidance of doubt Elstead Parish Council confirms that it agreed to submit a request to Waverley Borough Council for the designation of the parish of Elstead and the adjacent part of the parish of Peper Harow know as Weyburn as a Neighbourhood Plan area and agreed in September 2021 that the plan should be submitted to Waverley Borough Council in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012"*. **(03/22)**. **Minute to be removed next month.**
- 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)**.

12.0 OUR ELSTEAD UPDATE (OE)

- 7518 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 and the plaque has been engraved. Cllr Mathisen and the clerk met with AS (SCC) to agree an acceptable location for the sign. It was agreed that there would be an unveiling on April 28th. Attendance would be limited and Cllr Reynolds to draft a press release to be sent to The Farnham Herald post the event. RA to be invited to take photographs of the ceremony. The clerk to invite representatives from the Billmeir Trust. **(03/22)**.
- 7519 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. 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). Cllr Mathisen advised that Christmas lights have not been budgeted for and it was suggested that Cllr Mathisen liaise with The Elstead Electrician to seek light recommendations. Works are expected to start in April. **(03/22)**.

7520 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. It was agreed that this patch of land would be included in the up coming tree survey and once complete the findings would be shared with SCC. **(03/22)**.

13.0 ELSTEAD VILLAGE ROAD SAFETY

7521 Approve poster deterrents: Cllr Webster had circulated pictures of “eyes’ which are stickers / poster deterrents. Stickers can be placed on wheelie bins and litter bins and studies show that there was a 62% reduction in bike theft in one trail area. It was agreed that 250 would be ordered. **(03/22)**.

7522 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. Cllr Reynolds made contact with Surrey Police Speedwatch team who advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. An article to be shared on facebook and the EVM **(03/22)**.

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)**.

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 Poulam 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).**

14.0 QUEENS JUBILEE 2022

7523 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 marquee 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 marquee 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, tickets sales have started and a further donation of £2,500 has been gratefully received. OE will have a table at the Elstead Expo event on Sunday 5th June. Elstead PC to consider whether it is also formally represented in addition to have proposed the idea. **(03/22).**

15.0 BIKE PARK / BACKLAND FIELD UPDATE

7524 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 principle and asked that the residents do further research. In March 2022 a resident gave an update on progress to the bike park. It had been agreed that a club would be formed and Chair, Treasurers and Secretary roles had already been assigned. Elstead PC noted that the club would need a constitution, Elstead PC agreed that a public consultation could be run for a minimum of six weeks to gauge public support for the bike park. If there was sufficient support the Parish Council would be sympathetic to this idea. A leaflet would also need to be designed so that residents without internet access would be able to respond. **(03/22). Merge with 7504**

16.0 EMERGENCY TELEPHONE RECEPTION IN ELSTEAD

7525 Cllr Murphy noted that the issue of emergency telephone reception had been raised as part of the superfast broadband presentation. Councillors asked how does the village ensure it has adequate mobile cover in the event of prolonged power outages to help those with lifelines for example. It was agreed that this matter should be raised with Tinaz in WBC. **(03/22)**

17.0 APPROVAL OF PARISH COUNCIL INSURANCE

7526 Further work had been done on the PC's insurance. BHIB were £20 per annum cheaper and councillors had noted their agreement via email that the quote was approved. **(03/22).**

18.0 ANNUAL PARISH ASSEMBLY

7527 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. Poster to be put up to advertise the meeting. **(03/22).**

19.0 ANNUAL REPORT

7528 The annual report to be drafted for circulation prior to April's monthly PC meeting. Cllr Murphy to draft the copy with input from Councillors and the clerk to provide the financial commentary. **(03/22).**

20.0 REPORTS AND CORRESPONDENCE

7529 The clerk noted that Café 172 could be closing at the end of March 2022. The facebook post has been archived as evidence that the business was closed for personal and not business reasons. **(03/22). Minute to be removed next month.**

7530 Counsel's opinion on the Croft access was received on 21st March 2022. It notes that the case for JV's needs to meet a very high threshold however the fact it is proposed that frontages are to be taken away is a case for material consideration. The evidence submitted on this matter by the developer is unclear and as such it is unclear whether WBC can consider it properly. There is a further issue of equality as it means a lack of wheelchairs and pushchair access. Cllr Murphy to draft a letter to WBC copying SCC. **(03/22).**

7531 A letter was received from Cllr Else requesting the corner of Gala Lane to be tidied up. The clerk to instruct RK. **(03/22) Minute to be removed next month.**

7532 The clerk has spent several hours liaising with SCC Highways, SSEN and subsequently BT regarding a tree that was lying horizontal across phone line and obstructing high sided vehicular access along Staceys Farm Road. The tree will finally be removed on 22nd March, a month after storm Eunice. **(03/22) Minute to be removed next month.**

7533 A resident wrote to the clerk advising that the security light at the tennis club had stayed switched on. EVTC have advised the clerk that the issue has been fixed. **(03/22) Minute to be removed next month.**

7534 The clerk has taken advice on whether the PC must confirm to the new ruling about "making tax digital" which is effective from 1st April 2022. The PC's internal auditor advised that this was only relevant for those business charging VAT and not reclaiming VAT. **(03/22) Minute to be removed next month.**

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

7535 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this prior to the meeting and will formally sign the February reconciliation after the meeting. **(03/22) Minute to be removed next month.**

7536 Bank balance as per statements to 28th February 2022: Current account £88,852.16 and includes £3k for the village sign - £2k has been used as the deposit. Deposit account £15,024.52 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: £55,287.51. **(03/22) Minute to be removed next month.**

7537 Accounts for payment for March 2022 were circulated in advance of the meeting. 10 x cheques have been raised totalling £5605.88 of which 3x 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 as follows:

Receipts

- +20% v budget - result of borehole and pitch works for which the PC has received donations towards the works.

Payment:

- salary preparation -37% v budget one still not invoiced for the year and Maxwell's did not apply an increase
- grants / donations line -30% - CAW did not come back to us for a donation
- insurance increased due to undetermined claim against the PC so +29% v budget
- playground inspection fee -73% this was because of covid they did not do the interim inspections but we have had the main annual one done
- playground (new) -100% nothing purchased/replaced
- playground maintenance - spire net not repairs still now being doing foc
- admin expenses this includes £900 for Wellers Hedley for Thursley Road Rec land registration, £450 land agent work to secure new tenant in Backland, clock for the spar
- OE includes cheques for the electrical supply to the vg project which was scheduled for 22/23
- cemetery has required a lot of maintenance - roof repairs and fascias
- Borehole - we paid for the bills as land custodians and the ERT have contributed donations see income line so nota true reflection
- ROW - monies towards fencing for FP64 - still not progressed by SCC
- EER - telephone no longer required hence decrease v budget
- Tree works less work done but new survey due therefore tree works will be required. also RK has done some tree work which has not been split out from his maintenance invoices
- water - discussing with EVAA the reclaim and will invoice the grazier
- QLS bin collection - we had anticipated that we would have to pay for all our bins but so far we have only pick up Burford Lodge

(03/22) Minute to be removed next month.

Cheque no	Payee	Purpose	Amount
4432	Quality Garden Supplies	Bark for play areas	£293.94
4433	DJK Electrical Contractors Ltd	Deposit valuation for Village Green works	£2,610.00
4434	Juliet Williams	Salary 1 of 2	£999.00
4435	Juliet Williams	Salary 2 of 2	£516.10
4436	Juliet Williams	expenses and working fro home	£273.91
4437	Quality Land Services Ltd	Bin emptying Burford Lodge	£180.00
4438	Hilary Hamlyn	OE flower expenses	£16.99
4439	Absolute Security	CCTV annual Maintenance	£193.44
4440	Richard Knight	Maintenance	£300.00
4441	Richard Knight	Woolfords Lane Cemtery Work	£222.50
			£5,605.88

7538 The following had been approved via email before the meeting: £293.94 bark for safety play areas, (powers to provide a wide range of recreational facilities 'Local government miscellaneous provision Act 1976 s.19) £193.44 annual CCTV service (power to spend money on crime detection and prevention measures Local Government and Rating Act 1997, s31) , £258.91 website renewal (power for councils to have their own website Local Government Act 1972 s 142) and £2,900 bi-ennial tree survey (power to acquire and maintain land for public recreation Public Health Act 1875 s 164) **(03/22) Minute to be removed next month.**

7539 Clerks salary: The clerk noted that the pay review affective from April 2021 had finally been shared with clerks. The pay review was 1.75% which was under what the PC had budgeted for. It was agreed that the clerks pay rise would increase by one scalepoint which it noted would take the salary over the 2.5% that had been budgeted for however there was no mid way point. **(03/22) Minute to be removed next month.**

22.0 MATTERS RAISED BY MEMBERS

7540 Cllr Mathisen noted a tree that needed to be reported by the bus shelter on Hookley Lane. The clerk to report. **(03/22). Minute to be removed next month.**

7541 Cllr Mathisen reported that the barrier was severely damaged n front of The Donkey. The Clerk to report. **(03/22). Minute to be removed next month.**

7542 Cllr Snape noted the amount of intellectual capital around the table and questioned how this could be preserved. **(03/22). Minute to be removed next month.**

Meeting closed at 9.55pm